

# Spinnaker Excel Add-ins Help File

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## **About Spinnaker Excel Add-ins**


Spinnaker Excel Add-ins are developed in response to Excel user needs. The Add-in for Excel 97 and later that you are currently using was beta tested for two months before we released a shareware version. This gave us and the users a chance to improve the functionality of the software before any commitments are made. If you want to find out how this add-in was improved due to user feedback, please feel free to visit our web-site at <http://www.spinnaker.org> and look for the page devoted to this add-in on our Freeware and Shareware page.

Thank you for using our software. We hope you enjoy it.


Hessel Flach and David Parise

## Spinnaker Interface

The Spinnaker Interface utilizes custom toolbars to access Spinnaker Add-ins. When necessary, custom dialogs are used to determine how the macro will be applied. The purpose of any Spinnaker Add-in is to make complicated tasks easy and perform repetitive tasks automatically. The spinnaker Add-ins don't have to be installed under Tools/Add-ins.

 The Spinnaker Icon (existing in various color combinations) activates the add-in and displays the Spinnaker Toolbar. It will typically be found on the standard toolbar between the "undo" and "redo" buttons.

 The Help Icon will always activate the index page of our Help file.

 The Quit Icon will hide the Spinnaker Toolbar and unload the add-ins from memory. It is the most right-hand Icon on the Spinnaker Toolbar.

## FAQ

Question: Do I risk losing data when I use a Spinnaker Add-in?

Answer: No. Our Add-ins never save your data files to disk. You can always revert to the previously saved version of your file. It is advisable to save your work before you try something new using our Add-ins, because the results of our Add-ins can not always be undone.

Question: I moved or copied one of the add-ins, and now the toolbar gives me the following error: "A document with the name <add-in name> is already open. You cannot ..... etc. What is wrong? What needs to be done?"

Answer: The toolbar is connected to the other copy of the add-in. Whether the toolbar was visible on startup or not, it was still there and referred to the add-in in the other location. To fix this you will have to delete two toolbars: "Spinnaker (Add-in name)" and "Spin(Add-in name)". After you deleted the toolbars you can close Excel and start it back up. The next time you open the add-in, the toolbars will function as intended.

To delete toolbars, you have to do the following:


1. Right mouse click over the toolbar area.
2. From the pop-up menu choose customize
3. click on the "Spinnaker (Add-in name)" toolbar and click "Delete", click "OK" on the resulting message box.
4. click on the "Spin(Add-in name)" toolbar and click "Delete", click "OK" on the resulting message box.
5. Close the customize dialog.

Note: deselecting the toolbar is not the same as deleting. It will only make the toolbar invisible.

Add-ins are supplemental programs that extend the capabilities of Excel by Add-ing custom commands and specialized features.

## Screens

Screens is distributed for free because we update it whenever a new Spinnaker Add-in becomes available. Also we want people to try our add-ins and give them the opportunity to keep at least one of them. Screens features are:

 Clicking the Options-Icon will display a dialog that allows you to interactively display or hide parts of your screen (Formula Bar, Status Bar, Note Indicator, Formulas, Gridlines, Row & Column Headings, Horizontal Scroll Bar, Vertical Scroll Bar, Sheet Tabs and Full Screen).

Register Spinnaker Add-in(s)


When you click this button, Screens will determine a registration number that you can use for all add-ins, provided that you register them all on the same computer. The registration number for Screens is a 6 digit numerical value.


(Re)create Spinnaker Toolbar

When you click on this button, the Spinnaker Add-in Setup dialog will be displayed.

Manage Spinnaker Add-ins

When you click on this button, the Setup program will be activated.

 Clicking the H-Icon will arrange all visible Excel windows Horizontally.

 Clicking the V-Icon will arrange all visible Excel windows Vertically.

## **Spinnaker Add-in Setup Dialog**

In this dialog you can select which add-ins you want to be included in the "Spinnaker Tools" toolbar. After you made you selections a simple click on the "OK" button will generate a new "Spinnaker Tools" toolbar. If you click "Cancel" no changes will be made and you will be returned to the Select your Screensettings dialog.


## **Manage Spinnaker Add-ins**


The setup program will allow you to add/remove add-ins to/from your current setup. Any uninstalled other copies that may reside on your hard disk will remain unaffected. Only use this if you are having trouble using the add-in, or if you decide not to use the add-in again in the future. (Of course you can always download a new copy from our web site).


