

RAGTIME® 6



Address Book Functions

RagTime.de Development GmbH

This manual was written by Jens F. Adam and translated into English by Olu Taylor.

The layout was designed by H. Erich Fraas and Jens F. Adam using Meta fonts (Erik Spiekermann, FontShop). Formulas, special characters and keycap symbols are set in Zapf Dingbats (Hermann Zapf, International Typeface Corporation), Prestige 12 Pitch (Bitstream Inc), Zeal (The Font Bureau) and Hilden 95 (Jens F. Adam, RagTime.de Development GmbH).

Version: 6.5 en (March 30, 2009)

Internet: www.ragtime-online.com (English)

www.ragtime.de (German)

E-Mail: rtinfo@ragtime.de

RagTime is a registered trademark of RagTime.de Development GmbH.
All other trademarks belong to their respective holders.

© 1996–2009 RagTime.de Development GmbH. All rights reserved.

CHAPTER

1

Welcome

1.1 WELCOME - ADDRESS BOOK FUNCTIONS

This is the documentation of the Address Book functions, an add-on for RagTime, enabling the import of data from the Mac OS X Address Book.

1.2 CONTENTS

1	Welcome	3
1.1	Welcome - Address Book Functions	4
1.2	Contents	4
2	Address Book Functions	5
2.1	About the Address Book Functions	6
2.2	Address Book Field Names and Types	6
2.3	Calculating Address Book Functions	10
2.4	Address Book Panel, Settings	11
2.5	Address Book Panel, Document Settings	11
2.6	AddressBookFieldEgo (Function)	12
2.7	AddressBookMatchCount (Function)	13
2.8	AddressBookField (Function)	14
2.9	AddressBookFieldMM (Function)	16
2.10	AddressBookGroupSize (Function)	17
2.11	AddressBookFieldGroup (Function)	18
2.12	AddressBookFieldGroupMM (Function)	19
	Appendix	23
A	Legend	23
A.1	Conventions	24
A.2	Keyboard Symbols	25
A.3	User Interface Elements	26
B	Glossary	27
C	Index	33

CHAPTER

2

**Address Book
Functions**

2.1 ABOUT THE ADDRESS BOOK FUNCTIONS

The Address Book is an integral component of Mac OS X. It allows you to collect and manage addresses in a central repository where they are made available to other applications such as Mail, iChat, iCal, or RagTime.

RagTime 6.5 contains a new set of functions specially developed for this purpose, which enable you to access the fields of the system's Address Book (see ► [Address Book Field Names and Types](#) [p. 6]) using the following formulas:

- [AddressBookFieldEgo](#) [p. 12] – Returns the value of a given Address Book field of the record of the current account.
- [AddressBookMatchCount](#) [p. 13] – Returns the number of Address Book records matching the given search criterion.
- [AddressBookField](#) [p. 14] – Returns the value of a given Address Book field of a record matching the given search criterion.
- [AddressBookFieldMM](#) [p. 16] – Extracts the value of a given Address Book field of all records matching the given search criterion for serial printing (mail merge).
- [AddressBookGroupSize](#) [p. 17] – Returns the number of Address Book records in a given group.
- [AddressBookFieldGroup](#) [p. 18] – Returns the value of a given Address Book field of a given record in a given Address Book group.
- [AddressBookFieldGroupMM](#) [p. 19] – Extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).

2.2 ADDRESS BOOK FIELD NAMES AND TYPES

Every Address Book record consists of various fields, which may occur once (e. g. Name) or several times (e. g. Phone Number) within the same record.

The Address Book shows the **field name** in the language the operating system is currently using. If you wish to access a field using RagTime 6.5's Address Book functions, you must always use the standard field name, which is usually designated by a term based on English.

When a field has several occurrences, the entry that appears first in the Address Book is usually used. If you want to access a specific field, you must also indicate the **field type** by adding it to the field name

and separating the two entries with an exclamation mark (!) (e. g. Email!Home)

The fields are described in more detail in the following tables. This information is available for your reference in the RagTime Settings as well (see ► [Address Book Panel, Settings](#) [p. 11]).

Fields That Only Occur Once in Every Address Book Record

The following fields contain technical information about Address Book records. They exist in every record.

Field Name	Description
UID	Unique IDentifier of the record.
Creation	Date on which the record was created.
Modification	Date of the last modification to the record.
ABPersonFlags	Indicates whether the record relates to a person or an institution. Additional flags were introduced with Mac OS X 10.4.

