

**StairBiz Manual – Custom Editor**

**v9.00.0**

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# Custom Editor – Overview

The **Custom Editor** (called the “**Editor**” throughout this documentation) allows you to create **Custom sheets** (called “**sheets**” throughout this documentation).

Custom sheets may contain:

1. Graphic elements (lines, boxes, text labels, images etc.). These elements are static (they remain the same regardless of which job is open when you view or print the sheet).
2. Drawings of the stair as designed in StairBiz (these drawings are dynamic – they always show the stair as designed for the current job when you view or print the sheet).
3. Fields. A field is a placeholder for piece of information from the current StairBiz job. Some fields hold a single piece of information (for example, the “Client Name” field will show the name of the client for the job). Other fields hold lists (for example, a list of lengths of all the newels in the current job). There are hundreds of fields available to place in your sheets.

With the Custom Editor, you can create fully customized quotation (proposal) sheets, job sheets, measure sheets, installation sheets, invoices, receipts etc. You can even create your own StairBiz windows (for example, you may want to have a single window that shows some or all of the Client window fields, plus some or all of the Site window fields, plus some other fields you created yourself in the My Data defaults window).

You can create as many sheets as you like and list them under the Custom menu in STAIRBIZ. In STAIRBIZ, information from the job will be linked to these sheets via the **fields** and **stair drawings** you create in the **Editor**. Within STAIRBIZ you can print out these sheets individually from the **Print Page** menu, or in a batch from the **Print Job** window.

The **Editor** is an “object” oriented drawing program – the *objects* you create (lines, rectangles, circles, fields, images etc.) can be moved, resized, and changed in a variety of ways even after they have been created (unlike a “bitmap” oriented paint program which works in pixel manipulation).

Note;

The custom Editor (just for now) only shows metric measurements. It also has no Undo facility (coming soon).

# Creating a Custom Sheet – a tutorial

Following is a brief tutorial for creating Custom Sheets. In it we’ll create the most basic of sheets containing a heading, a field title, a field, and a stair drawing. We’ll also shown how to view and print the sheet from within STAIRBIZ.

Note that the **Editor** has many more features than will be shown here.

1. Close any sheet you might currently be working on (select Close from the **File** menu)
2. Select New from the **File** menu to create a new sheet.
3. Select Page Setup from the **File** menu and set A4, portrait orientation.
4. Create a heading for the sheet: Select the Text tool  from the **toolbar** then click the mouse somewhere near the top left corner of your sheet. Type the words “My Custom Sheet”, then press the **Enter** key.
5. Select the text you just created: Click the Selection tool  on the **toolbar** then click on the text
6. Format the text: Click the Text Attributes button  on the **toolbar** (the first one, not the second one). In the Attributes window that opens, select 18 point from the text size pop-up. Then click the **Apply** button.
7. Draw a line across the page: Select the Line tool  and, which holding the **Shift** key down, draw a line across the page just under your heading.
8. Format the line: Click the Line Attributes button  on the **toolbar** (the second one, not the first one). In the Attributes window that opens, select 20 points as a line thickness, and click the red color box. Then click the **Apply** button.
9. Create a field heading: Select the Text tool  from the **toolbar** then click the mouse somewhere under your heading. Type the words “Client Name”, then press the **Enter** key.
10. Create a field: Select the Field tool  from the **toolbar** then click the mouse somewhere to the right of “Client Name”. The word “field” is created.
11. Define the field you just created: Click the Set Field tool  on the **toolbar** then click on the word “field”. The Set Field window opens. Select “Client” from the list on the left (it’s the second one down), then double click on “Business Name” in the list on the right (it’s the first one).
12. Resize the field: Click on the Selection tool  on the **toolbar**, click on the field you created, then drag the resize box at the bottom right of the text to make the text longer.
13. Align the field title and the field: With the Selection tool still current, select both the title “Client Name” and the field by clicking one, then holding the **Shift** key down while clicking the other (or simply drag a rectangle around both of them). Select Align Tops from the **Align** menu.
14. Create a stair drawing: Select the Stair Drawing tool  and draw a rectangle about a quarter the size of your page.
15. Define the drawing: Select the Set Field tool  and click on one of the borders of the rectangle you just created. The Stair Drawing Definition window opens. Select some elements of the stair you want drawn from the list on the left. If there is a stair designed in the current job, you will see the selected elements of the stair shown at the right of this window.
16. Save the sheet: Select Save  from the **toolbar** and name the file “My Custom Sheet”.
17. Launch STAIRBIZ and select **Custom Menus** from the **Defaults menu**.
18. Select “My Custom Sheet” from the list, then click the **Include** button.
19. Start a job in STAIRBIZ, open the **Client window** and give the client a name, then create a stair in the **Design window**.
20. From the **Custom** menu, select “My Custom Sheet”. The sheet which opens should be the one you just created, showing the correct client name and drawing the stair you just designed. Using a similar process (and don’t forget the Grid Wizard) you can create very sophisticated sheets containing any of hundreds of fields, drawings, logos, images etc.

Note that you can work on creating your sheets while STAIRBIZ is launched and a job is current. To view changes you make to the sheet, save the sheet in the **Editor**, then reopen the sheet in STAIRBIZ – the changes should be visible.

# The Menus - Overview

Most tools and functionality in the **Editor** are grouped under various menu headings.

FileDeals with issues involving files or printing.

Edit The usual Cut/Copy/Paste etc.

ArrangeUsed for arranging and scaling objects on the sheet.

AlignAligns objects on the sheet, either relative to each other or to a grid.

Show Relates to showing or hiding of certain things on the sheet.

Zoom Allows you to zoom-in or zoom out (temporarily changing the scale of the sheet).

ToolsShows a selection of tools used to either select, modify or create objects on your sheet

# File menus

The **File menus** deal with issues involving files, or printing.

Below: New

Open

Save

Save As

Close

Import

Export

Export Selection

Page Setup

Print

Following Page

Exit

## New

This menu creates a new sheet.

The **toolbar** buttons and menus become active and ready for use.

This menu is disabled when a sheet is in progress (the current sheet has to be closed before a new one can be opened).

## Open

This menu opens a dialog window from which you can select and open any sheet previously saved to disc. Only .stx files can be opened (.stx is the file format for Custom sheets). To bring a graphic other than an .stx file into a sheet, first either open an existing .stx sheet or start a new one, then use the Import menu.

This menu is disabled when a sheet is in progress (the current sheet has to be closed before a new one can be opened).

## Save

This menu saves the current sheet to disc, creating a file with an “.stx” file extension which is recognized only by STAIRBIZ.

If there have been no changes since the last save, this menu will be disabled.