If you click Exit no changes will be made and you will be returned to the Select your Screensettings dialog.




## Columns

 When you click on the move column icon the column in which the pointer is will be selected to be cut and pasted elsewhere. When you see the message box, you will either hit "OK" to proceed or "Cancel" to cancel the move. If you choose "OK", you can move the cell-pointer to the new location and click on the move column icon again.

 When you click on the delete column icon the entire column that the cursor is in will be selected and, if there is no data in the entire column, deleted. If there is data in the column, a message box will come up to tell you how many rows contain data and what the text of the entry in the first row of that column is. The default answer will be "No" which will not delete that column. If you click "Yes" the column will be deleted.

 Clicking the Hide Column Icon will hide the column in which the cursor is located.

 Clicking the Unhide Icon will activate the [Unhide Columns Dialog](#).

## Unhide Columns Dialog

Hidden Columns:

This list box allows you to choose which hidden columns you want to unhide.

Unhide All Hidden Columns

If you check this box all hidden columns in the sheet will be displayed.

OK

This button will unhide the specified columns.

Cancel

This button will cancel un hiding columns.

Help

This button will display this help page.

## Delete Column

When you ask to delete a column that is not empty, this message prompts you whether you want to continue while giving you feedback about what is in the column. If you click "Yes" the column will be deleted. If you click "No", the column will not be deleted.

## Extracts

The Extracts Add-in copies data from multiple lists or databases maintained, generated or opened in an Excel workbook to a new sheet. For Extracts to work correctly your database or list needs to have the headers in the first row of the first sheet you are searching in.

 The Search/Report on Multiple Sheets - icon will display the Extract Dialog.

## Extract Dialog

### Search for:

In this box you enter any string you want to find across one or multiple sheets.

### In Workbook:

Here you choose a workbook in which to search for your string.

### Search in:

In this list box you select the sheets in which you want to search for the string.

### Copy to:

In this combo box you select either the workbook you want to copy the results to or a new workbook will be opened to copy the results to.

### Clear Previous Search

In this group box you can elect to either clear the previous results, or add to the previous results.

### Autofilter

In this group box you can choose to either activate autofilter afterwards or not activate autofilter afterwards.

### Search

The "Search" button allows you to execute the search/copy procedure.

### Cancel


The "Cancel" button allows you to cancel the procedure.

### Help


The "Help" button activates this page of the help file.

## Filters

The Filters Add-in facilitates the application of Excel filters to lists or databases maintained, generated or opened in Excel. For Filters to work correctly your database or list needs to have the headers in the first row of the sheet and the first column has to be the first column of the sheet.

 The advanced filter icon will display the Spinner Advanced Filter Dialog

 When you click the Autofilter Icon, Excel's AutoFilter will be activated with the active cell as the criterion.

 Clicking the undo AutoFilter Icon makes any filtering with Excel AutoFilter undone

A filter is a combination of criteria that specifies which records Excel will display.

A list or database is a set of records organized in columns and rows where the first row contains a description of the data in the column below.



## Spinnaker Advanced Filter Dialog

### Your Criteria

The "Your Criteria" dropdown boxes will list up to 255 field names in your database. After you select one of the field names, the first 250 entries in that field will be displayed in the dropdown box to the right, which is labeled "Selection 1".

### Selection 1

The "Selection 1" column of dropdown boxes will list the first 250 entries of the currently selected field name of the corresponding dropdown to the left. However, you can specify anything you want including 'wildcards' (?=any one character, \*= any multiple characters) and logical operators (>, >=, <, <=, =, <>).

### Selection 2 and Selection 3

The "Selection 2" and "Selection 3" column allows you to widen your filter by entering more alternative cases in which data will be displayed after applying the filter.

### Copy Filtered data to a new sheet

To "Copy Filtered data to a new sheet" you simply check this box. If this box is not checked, the file will be filtered in place. Remember that filtering can always be undone.

### Copy Unique Records Only

To "Copy Unique Records Only" to the new sheet you have to check this box. This function only works if you also check "copy filtered data to a new sheet".

### Reset

The "Reset" button will reset all dialog features to the default, which means that when you click "OK" after "Reset" the current sheet will be in an unfiltered state.

### Help

The "Help" button will activate this page with explanations of most features of the custom dialog.