The following fields contain information on the name of the Address Book record:

Field Name	Description
Title	Title
First	First name
FirstPhonetic	First name, phonetic
Middle	Middle names
MiddlePhonetic	Middle names, phonetic
Last	Last name
LastPhonetic	Last name, phonetic
Suffix	Suffix
MaidenName	Maiden name
Nickname	Nickname
Birthday	Birthday
HomePage	Homepage (replaced by URLs!HomePage in Mac OS X 10.4)
Organization	Organization
JobTitle	Job title

to be continued...

...continued

Field Name	Description
ABDepartment	Department (Mac OS X 10.3 or newer)
Note	Notes
StoredPictureName	Name of the picture assigned to the record (Not accessible in AddressBook versions up to Mac OS X 10.4.)

The following fields are not accessible in the AddressBook and hence not tested.

Field Name	Description
RemoteLocation	RemoteLocation (Mac OS X 10.4 or newer) (Not accessible in AddressBook versions up to Mac OS X 10.4.)

Fields That May Occur Several Times in All Address Book Records

In cases where a field may have several occurrences in every record, the field type is also provided. Several common types are preset, but you can add your own to the Address Book.

The following field types, i.e. *Work*, *Home* and *Other*, are preset for the following fields:

Field Name	Description
AIMInstant	Name in the AOL Instant Messaging Network
ICQInstant	Name in the AOL ICQ Network
JabberInstant	Name in the Jabber Instant Messaging Network
MSNInstant	Name in the Microsoft Instant Messaging Network
YahooInstant	Name in the Yahoo Instant Messaging Network
Email	E-mail address
Address	Full address, consisting of the following fields in line with the conventions of the country specified by the CountryCode.
Street	Street
ZIP	Zip/postal code

to be continued...

...continued

Field Name	Description
Region	Postal District Appears in the AddressBook for very few countries only, e.g. Ukraine.
City	City
State	State, Province
Country	Country
CountryCode	Country code in accordance with ISO 3166-1

⚠ You can select a country as the default for address formats in the Address Book's settings. Unfortunately, RagTime has no way of calling up this setting. To circumvent the problem, we recommend that you specify the same country in the RagTime ► [SETTINGS](#) [p. 11]. (Not necessary under OS X 10.3 (Panther) or newer.)

The following field types, i.e. **Work**, **Home**, **Mobile**, **Main**, **HomeFAX**, **WorkFAX**, **Pager** and **Other**, are preset for the following fields:

Field Name	Description
Phone	Phone and fax number

The following field types, i.e. **Father**, **Mother**, **Parent**, **Brother**, **Sister**, **Child**, **Friend**, **Spouse**, **Partner**, **Assistant**, **Manager** and **Other**, are preset for the following fields:

Field Name	Description
ABRelatedNames	Related names (Mac OS X 10.3 or newer)

The following field types, i.e. **Anniversary** and **Other**, are preset for the following fields:

Field Name	Description
ABDate	Dates (Mac OS X 10.3 or newer)

The following field types, i.e. **HomePage**, are preset for the following fields:

Field Name	Description
URLs	URLs (Mac OS X 10.4 or newer)

See also

► [Address Book Panel, Settings](#) [p. 11]

ISO country codes: <http://www.iso.org/mara/iso3166>

Addressing formats: http://www.upu.int/post_code/en/addressing.html

2.3 CALCULATING ADDRESS BOOK FUNCTIONS

Following typical spreadsheet formula conventions, RagTime calculates formulas containing Address Book functions as soon as they are entered and recalculates them whenever one of the operands used in the formula is modified. In other words, formulas are **not** recalculated if you only modify data in the Address Book.

⚠ To integrate data that have been modified in the Address Book in your RagTime document, you must evoke the recalculation of the formulas including Address Book functions yourself (see ► [Calculate All](#) [RagTime Reference] or ► [Calculate This Component](#) [RagTime Reference]).

However, Address Book functions are often not supposed to be recalculated. For example, if you have archived a finished letter, you don't want any of the Address Book functions to be recalculated when the file is opened months later. That may prevent the address to which the letter was originally sent from appearing, or it may cause the letter to show a contact person other than the one to whom the letter was originally sent, if the contact person has changed.

You can switch off the recalculation of formulas using Address Book functions in a RagTime document (ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED, see ► [Address Book Panel, Document Settings](#) [p. 11]). When the document is closed, RagTime fixes the Address Book functions' results automatically.

If it becomes necessary to recalculate the results of the formulas of a document in which Address Book functions have been fixed, RagTime alerts you. If necessary, you can change the document's settings to undo the fix command.

See also

► [Address Book Panel, Document Settings](#) [p. 11]

2.4 ADDRESS BOOK PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the ► **panel ADDRESS BOOK**.

COUNTRY FOR ADDRESSES WITHOUT SPECIFICATION

COUNTRY

Determines the country conventions for address formats for addresses lacking a country code. We recommend using the country specified in the Address Book's settings.