If the sheet has not been previously saved, you will be prompted for a name and location on disc for the file (STAIRBIZ looks only in the **Custom Sheets folder** for these files). If the sheet has been previously saved, the existing file will simply be updated.

## Save As

If the current sheet has not been previously saved, this menu performs the same function as the Save menu. If the current sheet has been previously saved, this button will:

1. Close the current (if it needs saving first you will be alerted)
2. Open a new sheet identical in every respect to the one which was just closed. You will be prompted for a new file name and location.

## Close

This menu closes the current sheet.

If a sheet has been changed since it was last saved, you will be prompted to save it first.

## Import

This menu imports a graphic file (e.g. company logo etc.) and inserts it into the current sheet. If the imported graphic includes more than one object they will come in as a single group (they can be ungrouped using the Ungroup menu).

Recognized file formats include .bmp (bitmap), .emf (enhanced metafile) and .wmf (Windows metafile).

If the image you want to import in not one of the above formats, you can import it into a 3rd party draw program which recognizes the format, then export it as one of the above formats. Try to avoid bitmaps (.bmp) if possible – these files can be extremely large.

To get any jaggedness out of a bitmap (.bmp) file, create it larger than needed, then, after importing it into you sheet, resize it to be smaller. When it prints, much of the jaggedness will be gone. Note that a bitmap which is resized within the **Editor** maintains it’s original file size footprint. For example, a bitmap image 100x100mm with a resolution of 72 dpi and a file size of 500K, when resized in the **Editor** to be 50x50mm, maintains a file size of 500K (i.e. 500K will be added to the size of the Custom sheet), but the resolution when printed will be 144 dpi (i.e. much better).

The images can be moved and resized using the Selection tool.

## Export

This menu exports the entire current sheet in one of the following file formats - .bmp (bitmap), .emf (enhanced metafile) and .wmf (Windows metafile). These graphics files can subsequently be inserted into any open sheet using the Import menu (and can also be read by many third party graphics programs).

## Export Selection

This menu exports only the selected objects in the current sheet in one of the following file formats - .bmp (bitmap), .emf (enhanced metafile) and .wmf (Windows metafile). These graphics files can subsequently be inserted into any open sheet using the Import menu (and can also be read by many third party graphics programs).

## Page Setup

This menu allows you to choose a paper size and orientation for the sheets you are creating. The size should correspond with the size you intend to print within STAIRBIZ.

Portrait orientation is normal page orientation (i.e. the height of the page is more than the width of the page). Landscape orientation is where the page is turned sideways, so that the width of the page is more than the height.

When you start a new sheet, the **Editor** checks your current printer page setup and makes the new sheet that same size. The sheet will stay that size forever, even if you close it and reopen it later when a different printer page setup applies. The only way the size of a sheet can change after it’s been created is to do a new **Page Setup** while the sheet is open, and then save the sheet to save the change.

The sheet as you see it on your screen is the paper size, not the printable page size. The printable page size is usually a little smaller. You can see the printable page size in two ways – there are marks on the rulers which indicate where the printable page starts and ends, or select Printable Page from the **Show menu**. You should not draw objects outside the printable page rectangle (they will be clipped when you print the sheet).

## Print

This menu prints the current sheet as you see it.

## Following Page

Imagine that you print three quotation sheets for a job (Quote 1, Quote 2, Quote 3). Each of these is slightly different (Quote 1 is for the client, Quote 2 is for the client to sign and return, and Quote 3 is to keep as an office copy).

You can have StairBiz automatically print Quote 2 and Quote 3 every time you print Quote 1: in Quote 1, set Quote 2 as the Following Page; in Quote 2, set Quote 3 as the Following Page.

To set a Following Page, select this menu-item from the File menu and choose the appropriate Custom Sheet.

Be careful not to put yourself into an endless loop (for example, by selecting Quote 2 as the following page for Quote 1 and Quote 1 as the following page for Quote 2).

## BOM List Type

When you have BOM lists in Custom Sheets, you can choose whether that BOM shows only items with a non-zero dollar value, only items with a zero dollar value, or all items. In the window that opens, set to: 1= show only items with non-zero $; 2= show only items with zero $; 0= show all items. This may be useful where your pricing is not necessarily based directly on the components in the stair. It can only apply on a whole-sheet basis (i.e. you can’t have different types of BOM lists within the one custom sheet).

## Exit

This menu closes the **Editor** program.

If a sheet is open, STAIRBIZ will close it first. If the job needs saving, STAIRBIZ will alert you.

# Edit menus

## Cut menu

Cuts (removes) selected objects (fields, drawings, images and graphics) and places them on the clipboard, ready for a **Paste**.

## Copy menu

Copies selected objects (fields, drawings, images and graphics) and places them on the clipboard, ready for a **Paste**.

## Copy Text menu

Applies only if a single text/field object is selected. Copies the text in the text object and places it on the clipboard, ready for a **Paste Text** into another text/field object or into a 3rd party text editor.

## Paste menu

Takes any objects currently on the clipboard (fields, drawings, images and graphics) and inserts them at the position from which they were cut or copied. Note that these objects are pasted exactly over the top of the objects that were copied, so that it can seem as if nothing happened (you can press the arrow keys to move the objects away from the current location). Objects can be placed on the clipboard with the **Cut** and **Copy** actions described above. Bitmap images and other graphic objects cut or copied to the clipboard from other graphics programs can usually be pasted onto a sheet.

Note that there seems to be a problem with pasting a single vertical or horizontal line – for some reason the **Editor** doubles the size of the line (we’re working on it). The problem doesn’t exist when pasting more than one object, or pasting lines that aren’t horizontal or vertical.

## Paste Text menu

One of the limitations of this window is the difficulty in editing text in fields, especially when is it long or multi-lined. In these cases it's best to create/edit the text in Notepad or similar. To get this text into the field, put it on the clipboard, select the relevant field, then select this menu item. The entire text on the clipboard will be pasted into the field.

## Select All menu

Selects all objects in the current sheet.

## Delete Selection

Deletes objects currently selected.

## Delete All

Deletes all the objects on the sheet.

# Arrange menus - Overview

The **Arrange menus** are used for arranging and scaling objects on the sheet.

Below: Group

Ungroup

Move to Front

Send to Back

Duplicate

Scale Selection

Scale All

Open Grid Wizard

## Group

This menu groups selected objects together as a single object.

This can be useful for assigning attributes to many objects at the one time (it saves you having to select each object – you simply select the group) or for positioning a number of objects as a whole rather then one at a time.

Groups can also be grouped, or included in a group.