### About

The "About" button will show you our Welcome Screen which also features our E-mail address, our Web-address, and the version number of your Add-in (in the title bar).

### Options

The "Options" button will display the bottom part of the dialog

### Currently no Filter File is selected

The Caption of the bottom part of the dialog displays whether a file with stored filters is currently loaded and, if so, what the name of the current Filter File is.

The filter list will display which stored filter was loaded into the dialog last. It allows you to select a previously saved filter from the currently selected Filter File (If there is only one filter in the list, the selected applied filter name will not be displayed).

### Select Filter File

The "Select Filter File" button allows you to select a different Filter File to choose filters from. Filters you choose to save will be saved to the currently selected Filter File.

#### Delete Filter

The "Delete Filter" button will, after confirmation, delete the currently selected filter (from the Filter List) from the currently selected Filter File.

#### Save Filter

The "Save Filter" button will save the currently displayed filter to the currently selected Filter File. The name of the currently selected filter will be suggested as the new filter name because it is likely that you want to update existing filters. If you don't enter a filter name, the filter will be called "Unnamed Filter". If no Filter File is selected, you will be prompted to open an existing Filter File. If you don't choose an existing Filter File, you will be prompted for a name for your new Filter File (enter without extension to avoid errors in Excel 5 or annoying double extensions in later versions), after which a new Filter File will be created. You can, of course, cancel this procedure.

## Functions

Spinnaker Functions are functions that you can use anywhere in Excel, just like Excel Functions. The functions we write are not otherwise available in Excel or they have different features.

You will find most of them in the function category called "Spinnaker Functions", when you access the function wizard.

We currently offer three different types of functions: [SPIND-functions](#), [Checkdigit-functions](#), and [Logical functions](#).

## Spinnaker D-Functions

The Spinnaker D-Functions are functions for databases that allow you to enter the criteria in the function itself and copy the function down a column without having to make any adjustments to the formula. In version 1.4 the available D-functions are: SPINDAVERAGE, SPINDCOUNT, SPINDCOUNTA, SPINDGET, SPINDMATCH, SPINDMAX, SPINDMIN, SPINDPRODUCT, SPINDSTDEV, SPINDSTDEVP, SPINDSUM, SPINDVAR, SPINDVARP. They all have the same user interface which looks like this:

=SPINDGET(Database,Field,Criteria,[Optional]Options)

The **Database** argument is the range of cells that make up the list or database. It can be either a named database range or a range you specify by typing or selecting from a worksheet.

The **Field** argument indicates which column is used in the function. It can specify either a cell address or the header of the column from which you will calculate the result.

(Hint: Entering the header will make the formula easier to read, but a cell reference will remain correct even if you change the header of the column.)

The **Criteria** argument is a string that contains the conditions you specify. The Criteria must be enclosed in quotation marks. Utilizing string concatenation (a combination of quotation marks and ampersand character, you can create dynamic criteria (see examples).

The **Options** argument is an optional argument that determines whether a criterion is read as a reference or as a string. The default is "0" which would read a cell address as a reference. Entering "1" would read a criterion that looks like a cell address as a string.

(Example: If you don't want a criterion like "D245" to be read as a range, but perhaps as a part number, you should enter "1" in the options argument and "D245" will be read as a string.)

Simple example: =SPINDGET(TestDBase,"Sales","Qty>8")

English: Return the "Sales" in database "TestDBase" for which the "Qty" is greater than 8, but only if it is a unique record. Otherwise display "#VALUE".

Note: "Sales" and "Qty" are headers of columns in the database.

Dynamic criteria example: =SPINDMAX(TestDBase,\$E\$1,"Date">&A3&"#and#Date<" & DATEVALUE("10/08/1999"))

English: Return the maximum of the values in column "E" for which the Date is between the value in cell A3 and October 8, 1999.

Note: If you copy this formula to the cell below it, the maximum in column "E" for which the date is between the value in cell A4 and October 8, 1999 is returned.

Advanced example: =SPINDSUM(TestDBase,\$D\$1,"(Qty>C5#AND#Last Name=Smith)#OR#Qty<" & C4)

English: Return the sum of the values in column "D" for which either (the "Qty" is greater than the value in cell C5 and the "Last Name" is "Smith") or the "Qty" is less than the value in cell C4.

Note: If you copy this formula to the cell below it, the reference "C4" will change to "C5".