More than one object needs to be selected to enable this menu (see Selecting Objects)

## Un-Group

This menu un-groups a grouped object (see Group).

## Move to Front

All objects on a sheet have an “order”. Objects closer to the top of the order cover (or can hide) objects that are further back in the order. This menu brings the selected object(s) to the front (top).

## Send to Back

All objects on a sheet have an “order”. Objects closer to the bottom of the order are under (and can be covered by) objects that are higher up in the order. This menu sends the selected object(s) to the back (bottom).

## Duplicate

This menu is useful for creating multiple objects (text, fields, lines, boxes etc.) that are arranged vertically or horizontally at a fixed distance from each other.

The object(s) to be duplicated must be selected first.

To horizontally offset each duplication from the preceding duplication, set the X offset (in mm)

To vertically offset each duplication from the preceding duplication, set the Y offset (in mm)

It would be unusual, but there is no reason why you couldn’t set both X and Y.

## Scale Selection

This menu scales selected object(s) to a specified percentage.

For example, to double the size of an object(s), set both X and Y scale to 200%. To halve the size of an object(s), set both X and Y scale to 50%.

The offsets of selected objects (X and Y distance from the top left corner of the sheet) are also scaled. In other words, the distances between the scaled objects are also scaled.

Note: Scaling a text or field object does not change its font size (it changes only its boundaries). Font size can be changed (if necessary) in Text Attributes.

## Scale All

This menu is the same as Scale Selection, but applies to all objects on the sheet.

This may be useful when you import an old custom sheet which isn’t fitting well on the page. It would also be useful if you change to a printer with a different “printable page” size than the original.

## Open Grid Wizard

This menu opens the Grid Wizard.

The **Grid Wizard** is a feature of the **Editor** which sets a grid - columns and rows of lines, text and/or fields. It can save a lot of work when creating sheets. It saves you having to position lines, text and/or fields manually, and allows you to experiment with the position and size of repetitive objects on the sheet.

# Align menus

The **Align Menus** align objects on the sheet, either relative to each other or to a grid reference which can be displayed. The menus are as follows:

## Align Left Sides

All selected objects are moved horizontally such that their left sides are aligned with the left side the of left-most selected object.

## Align Right Sides

All selected objects are moved horizontally such that their right sides are aligned with the right side the of right -most selected object.

## Align Tops

All selected objects are moved vertically such that their tops are aligned with the top the of highest selected object.

## Align Bottoms

All selected objects are moved vertically such that their bottoms are aligned with the bottom the of lowest selected object.

## Space Horizontally

Opens a dialog window where you can set a horizontal spacing for the selected objects. Object are spaced according to their existing order from left to right. The spacing needed to set all objects evenly from the left-most object to the right-most object will be indicated (as the default spacing). You can override it and set any distance you want.

## Space Vertically

Same as Space Horizontally, except applies vertically.

## Set Widths

Opens a dialog window where you can set a common width for the selected text and fields (any other selected objects are ignored). The least width and most width of the currently selected object will be indicated (with the least width as the default width). You can override it and set any width you want.

## Set Heights

Same as Set Widths, except applies to heights.

## Set Grid

Not to be confused with the Grid Wizard, this sets the distance (mm) between the dots of the grid displayed by the Show Grid menu.

## Snap to Grid

Selecting this menu ticks the menu-item and vice-versa. With the menu ticked, items either created or moved with the selection tool will “snap” to the nearest grid dot (whether or not the grid is displayed on your screen using the Show Grid menu). See also Set Grid.

# Show menus

The **Show** menus relate to showing or hiding the following:

## Show Grid

Click this to display or hide the reference grid on the page (not to be confused with grids generated by the Grid Wizard). To set the distance between the grid dots see Set Grid. If the grid is already displayed, this menu will read as **Hide Grid** - select this to hide the grid from view.

## Printable Page

Displays a broken line just in from the border of the sheet indicating the “printable page” area of the sheet (this printable page area is also indicated by marks on the rulers to the top and left of the sheet). The printable page area depends on the type of printer you use. Any items outside the printable page area are clipped when printing (i.e. only the objects or parts of objects within the printable page area are printed). See Page Setup menu.

## Tab Order

Some fields are “output” only. These fields display information about the current job, but cannot be directly amended from within the job in a way that changes the underlying job information (although they can be “overridden” – more about this elsewhere). Other fields are “input/output” (or “live”). This means that if you change the information in the field, the underlying job information is also changed (for example, if you change the text in the client suburb field in a custom sheet shown while a job is open, the change will also show up in the Client window for that job).

You can identify live fields by checking the “Type” field in the Set Field window when you create the field – if the Type field shows a type, then the field is live, otherwise it is not.

Fields that are live have a tab order, which is the order in which the fields are activated when you press the tab key while viewing the sheet from within a job (your cursor must currently be within a field for this to work).

Select this ‘Tab Order” menu item to show (and change) the tab order of live fields. Fields for which a tab order has not yet been set show a “0”.

Tab orders do not have to be sequential. For example, you can use “1, 2, 4, 6, 7 …”. When you press the tab key, StairBiz simply looks for the next highest tab-order field (if there is none, StairBiz will look for the lowest, such that you get a looping effect). Pressing Shift-Tab reverses the effect.

## Fields

Fields that will you create in a sheet look much the same as other text objects (except that they contain a description of the field). To quickly distinguish fields from other text, select this menu – the color of all fields change to:

Magenta live (input/output) fields   
 Green output-only fields  
 Yellow fields that have not yet been defined (click on these with the Set Field tool)

Select the menu again to change the fields back to their original color.

## Field Codes

Shows Field Codes (the numeric code which defines the field, as seen in the Define Fields window). This can be useful for creating formulas (see elsewhere).

Do not edit anything while showing Field Codes.

Select the menu again to change the fields back to their original state.

# Zoom menus

The **Zoom** menus allow you to zoom-in or zoom out (i.e. it temporarily changes the scale of the sheet).

It is useful for seeing and working with close-ups of parts of your sheet, or for seeing the entire sheet within your monitor.

The default zoom is 100%, which shows the sheet more or less at the same size as the actual sheet of paper (according to your Page Setup).

The **Fit To Window** option zooms the sheet to whatever scale allows it to fit entirely within the monitor you are using.

See also the Zoom Tool, which allows you to drag a rectangle around a part of your sheet to set the zoom (creating a zoom percentage which may not be any shown in the **Zoom menu** list, in which case no menu-item will be ticked).

# Tools menus

The **Tools Menu** shows a range of tools used to either select, modify or create objects on your sheet.

Many (but not all) of these tools are also shown (and can be selected from) the **toolbar** shown beneath the menu bar (clicking a tool on the **toolbar** is much quicker than selecting it from a menu).

See: Selection

Set Field

Text

Field

Line

Rectangle

Round Rectangle

Circle

Arc

Polyline

Polygon

Stair Drawing

Image From File

Rotation

Formatted Text

## Selection tool

With the selection tool you can select, move or resize any object on your sheet, and you can edit the text in text objects, as follows:

### Selecting

To select an object, click on it.

To select more than one object, either:

1. Click on the first object to select it (this also unselects all other objects), then, with the **Shift** key held down, click on each other object, or
2. Click-drag a rectangle around all the objects you want selected. If you hold the **Control** key down, any object touching or within the rectangle becomes selected. Without the **Shift** key held down, only objects entirely within the rectangle are selected.

### Moving

To move an object, select it, place you selection tool (cursor) on any visible part of the object, and drag it with the mouse button held down. To move a group, do the same thing. See also Nudge and Align.

### Resizing

To resize an object, select it, place you selection tool (cursor) on any resize rectangle (the little boxes around the boundary of the object), and drag it with the mouse button held down. Resizing a text object will not affect the font size unless the Text Type (as defined in the Attributes window (text)) is **Stretch** or **Bounded**.

You can also resize a group in the same way (in this case font size is affected, regardless of the Text Type). The entire group is resized (i.e. all objects within the group), working in a similar way to the Scale Selection menu).

### Editing Text

To edit the text in an existing text object, double-click it – this places the cursor at the end of the text. Use the left/right arrow keys to position the cursor and use the backspace key to delete text, then type the text you want. When you’ve finished, either press the ENTER key or select a different tool.

Note that you can also change the text in fields – regardless of the text shown in the field object, the type of field it is can only be set in the Set Field window (the field code is actually a number which defines the type of field - this number invisible and is not affected by the actual text in the field object).

## Set Field tool

When you create a field (see Field tool), the field is of no particular type (i.e. it will not display any information when printed from with STAIRBIZ). To set the type of field, with the **Set Field** tool click on the field text – the Set Field window opens. Select both the category (left panel) and type (right panel) in this window. To set the field as the selected type, either double-click on the field type or click the Set Field button.

The last column in the Set Field window (“Type”) shows the type of data that the field holds. If there is something in this field, then the field is “live”, meaning that you can edit the field directly in the Custom Sheet and the underling information (as shown in various Process windows) will be changed as a result. If there is nothing in this field, it means that the field is not live – the field can be edited in a Custom sheet, but only as an “override”. An override does not change the underlying data – it simply overrides it in the Custom Sheet.

If the field is “live” you can set a “tab order” for it (see Show Tab Order)

When you have a series of fields (either vertically or horizontally) that make up a LIST (i.e. they all contain the same field code), it may be convenient to set them all in one hit. To do this, use the Selection tool select all the relevant fields. Then click on the Set Field tool and click on any one of the selected fields (note that when using the Define Field tool you will not be able to see that the fields are selected – you will just have to remember this). To avoid confusion you should then un-select the selected fields using the Selection tool.

### Custom Fields

There may be fields you wish to use in your custom sheet which StairBiz does not provide for (e.g. the name of any guard dog at the site). There are two ways you can do this.

1. In the Set Field window, there is a category called “User Text”. There are 160 fields in this category. They are for your use only – StairBiz is not interested in them. When you open a custom sheet in a job, the text in these fields will be whatever you set in the Custom Editor. You can override this text in the job, and the override is saved with the job. Note that the field descriptions “User Item 1”, “User Item 2” etc. can be changed in the Languages window (this will help you keep track of what you are using these fields for).
2. In the Set Field window, there is a category called “MyData”. The fields shown will be whatever fields you create in the MyData Defaults window (these are also shown in the corresponding MyData window for the job). The difference between a User Text field and a MyData field is that MyData fields can be shown in the Directory window (User Text fields cannot). Another difference is that you can set data types for MyData fields (Text, Currency, Date, Pick List etc.), whereas User Text is always text. Note that if you create a field in the MyData Defaults window which has a Pick List type, you can also create list of values which will pop-up when you click this field in the Custom sheet.

## Text tool

To create a **text** object, click the mouse at the position where you want the text, and start typing. To finish the text creation, press the **Return** key, or select a different tool.

The attributes of a text object when it is created correspond to your default text attributes (see Attributes window (text)).

When you click to create a text object, if you simply click (i.e. not a click-drag) then the text size will be your default text size. If, when you click the mouse, you also do a vertical drag of the mouse, the length of the drag will set a text size being the length of the drag (i.e. not necessarily the default size). If you find that when clicking, you sometimes *inadvertently* do a small drag, hold down the control key while doing the click (in which case any inadvertent drag will be ignored and the size will be the default size).

Text size and proportion behaves differently depending on the text type (multi-line, stretch or bounded). See Attributes window (text)

## Field tool

A **field** object is similar to a text object, except that it acts as a place-holder for information from a job open in STAIRBIZ. For example, a field can be of type “Client Name”. In the **Editor** you see the text “Client Name”, but when viewing the sheet in STAIRBIZ you would see “Faldwell Constructions” (or whoever the client is for that job).

Field creation is identical to text creation, with two exceptions:

1. You use the **Field tool** instead of the Text tool.
2. When you create a field, it automatically inserts “field” as the text.

After creating a field you can then use the Set Field tool to assign a field definition (at which time the text will display a description of the field type, rather than the word “field”.

The text in a field can be changed if you want – it’s actually irrelevant to the definition of field, which can be set only with the Set Field tool.

## Line tool

To create a **line**, click-drag with the mouse.

The line will assume the default attributes (see Attributes window (line/fill)).

To change the attributes of lines, select them and click the Line Attributes button on the **toolbar**.

To draw a line exactly vertical or horizontal, hold the **Shift** key down while you create the line.

## Rectangle tool

Click and drag the mouse to create a **rectangle** of the desired height and width.

The rectangle will assume the default attributes (see Attributes window (line/fill)).

To change the attributes of rectangles, select them and click the Line Attributes button on the **toolbar**.

To draw a square, hold the **Shift** key down while you create the rectangle.

## Round Rectangle tool

A **round rectangle** is a rectangle with rounded corners.

Click and drag the mouse to create a rectangle of the desired height and width.

The round rectangle will assume the default attributes (including the radius of the corners - see Attributes window (line/fill)). The roundness of corners can also be manually set using the Selection tool.

To change the attributes of round rectangles, select them and click the Line Attributes button on the **toolbar**.

To draw a round square, hold the **Shift** key down while you create the rectangle.