Related Subjects:

[Field Outside Database](#)

[Parentheses Error](#)

[Column not found in Database](#)

## **Field Outside Database**

If you specify a field that is outside the database, the function will not calculate. This is done to safeguard against erroneous results.

## **Parentheses Error**

Because there are only four criteria possible, we limited the number of parentheses to 4. If you specify more than 4 parentheses the function will not calculate to avoid unreliable results.

## Column not found in Database

If one of your criteria columns is not spelled and/or capitalized *exactly* the same as the column in the sheet, the function will not find it. Special attention is recommended regarding leading and trailing spaces, as they don't show up for you, only for Excel.

(Example: We discovered that if a word was formatted as a dollar value, Excel added a trailing space. We fixed that by formatting the cell to the "General" format).

Note: if you get this message while editing the criteria with the function wizard, you can correct this situation by removing the quotation marks from the criteria until you are done editing.

## Checkdigit-functions

The checkdigit-functions offer the following options:

1. AddUPCCheckdigit will add the checkdigit to 11 character UPC codes.
1. CheckCreditCardNo will perform a check on a credit card number by determining whether the last digit is correct as a result of the previous 15 characters.
1. AddCreditCardCheckdigit will add the checkdigit if you accidentally pasted the number in a workbook without changing the cell format to text first. When you do that only 15 digits will be displayed.
1. AddLeadingZeroToExpirationDate will add the leading zero if you entered expiration dates in number formatted cells.





## Logical functions

The logical functions are:

1. SpinIfTrue looks at a sequence of statements that all have a different value if true, The function will display the value associated with the first true statement. Formula Example: =SpinIfTrue(B1=1,"arg1 true",C1=2,C3,D1=3,"arg3 true",E1=4,"arg4 true",F1=5,"arg5 true",G1=6,"arg6 true",H1=7,"arg7 true",I1=8,"arg8 true",J1=9,"arg9 true",K1=10,"arg10 true","real false"). The Arguments of this function are entered as: statement, value, statement, value, etc. The last entry will be the value if every statement is false. Note that this function takes unlimited "If" statements. You are not limited to 9 "nests".
1. SpinIfFalse obviously does the opposite. The add-in comes with a file that has an example of the use of each function.
1. SpinAnd works like the AND function, but allows you to specify other values than TRUE or FALSE.
1. SpinOr works like the Or function, but allows you to specify other values than TRUE or FALSE.

## Merges

 The M/S (Master/Source) Icon will display the "MATCHFIELD - Specify your merge criteria" dialog.

 The "TrimStrings"-function helps you make sure that your MatchField-Column has the same data format across MasterFile and Sourcefile(s). Only Excel will notice especially trailing spaces in a cell with text. If you have any doubt, run this macro. \* You just click anywhere in the column and click on the Icon. After your confirmation the strings will be trimmed.

\*Note: sometimes a matchfield column in the MasterFile can have no trailing spaces, yet is not really the same as the matchfield column in the sourcefile(s). This is the case when the data format is text versus general. It's recommended to make sure that the format in both matchfield columns is the same. A quick way to do this is this:

- ◆ Click on the letter above the column
- ◆ Click Data - Text to Columns
- ◆ Click Finish

All entries in the column will now be read as values. You can repeat this for other matchfield columns as needed.

## MATCHFIELD - Specify your merge criteria dialog

### Open Master File

The "Open Master File"-button lets you open a file in which you want to insert a merge column. The column in which the cursor is located will be the new column. Usually your Masterfile will already be active, but just in case, you can always open one. The file that you open will automatically be selected to be the MasterFile.

### Open Source File

The "Open Source File"-buttons let you open Sourcefiles for your MasterFile. The file you open here will automatically become a Sourcefile for the MasterFile.

### Current Selections

The "Current Selections"-dropdowns display the current selection, but also allow you to choose a file from the already open files to use as MasterFile or Sourcefile.

### Matchfield

The "Matchfield"-dropdown displays the list of field names as found in the first row of the MasterFile. If you don't have the field names in the first row, you'll have to change that before running a merge.

### Matching field

The "Matching field"-combo boxes display which field of a Sourcefile will be the criterion for data of this file to appear in the merge column. The Field name doesn't have to be the same, as long as the character of the data is the same. If the character of the data is not the same, a lot of "matches" will not be found.