## Circle tool

Click and drag the mouse to create an **ellipse** of the desired height and width.

The ellipse will assume the default attributes (see Attributes window (line/fill)).

To change the attributes of ellipses, select them and click the Line Attributes button on the **toolbar**.

To draw a **circle**, hold the **Shift** key down while you create the ellipse.

## Arc tool

Click and drag the mouse to create an **arc** of the desired length and width.

The direction of the arc depends on where you start and finish your drag.

The arc will assume the default attributes (see Attributes window (line/fill)).

To change the attributes of arc, select it/them and click the Line Attributes button on the **toolbar**.

To draw an arc being a quadrant of a circle, hold the **Shift** key down while you create the arc.

## Polyline tool

A **polyline** is a series of joined lines. For example, with your mouse, click on the sheet, release the mouse button and drag the mouse to another place on the sheet. Repeat this to create as many joined lines as required. Double click to end the process.

If you wish to draw one of the polylines in freehand style, do not release the mouse button when clicking to start a line. Note that if the shift key is held while you draw the line it will draw exactly to the X or Y axis.

Note: To finish a run of polylines, either double click on the end point or press the **Enter** key.

## Polygon tool

A **polygon** is the same as a polyline except that when you double click to end the process, an additional line will be created back to the starting point.

## Stair Drawing tool

Drawings of the stair and/or return balustrade for a job can be shown in a Custom sheet within STAIRBIZ.

This tool draws a rectangle representing the boundaries of such a **stair drawing**. The rectangle shown in the **Editor** will be invisible in STAIRBIZ (so if you want a border around your stair drawing in STAIRBIZ, you will need to also use the rectangle tool).

The rectangle drawn can be moved and resized in the usual ways.

Once the rectangle is created, you can click on any of its borders with the Set Field tool to open the Stair Drawing Definitions window to set the elements you want included in the drawing.

In the Stair Drawing Definitions window, also ...

1. Set the font used for dimensions in the drawing - click the **Set Font** button.
2. Set the **Drawing Id** (optional). This is a number (or your choosing) that identifies the drawing. It’s only use is that if two or more drawings in ANY of your custom sheets have the same Drawing Id, and you override any one of these drawings with a picture from the clipboard, ALL drawings with the same Id will also be overridden. See Custom Sheets.
3. **Separations** allows you to show temporary separations (spacings) of stairs and wells – useful when you have a stair-over-stair situation. See the main User Manual, Chapter 18: Miscellaneous Topics/ Temporary Separations.

If you want the drawing to show a 3D image of the design, set the Drawing Id = 99. (In a job, design the stair, open the 3D window, and position and light the stair to your liking. Click the “Capture to Custom sheet” toolbar button (far right) – the cursor will change to a cross-hair (just like when you press the F3 key). Click-Drag a rectangle around the 3D image. This captured image will now automatically override the standard (plan) drawing in all custom sheet drawings with a DrawId = 99.)

## Image From File tool

Within STAIRBIZ you can insert photographs and other images into a Custom sheet on a job-by-job basis. For example, you could include a particular construction detail. Because the images would change on a job-by-job basis, you can’t insert the image in the **Editor** window. This tool allows you to create a place holder for the image(s). In the Custom sheet in STAIRBIZ, with the relevant job open, you can click on this place-holder and select the required image from your files (the path of the file is then saved with the job – the image is drawn every time you open or print the sheet).

This tool creates a rectangle which is invisible from within STAIRBIZ (so if you want a border around your image in STAIRBIZ, you will need to also use the rectangle tool).

After creating the rectangle, select the Set Field tool and click on the border to set the Centre and Scale attributes (this determines whether the image is centered and/or scaled within the rectangle).

## Zone tool

Zones allow you to restrict what is shown or drawn in certain areas (zones) of the custom sheet. For example, you can restrict a BOM list to show only balusters, you can restrict a a drawing to show only the second stair in a design, or even the second unit of the second stair.

Using the Zone tool, draw a rectangle to define your zone. Click the out of the zone with the Definitions tool to open a window allowing you to define the contents of the zone.

## Style Photo tool

See Style Defaults window / **Photo and Captions button** in the User’s Manual.

Also see Style Photo window in the User’s Manual.

In Custom Sheets (for example, your Quote custom sheet) you can have StairBiz automatically insert a photo (or line drawing) and caption for any or all of the style components selected in the Components window for the current job. For example, if a Colonial pin top baluster is selected in the Components window, a photo of that baluster will automatically insert into the Quote. Thus the client knows exactly what to expect, and it’s taken you zero time for this service.

Use this tool to create the rectangle for the photo.

After creating the rectangle, select the Set Field tool and click on the border to set the Centre and Scale attributes (which determines whether the image is centered and/or scaled within the rectangle), and to select the style category.

## Style Photo Caption tool

See Style Photo (above).

Use this tool to create the rectangle for the photo.

After creating the rectangle, select the Set Field tool and click on the border to set the Centre and Scale attributes (which determines whether the image is centered and/or scaled within the rectangle), and to select the style category.

Photo caption objects in the Custom Editor behave identically to normal text objects - set the font attributes in the usual way. In the Editor, the text shown in the field (e.g. “Photo Caption”) is not relevant – in a job StairBiz will replace it with the text from the appropriate file in the Style Photos folder.

## Rotation tool

This tool allows you **rotate** any object around its centre (including text). Click on the object to be rotated; a series of yellow circles appear on the outer edges of the object. Click and drag a circle to rotate the object. Release the mouse button when the object is rotated to the required position. The green circle at the center is the rotation center and can also be used to reposition (move) the entire object.

## Formatted Text

Things like a full page of Terms and Conditions, or other text where you want different fonts, font sizes, bold etc. in the one text block, cannot be done using a standard Text field.

Create this text in Microsoft Word (or compatible program), then copy the text to the clipboard.

Create a Formatted Text field.

Using the Field Definitions tool, click on the field outline to Copy, Paste or Clear formatted text.

There are certain limitations on formatted text (StairBiz is not Microsoft Word) …

* When printing an open custom sheet, do not have any vertical scroll (i.e. you should be able to see the very top of the page).
* After making a change to the formatted text and saving your changes in the Custom Editor, if you have that custom sheet open in a job, CLOSE it and re-open it before printing it (otherwise the changes might not be reflected in what you print).
* There is a limit on the number of words in formatted text. I can’t say exactly how many this is, but if the formatting of the END of the text goes wonky, you probably have too many words. However, first try as follows: when you copy the formatted text from the Microsoft Word document, include a blank line at the very end of the text.