### Display field

The "Display field"-combo boxes display which field will be displayed in the new column in the Masterfile. You can choose any field in the Sourcefile as the display field

### Match to be found in:

The "Match to be found in:"-checkboxes display the name of the selected Sourcefile. After choices for the matching field and the display field have been made, you can check the box to include this Sourcefile in the match or uncheck the box again if you decide not to include this Sourcefile. If you try to check the box with invalid selections for the matching field or display field, the checkbox will automatically become unchecked again.

### OK

The "OK"-button will execute the merge as specified in the dialog. If you left out critical selection in the dialog you will be prompted to fix that before continuing. If everything is fine the dialog will close and the column will be made according to you specifications.

The "Cancel"-button will cancel the procedure and close the dialog.

### Help


The "Help"-button will activate context sensitive help which you can use as a guide through the dialog.

### About

The "About"-button will activate a welcome screen on which you can also find the version number of your add-in.

## Prints

Spinnaker Prints provides two optional ways to print spreadsheets.

 When you click the modified Printer Icon (Print Options) you will get a dialog with a combo box that lists two print options. One of the options is Print Ranges, the other is Print Sections. If you select one and click "OK" the selected function will be used to setup a printout.

## Print Ranges

The Print Ranges function allows you to define up to 5 ranges, which you can choose by selecting a range name or by scrolling in a worksheet or a combination of both. A new sheet will be inserted to which the selected ranges will be copied as values, retaining their formatting and column width AutoFit will be applied. After that you can make changes as deemed necessary.

### Range Name

You can select a named range in your current worksheet. This is an easy way to select ranges, but you don't have to use it.

### Range Reference

When you select a range name in the range name box to the left, the range reference will automatically appear in this box. When you click in a range reference box, you can click anywhere in a worksheet to make a selection to print on the new sheet. You can expand or diminish the selection by scrolling in the range or typing in the range reference box. You have to make sure however that your references are valid, otherwise your results will not be as expected.

### OK

This will generate the print output according to the specifications of this dialog.

### Cancel

This will cancel the whole operation. It will also eliminate the new sheet that was inserted to generate the Ranges Print.

### Reset

This will reset all the boxes, so you can specify a whole new Ranges Print.

### Help

This button activates this help file in the context of "Spinnaker Prints".

## Print Sections

This function helps you make printouts with multiple sections on one page. When you select this option Excel will make a copy of the sheet you want to print. The Print Sections Macro will be applied to the copy, not to the original. If you don't like the result, you can easily undo it by deleting the sheet with the unwanted formatting and try it again. The dialog contains the following tools:

### Rows before Print range

Sometimes you don't want to print the first rows of your sheet, either because they are empty or they contain information that doesn't need to be printed. You can specify up to 99 rows to skip at the beginning. When you click on "Continue" the number of rows you specified will be deleted from the copy of the data and the "Current Print Range" will be adjusted accordingly.

### Current Print Range

Usually Spinnaker Prints will select the correct range, but sometimes you may know that there is more data lower or to the right of the selection. You can make changes to the print range here.

### Continue

You always have to click this button to continue to the rest of the dialog. When you click this button it's caption will change to "Start Over". Clicking "Start Over" will make a new copy of the original data and set the dialog to its defaults.

### Help

This button activates this help file in the context of "Spinnaker Prints".

### Columns in selected range

The number of columns that contain data for your printout. Typically Spinnaker Prints suggests the correct number, you can specify more or less if you want to.

### Sections per Page

Let's you specify how many sections of columns you want per page.

### Empty Columns

You can specify to have zero columns between your sections, but usually you will choose one.

### Rows per Page

Depending on the font and font-size you choose this number can be larger or smaller than the default.

### Landscape

If you want to print in landscape orientation you check this box, and the default number of rows per page will change too.

### Rows in Column Headings

Sometimes a data file uses more than one row for the field names. You can specify how many rows this file uses for the Column Headings. The default is one.

### AutoFit

By default this box is checked to optimize the amount of data on one sheet of paper.

OK

This will generate the print output according to the specifications of this dialog.


Cancel


This will cancel the whole operation. It will also eliminate the copy of your data that was made to generate the Sections Print.

"Multiple sections" means that if you have 3 columns on a page you can print 2, 3 or more sections of three columns on one page.




## Strings

 Clicking the Concatenate Strings Icon will display the Concatenate Strings Dialog.

 Clicking The Text to Columns Icon allows you to put text from one column into separate columns using Excel's text to columns feature.

Spinnaker Strings also features Auto Text To Columns (if you selected "Enable Auto Text to Columns" in the Concatenate Strings procedure): You click on the Icon, Spinnaker Strings will prompt you for Auto Text To Columns and all your merged columns are separated again with the original headers intact. This feature is especially useful in combination with "Spinnaker Merges" because you don't have to do all the formatting again.

 The Format and Modify Text -Icon activates a custom Format and Modify Strings Dialog which allows you to format or modify text using the procedures: CLEAN, INSERTLEFT, INSERTMIDDLE, INSERTRIGHT, LEFT, LOWER, LTRIM, MID, MID-REPLACE, PROPER, REPLACE, RIGHT, RTRIM, SUBSTITUTE, TRIM, UPPER.

## Concatenate Strings Dialog

### Select Range/Region:

This box allows you to specify the range you want to use in the concatenation.

### Select Insertion Point:

This box lets you specify where the concatenated column should go.

### Custom Header

You can specify a new header of your choice, or you can let Spinnaker Strings concatenate the headers of the concatenated columns.

### Parts

The Parts of the concatenation can either be selected from the list of fields, or a text can be entered that connects other fields. An example could be: BookName(Part1), is supplied by:(Part 2), Supplier E-mail(Part 3). In this case you will get a column that displays which book is supplied by which Supplier. Although connecting text will use up one concatenated field you can also concatenate concatenated fields into yet other new columns.

### Enable Auto Text to Columns

The Enable Auto Text to Columns feature is mainly intended to be used when you plan to combine this file with another file, like you can do with "[Spinnaker Merges](#)". When using this feature the concatenated fields will be separated by pipe("|")-characters. After a merge you can use the AutoTextToColumns option that is built into the Text to Columns feature to display exactly the same columns again.

### OK

This button applies the concatenation you specified. If you can see the results without closing the dialog, you can adjust the concatenation until you have the result you are looking for.

### Close

The Close button will close the dialog.

### Make Values or Keep Formulas

By default Spinnaker Strings will convert the results to values, but if you want to keep the results in formulas you should click on the "Keep Formulas" button.

Headers Intact means that the headers of the columns that were concatenated are stored in the note of the first row of the concatenated column.

## Format and Modify Text Strings

### Select a Range

This box determines the range to which the procedure will be applied.

### Procedure to Use

From this box you may choose the procedure you wish to apply.

The "Format and Modify Text Strings" dialog is designed to adjust in size and content to accommodate the specific chosen procedure.

When you choose "CLEAN", "LOWER", "LTRIM", "PROPER", "RTRIM", "TRIM", or "UPPER" no further entries are needed, therefore the dialog will remain unchanged.

When you choose any of the other procedures (INSERTLEFT, INSERTMIDDLE, INSERTRIGHT, LEFT, MID, MID-REPLACE, REPLACE, RIGHT, SUBSTITUTE) the dialog displays additional boxes that require entries. The dialog also enlarges to display an example of the possible result before you apply actual changes. The dialog allows you to review each cell by using the "Find Next" button. You may replace or edit individual cell contents as you wish with the "Replace" button or change the entire range with "Replace All".

### Example

The caption of this group box will display the currently reviewed cell.

### Empty space

This box will display the contents of the currently reviewed cell.

### Becomes

This text box will display the result after applying the procedure with "Replace" or "Replace All". If you don't like the result for the current cell, you can edit the result and press "Replace". Then the content of the current cell will be replaced.

### Find Next

This button will let Excel find the next Match for the "Find this String"-entry and display the result of a proposed "Replace with this String" in the example box. Nothing changes in the file.

### Replace

This button will let Excel replace the original entry with the new entry and then proceed to find the next occurrence of the "Find this String"-entry.

### Replace All

This button will let Excel find any occurrence of the "Find this String"-entry and substitute that string with the "Replace with this String"-entry. In this case you won't see (again) what will be changing to what.

### Match Case

If you click on "Match Case", Excel will only look for cell with the exact character string specified, including specific Upper Case and Lower Case characters.

## Text Formatting Procedures

### LOWER

Converts all uppercase letters in a text string to lowercase

### PROPER

Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.

### UPPER

Converts text to uppercase.

### CLEAN

Removes all nonprintable characters from text. Use CLEAN on text imported from other applications that contains characters that may not print with your operating system. For example, you can use CLEAN to remove some low-level computer code that is frequently at the beginning and end of data files and cannot be printed.