# The Toolbar

**The toolbar** lies horizontally across the top of the main window just beneath the menus. In most cases the buttons of the **toolbar** are simply shortcuts to menu-items. In these cases the description below will refer you to the relevant menu. Otherwise, the full description will be given.

 Save See Save menu

 Cut See Cut menu

 Copy See Copy menu

 Paste See Paste menu

 Zoom With this tool you can click-drag a rectangle on the sheet and the sheet will be zoomed to fill the rectangle. See also Zoom menu.

 Align This button does the same thing as selecting the most recently selected Align menu (by default it is Align-Left)

 Selection See Selection tool

 Set Field See Set Field tool

 Text See Text tool

 Field See Field tool

 Line See Line tool

 Rectangle See Rectangle tool

 Stair See Stair Drawing tool

 Rotate See Rotate tool

 Indicates that the next three buttons apply to text attributes. Note that there are two sets of these buttons that look identical – the second set applies to non-text objects (lines, rectangles etc.).

 Formula Allows you to create formulas based on fields. See the section Creating Formulas on a Custom Sheet.

 Text Attributes Opens the Attributes window for setting attributes (font, size, bold etc.) for the selected text.

 Capture Attributes Takes a “snapshot” of the attributes of the selected text. These attributes can subsequently (at any time) be applied to other text objects with the **Apply Attributes** toolbar button (the next button). The captured text attributes stay on the clipboard until the next time you click this **Capture Attributes** button (it’s a special purpose clipboard so that they don’t replace things on the normal clipboard). If there is more than one text object selected, and these objects have different attributes, only the attributes that the objects have in common are captured. For example, if two text objects are selected when you click this button, both with identical attributes except that one is 10pt and the other is 12pt, the font size will not be captured - it will be ignored.

 Apply Attributes Applies the attributes captured with the last click of the **Capture Attributes** button (see previous paragraph) to the selected text.

 Indicates that the next three buttons apply to line attributes (in fact, all non-text objects). Note that there are two sets of these buttons that look identical – the first set applies to text objects.

 Line Attributes Opens the Attributes window for setting attributes (line width, color etc.) for the selected non-text objects.

 Capture Attributes Takes a “snapshot” of the attributes of the selected non-text objects. These attributes can then be applied to other objects with the **Apply Attributes** toolbar button (the next button). The captured line attributes stay on the clipboard until the next time you click this **Capture Attributes** button (it’s a special purpose clipboard so that they don’t replace things on the normal clipboard). If there is more than one non-text object selected, and these objects have different attributes, only the attributes that the objects have in common are captured.

 Apply Attributes Applies the attributes captured with the last click of the **Capture Attributes** button (see previous paragraph) to the selected non-text objects.

 **Nudge**: It is possible to move selected objects by a precise amount in any direction. To move objects by one pixel, select the object(s), hold the **Control** key down, and press any of the **arrow** keys – the objects will move in the direction of the arrow key pressed. To move selected objects by an distance in millimetres, type in the distance in millimetres in the text box to the right of the **Ng** heading (see illustration at left). Then, while holding down both the **Shift** and **Control** keys, press any of the **arrow** keys – the objects will move in the direction of the arrow key pressed.

# Attributes window (general)

The **Attributes** window is used to set attributes for text objects (e.g. font name, font size etc.) and attributes for non-text objects (e.g. line thickness, fill color etc).

To open the **Attributes** window for *text* objects, click  on the **toolbar**.

To open the **Attributes** window for *non-text* objects, click  on the **toolbar**.

Whether the window applies to text or non-text objects depends on the tab setting at the top of the window (**Text** or **Line/Fill**). The above buttons will automatically set the appropriate tab, however, you can switch between the two sides of the window manually if necessary.

If an object is selected at the time click the above buttons, the **Attributes** window will open showing the attributes of that object. If more than one object is selected at the time, it will show the attribute settings that are common to all selected objects – attributes that are different between the objects will be shown in grey.

In this window you can change the attributes (even the grey ones), then either:

1. Apply them to the currently selected text objects (by clicking the **Apply** button)
2. Set the default attributes of all future text objects (by clicking the **Set Default** button)
3. Capture the attributes so that they can be applied whenever required to any selected text objects (by clicking the **Capture** button).

## Buttons in the Attributes window (general):

### Apply

When you are happy with the attributes you’ve set, click on the **Apply** button to apply these attributes to the selected text object(s). If you would like the Attributes window to close at the same time, hold the Control key down while you click the Apply button.

### Make Default

The default text for all future text created will have the selected attributes.

### Capture

This button has the same function as the **Capture Text Attributes** button on the **toolbar**, except that it captures the attributes currently shown in the **Attributes** window rather than of the selected text objects. The captured attributes can subsequently be applied to any selected text object(s) by clicking the **Apply Text Attributes** button on the **toolbar**.

### Show Capture

Sets the **Attributes** window to reflect the most recent attributes capture. See **Capture** in the preceding paragraph, and also see the Capture Attributes button on the **toolbar**.

### Close

Closes the **Attributes** window.

## Attributes window (text)

See Attributes window (general).

The following attributes can be set for text objects.

### Font Name

A font name can be selected from the drop down box.

### Font Size

Set the font size from the drop down list, or simply type a font size.

### Bold

Check this button to set **bold** type

### Italic

Check this button to set *italic* type

### Underline

Check this button to set underlined type

### Alignment

Sets the alignment (justification) of text relative to the boundaries of the text object. Applies only to multi-line text types (stretch and bounded text always fill the boundaries of the text object – see the next heading).

### Type

There are 3 **types** of text objects.

**Multi Line**: The text size is set upon creation of the text object and cannot be changed except in the **Attributes** window. The text will wrap when it gets to the right boundary of the text object. You cannot wrap the text by pressing the **Return** key (this simply ends the text creation session).

**Stretch**: The text size is set upon creation of the text object and can be changed either in the **Attributes** window or using the selection tool to resize the text object. The boundaries of the text object will always correspond to the physical size of the text as typed. Conversely, if you resize the text object using the selection tool, the text size will correspond with the object size. The object size will always be proportional (height and length) to the original size of the text.

The text will not wrap.

**Bounded**: This type is the same as Bounded (above) except that, when resizing the text object using the selection tool, the height and width does not remain proportional to the original text. In other words, you can resize the object to any height and width you like, and the text will correspond.

### Orientation

Sets the orientation of the selected text on the page.

* **Horizontal** is the usual orientation of text.
* **Vertical L** will rotate the text anticlockwise to a vertical orientation.
* **Vertical R** will rotate the text clockwise to a vertical orientation.

### Color

Sets the fore color and background color of the text object.

The fore color is the color of the actual text. To set the fore color, be sure that the “fore” rectangle at the top is selected first (when you click it is has a heavy border), then click the desired color.

The back color is the color that fills the background of the text object. To set the back color, be sure that the “back” rectangle at the top is selected first (when you click it is has a heavy border), then click the desired color.

To choose a color other than the ones shown, click the “Other” button and select the required color (this will set the color in the box adjacent to the “Other” button – click this box to set the color).

## Attributes window (line/ fill)

See Attributes window (General).

The following attributes can be set for non-text objects.

### Thickness

Sets the thickness of the lines of the selected object (in tenths of a point).

Check the button next to the required thickness or enter your own value in the **Other** box. Select **None** if you wish to make the selected line/s invisible.

**All thickness = 1** : The check buttons after this heading allow you to apply different line styles as indicated. All of these lines are restricted to 1 pixel thickness (this thickness is set automatically when you choose any of these styles). The one pixel thickness relates to a pixel on the output device (either screen or printer). For a printer with high resolution, these lines will be very thin.

**Crn Rad** will set a value for the corner radius of a rounded rectangle.

### Color

Sets the fore color and background color of the object.

The fore color is the color of the any lines in the object. To set the fore color, be sure that the “fore” rectangle at the top is selected first (when you click it is has a heavy border), then click the desired color.

The back color is the color that fills rectangles (not applicable in the case of a line or polygon). To set the back color, be sure that the “back” rectangle at the top is selected first (when you click it is has a heavy border), then click the desired color.

To choose a color other than the ones shown, click the “Other” button and select the required color (this will set the color in the box adjacent to the “Other” button – click this box to set the color).

# The Grid Wizard

Opened from the **Arrange** menu.

A “grid” (as we refer to it) is a vertical, horizontal, or vertical and horizontal arrangement of text and/or fields. The grid is arranged in columns and rows, which may or may not be separated by lines.

A grid may have a title column and/or a title row.

Each text or field object in the grid is called a “cell”

The array of cells (not including cells in the title column or title row) is call the grid “body”.

The **Grid Wizard** takes a lot of the pain and labor out of creating grids (almost all the sheets you create for STAIRBIZ will contain one or more of these grid layouts, making this a very useful tool).

Even a single column of text or field objects (whether contained within boxes or not) would best be generated using the **Grid Wizard** (rather than doing it manually or by using the Duplicate menu).

The best way to learn how to use the **Grid Wizard** is to play with it (it’s quite intuitive and easy to use). Experiment by creating a range of different girds, just for fun (they take only seconds to create).

When you’re ready to get serious, take the time to plan and consider the position, layout and dimensions of the grid you wish to create.

If the grid you create is not exactly right you can either delete it, make some adjustments in the **Grid Wizard**, and try again, or you can manually manipulate the objects that make up the grid using the standard tools in the **Editor** window.

The following describes the **Grid Wizard** window:

See: Title Column

Title Row

Cells

Rows

Text File

Set Border

Text Offset

Grid Position

Columns

Open Text button

Create Grid button

Close button

## Title Column

A title column is a vertical column which sits to the left of the body of the grid. It would be used for headings or titles which relate to the cells to the right of each title column cell. The options are:

### Use Title Column

Tick this button to include a title column in the grid.

### Set Title Text

Click this button to set the text attributes which will apply only to the text in the title column.

### Set Title Line

Click this button to set the attributes for the vertical line which separates the title column from the grid body.

### Width

This value sets the width of the title column (mm). Allow enough width to accommodate the widest title you will use in this column.

## Title Row

A title row is a horizontal row which sits above the body of the grid. It would be used for headings or titles which relate to the cells below each title row cell. The options are:

### Use Title Column

Tick this button to include a title row in the grid.

### Set Title Text

Click this button to set the text attributes which will apply only to the text in the title row.

### Set Title Line

Click this button to set the attributes for the horizontal line which separates the title row from the grid body.

### Height

This value sets the height of the title row (mm). Allow enough height to accommodate the text you will use in this row.

## Cells

Cells are the text and/or fields within the body of the grid (i.e. everything except the title column and title row). The options are:

### Include Column Lines

If ticked the grid will include vertical lines between the individual cells.

### Include Row Lines

If ticked the grid will include horizontal lines between the individual cells.

### Set Cell Text

Click this button to set the text attributes which will apply only to the cells in the body of the grid.

### Set Cell Lines

Click this button to set the attributes for the vertical and horizontal lines which divide the cells. Attributes may include thickness of line, color, etc.

## Rows

Rows are cells lying across the grid from left to right (i.e. horizontally) as opposed to columns which lie vertically. There are two settings:

### Number of rows

Sets the number of rows you want in the grid (do not include any a title row in this quantity).

### Height of each row

Sets the height of the rows. The total height of your grid will be as follows:

Title height **+** (number of rows **x** row height) .

## Text File

If you nominate a text file containing the text and or field codes for the cells in the grid, the file name will be displayed in this box. See Open Text button.

## Set Border

Click this button to set the line attributes which will apply only to the border of the grid (i.e. the box around the extremes).

## Text Offset

The amount (mm) by which the text in all cells will be offset from the top/left corner of the cell. This prevents text from being hard up against the lines of the grid.

## Grid Position

The amount (mm) by which the entire grid will be offset from the top/left corner of the sheet. For example, if Left = 20 and Top = 100 then the left edge of the grid will be 20mm from the left edge of the sheet and the top edge of the gird will be 100mm from the top of the sheet.

## Columns

The Columns options relate to the cells lying vertically on the grid from top to bottom as opposed to Rows which lie horizontal. There are three options here:

Columns are cells lying vertically on the grid from top to bottom. There are three settings:

### Number of columns

Sets the number of columns you want in the grid (do not include any a title column in this quantity).

### Width of each column

Sets the width of each individual column. The number of these text boxes always corresponds to the number of columns you have set above. The total width of your grid will be as follows:

Title column width **+** the width of each other column.

### Tick column if Field

For each column there will be an associated check box. Tick this box if the column will be used for fields (as apposed to normal text).

## Open Text button

Allows you to choose a text (“.txt”) file containing text and field codes to be applied to the grid on its creation (thus saving you the work of manually changing each text and field object after creating the grid).

It work likes this:

1. Open a text editor (any work processing program) and type the following (it doesn’t need to be italics):

*Date 2*

*Job Name 332*

*Client 24*

*Suburb 32*

1. Note that the information in the second column is separated by a tab (i.e. use the tab key on your keyboard).
2. Save the file as a TEXT (“.txt”) file by choosing that option from the file type pop-up in the Save As dialog box in your word processing program.
3. In the Grid Wizard, create a grid with no title column, no title row, 2 columns and 4 rows.
4. Tick the second column as a field column (see Columns).
5. Click the **Open Text** button and navigate to and choose the text file you created above.
6. Click the **Create Grid** button.