### TRIM

Removes all spaces from text except for single spaces between words. Use TRIM on text that you have received from another application that may have irregular spacing.

### LTRIM

Removes all leading spaces from text.

### RTRIM

Removes all trailing spaces from text.

## Text Modification Procedures

### INSERTLEFT

Inserts a string to the left of a text string. You enter the string you want to insert.

### INSERTMIDDLE

Inserts a string in the middle of a text string. You enter the string you want to insert and at which character you insert the string.

### INSERTRIGHT

Inserts a string to the right of a text string. You enter the string you want to insert.

### LEFT

Returns the first (or leftmost) character or characters in a text string. You enter the number of characters you want to keep.

### RIGHT

Returns the last (or rightmost) character or characters in a text string. You enter the number of characters you want to keep.

### MID

Returns a specific number of characters from a text string, starting at the position you specify. You can also specify the number of character you want to keep.

### MID-REPLACE

Replaces a specified number of characters in a text string with characters from a text string you specify. The length of the text string will not change. You have to specify the starting character # for edit. The # of Characters to replace field is optional.

### REPLACE

Replaces a found text string with any text string that you specify. You can choose to search case sensitive.

### SUBSTITUTE

Substitutes new text for old text in a text string. Use SUBSTITUTE when you want to replace specific text in a text string. Use REPLACE when you want to replace any text that occurs in a specific location in a text string. SUBSTITUTE is always case sensitive



## About Spinnaker Help

This help file is designed as a "one for all" system. All Spinnaker Excel tools share one help file. We did this to simplify the distribution of our Add-ins. To check out Spinnaker Add-ins you don't have yet, you can read about them in the help file.



## Registering Spinnaker Add-ins

Once you have tried a Spinnaker Add-in other than "Screens", and you want to keep it, you will have to register yourself as a user. Typically this is what we need to know in order to register you as a user:

- Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- E-mail:
- Registration number:\*

\* For individual add-ins you will find the registration number when you select the registration option in the dialog that is displayed after the welcome screen. If you want to register multiple add-ins at the same time, we advise you to use the registration method provided in Spinnaker Screens. This add-in allows you to register all add-ins at once if you want to and that will save you the chase to find all seven registration codes. However, we do need to know which add-ins you want to register, so we can give you the appropriate password.

Of course we also need a check or money order payable in US dollars in the amount owed for registration of the add-in(s). If you wish, you can also register at our web-site and pay by credit card. To do so, please visit our web-site at <https://www.spinnaker.org/secure/RegisterSpinnakerAdd-ins97.htm> (You will have your password(s) within one business day) or you can contact us directly by dialing 800-484-7075 pin 8036.

The prices for the add-ins as of 1/20/2000 are:

Columns	\$10.00
Extracts	\$20.00
Filters	\$20.00
Functions	\$20.00
Merges	\$15.00
Prints	\$10.00
Strings	\$15.00

If you register a complete set of the above at once, you will only be charged \$90.00 instead of \$110.00.

All add-ins are Excel 97/2000 compatible.

If you have to send a check in foreign currency, please contact us first about the price because the bank will charge us \$10.00 US per check in foreign currency. You can send inquiries by E-mail to: [getinfo@spinnaker.org](mailto:getinfo@spinnaker.org) or by mail to:

Spinnaker Software Solutions  
201 Washington Road  
Rye, NH 03870  
USA

Thank you

Hessel Flach & David Parise

## Suggestions

Thanks a lot for taking the time to test one of our Beta versions. Please send your suggestions, questions, or remarks about a Beta version to [getinfo@spinnaker.org](mailto:getinfo@spinnaker.org). After we review them we will let you know how we deal with them.

Thank you

Hessel Flach & David Parise  
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Rye, NH 03870  
USA

## Beta version Expired

Thanks a lot for taking the time to test this Beta version. This version however has expired now, and we cordially invite you to download the final version from our web site at:

<http://www.spinnaker.org/SpinnakerFreewareAndShareware97.htm>. You will be able to use this final version for our standard trial period posted on this web page before you decide to register it.

We still welcome your suggestions to improve our software. Please send your suggestions, questions, or remarks to : [getinfo@spinnaker.org](mailto:getinfo@spinnaker.org). After we reviewed them we will let you know how we deal with them.

Thank you

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