In the grid that’s created, the first column shows the text exactly as per the first column in the text file. The second column shows the fields which correspond to the codes (numbers) as per the second column in the text file (for a list of field codes, see the back of the STAIRBIZ User’s Manual).

If you create a grid using title rows and/or columns, the same principle applies. For example, the text in your TEXT document could be (use your imagination regarding what you would actually type):

*Title1 Title2 Title3*

*TitleA text text text*

TitleB text text text

This would be appropriate for a grid with both column and row titles, plus 2 rows and 3 columns.

Note that the cell at the top/left is blank (as it should be). Simply tab to Title1 without typing any text.

If you are creating fields which are LISTS, unlike the old Custom Editor a separate field needs to be created for each item in the list. Each has exactly the same field code. STAIRBIZ resolves the order of these fields automatically (i.e. regardless of whether the fields of the list are arranged vertically or horizontally, STAIRBIZ will calculate the correct order - providing that they are aligned exactly horizontally or vertically).

## Create Grid button

After the attributes for the grid are set in the Grid Wizard , click this button to generate the grid in the **Editor**.

If the grid doesn’t look exactly as you want, there are two options:

1. In the **Editor**, delete the objects that make up the grid, adjust the attributes in the Grid Wizard, then try again
2. In the **Editor**, manually adjust the objects that make up the grid using the standard tools.

## Close button

Closes the Grid Wizard window.

# Creating Formulas on a Custom Sheet

StairBiz allows you to create a field on a custom sheet that can contain a calculated value based on a formula that you create. The formula may contain a mathematical expression that is built from any combination of Hard Numbers, My Data values, or Field codes.

Formulas are created using a Custom Field that is a **User Text** type. Follow these steps to create a formula:

1. Click on the Field Creation tool  to create a new field on a custom sheet.
2. Select the Field Definition tool and click on your new field to select the Field code for this field.
3. In the window that opens, select User Text on the left side, then choose a User Items from the list on the right (choose one not already used).
4. Click Paste to apply the field code and close the window.
5. Select the pointer tool  and click on your new field to select it.
6. Any time a valid field is selected that can be used as a formula, the formula tool  will be enabled. Click on the formula tool to open a textbox where you can edit your formula.

When editing your formula, you simply type in the mathematical expression you wish to be calculated on your custom sheet. This could be as simple as **3+9** or something more useful such as …

**$( 0.1 \* {84} ) + [LocalSurcharge]**.

When creating a formula, you can use the following symbols:

|  |  |
| --- | --- |
| + | Addition |
| - | Subtraction |
| \* | Multiplication |
| / | Division |
| () | Order of precedence |
| {} | Field code Reference (See below) |
| [] | My Data Reference (See below) |
| $ | Will display the formula result using currency format if this symbol is the first character in the formula. In our formula example above, the format of the result may look like: $25.00 |
| ! | Will display the result as an integer if this symbol is the first character in the formula. |
| : | Will display the formula result using Hrs:Mins (time) format if this symbol is the first character in the formula. |

**Field Codes in a formula**

If you wish to include other field values in your formula, use the curly brackets to refer to another **field code** by its Code Number. In the formula example above we use **{84}** to refer to field code number 84, which is **Quote Total** from the **Quote Calculation** window. Look up field codes by opening the **Field Definitions** window with the field definition tool. Each Custom field has a Field code Number that can be used in formula’s as shown in this example. Note that you cannot use other User Text fields in your formulas (fields in your formulas must be numeric or currency fields).

**MyData Fields in a formula**

You may also include a **My Data** value in a formula by surrounding the name of the **My Data field** in square brackets. In the example above, the formula would include the value from the **LocalSurcharge** field as defined in **My Data**. This name must be spelled exactly the same as the field is defined.

On the custom sheet in the **Custom Editor**, the formula will look like one of the following when you are not editing it:

“=0” or “=$0.00” (if you use a **$** symbol as the first character of the formula).

To clear a formula (i.e. so that the field no longer contains a formula), open the formula to edit it, and replace the formula with a space (i.e. press the space key on your keyboard).

**Dimension Fields in a formula**

You may use dimension fields provided the dimensions involved are decimal (not fractional). StairBiz cannot resolve fraction notation in a formula.

**Nesting of Formulas:**

A field can be a formula which contains a field that is a formula. For example, a field can contain the formula "{810}+{811}" where field 810 and field 811 are fields containing formulas. However, you cannot push it any more levels (i.e. fields 810 and 811 cannot themselves refer to fields that are formulas). You will not be alerted - it just won't give the correct result.

**LIST fields:**

You cannot use a LIST field (i.e. those fields whose descriptions begin with “LIST”) in formulas, with the following exception:

If you wish to add up LIST fields (e.g. dollar amounts, where the fields in the list all have the same field code), you can use the formula

{SUMxx}

where xx is the LIST field code; e.g. {SUM673}

You can optionally prefix with "$" or "#" (see above) ; e.g. ${SUM673}

If you are using zones, such "SUM" formulas confine their additions to the current zone, so if there are other list fields of the same field code which are outside of the zone of the SUM field, they will be ignored.

**Disclaimer:**

Formulas can get complicated. We included the formulas feature in StairBiz to resolve a *simple* requirement of a couple of our clients. We do not warrant that they work in every situation - you need to check their accuracy each time.

# Set Field window - Custom Sheet Fields

You open the Set Field window by clicking a field with the Set Field tool.

Click on a category in the list on the left.

Double click a field in the list on the right to set the field.

# Custom Sheet Fields

Following is a list of fields that may have special consideration:

STAIR DESIGN:

**Width Upper Flight; Width Mid Flight; Width Lower Flight**

These three fields only apply to the first stair found within an active custom sheet zone.

These three fields do not apply to landings unless the landing is a very top unit or very bottom unit.

If these fields are within a Unit zone, Width Upper returns the width of the top of the unit and Width Lower returns the width of the bottom of the unit.

If these fields are not within a Unit zone all widths are the widths at the top of the unit (except for a corner unit as a bottom unit which returns the width at the bottom of the unit).

## Fields; Jobs in Project - Sorting

When using LIST Custom Sheet fields in the ‘Jobs in Project’ category, you may be dismayed to find jobs not listed in alphabetical order (i.e. by Job Name). In fact they are, EXCEPT for the currently open job (which will always be first in the list). So, with apologies for the inconvenience, if you want all jobs listed in alphabetical order, simply open the job which needs to be first in the list.