⚠ As the Address Book of Mac OS X 10.3 (Panther) or newer allows RagTime to poll this setting, you don't have to care.

FIELD NAMES

The fields supported by your version of the AddressBook are listed here. Detailed information on a field is displayed after you select the field's line in the list.

See also

► [Address Book Field Names and Types](#) [p. 6]

Addressing formats: http://www.upu.int/post_code/en/addressing.html

► [Settings](#) [RagTime Reference]

2.5 ADDRESS BOOK PANEL, DOCUMENT SETTINGS

To view this panel, choose the command **DOCUMENT SETTINGS** from the menu **EXTRAS** and select the ► **panel ADDRESS BOOK**.

INEFFECTIVE ACCESSES TO THE ADDRESS BOOK

Determines whether unsuccessful attempts to access the Address Book return an empty value instead of the ► [error value](#) ► **NULL!** (Field doesn't exist or is empty).

● RETURN AN ERROR VALUE

This setting can come in handy when creating RagTime documents or looking for errors in them. It generates error values that indicate the reasons for failed Address Book accesses.

● RETURN AN EMPTY VALUE

This setting can come in handy if you anticipate accesses being unsuccessful from time to time (e. g. a record with an empty field `Organization`). It conceals erroneous accesses.

ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED

Specifies whether Address Book formulas should cease to be recalculated. This feature is useful if you've finished working on a RagTime document and want to make sure that changes made to the Address Book later on do not alter it. For example, if this feature is activated, when you open a document containing a letter months after having created it, it will still show the address to which the letter was sent, even if the addressee has moved and the corresponding address has been changed in the address book since then.

See also

- ▶ [Calculating Address Book Functions](#) [p. 10]
- ▶ [Address Book Field Names and Types](#) [p. 6]
- ▶ [Calculating Address Book Functions](#) [p. 10]
- ▶ [Document Settings](#) [RagTime Reference]

2.6 ADDRESSBOOKFIELDGO (FUNCTION)

`AddressBookFieldEgo` returns the value of a given Address Book field of the record of the current account.

Syntax

`AddressBookFieldEgo (FieldName)`

FieldName

is a ▶ `text` that indicates the field from which the data are to be extracted.

For fields that have several occurrences, enter an exclamation mark after the field name and specify the field type. If the field type is not specified, the first occurrence in the Address Book will be used.

Examples

```
AddressBookFieldEgo ('City!Work')
    = 'Hilden'
```

Remarks

→ *FieldName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

⚠ If *FieldName* is empty or doesn't exist, **AddressBookFieldEgo** returns the ► [error value ► NULL!](#). To find out how this error value can be suppressed, see ► [Address Book Panel, Document Settings](#) [p. 11].

See also

► [Address Book Field Names and Types](#) [p. 6]

2.7 ADDRESSBOOKMATCHCOUNT (FUNCTION)

AddressBookMatchCount returns the number of Address Book records matching the given search criterion.

Syntax

AddressBookMatchCount (*SearchCriterion*)

SearchCriterion

is a ► [text](#) that must appear in the Address Book record for which the search is being performed. It may appear at any position.

You can enter a series of search criteria separated by spaces. This tells the search engine that they must all be included in the Address Book record.

Searches are not case-sensitive.

If *SearchCriterion* is empty (' '), all records in the Address Book will be considered.

Examples

```
AddressBookMatchCount ('Taylor')
    = 48
```

```
AddressBookMatchCount ('Taylor_Elizabeth')
    = 1
```

```
AddressBookMatchCount ('Mississippi Steam Boat
Corporation')
```

= 0

Warnings

- ⚠ If *SearchCriterion* consists of more than 20 entries separated by spaces, **AddressBookMatchCount** returns the ► [error value](#) ► [COMPLEX!](#).

See also

- [AddressBookGroupSize](#) [p. 17] – Returns the number of Address Book records in a given group.
- [Search Functions](#) [Formulas and Functions]

2.8 ADDRESSBOOKFIELD (FUNCTION)

AddressBookField returns the value of a given Address Book field of a record matching the given search criterion.

Syntax

AddressBookField (*FieldName*; *SearchCriterion*; *nthMatch*)

FieldName

is a ► [text](#) that indicates the field from which the data are to be extracted.

For fields that have several occurrences, enter an exclamation mark after the field name and specify the field type. If the field type is not specified, the first occurrence in the Address Book will be used.

SearchCriterion

is a ► [text](#) that must appear in the Address Book record for which the search is being performed. It may appear at any position.

You can enter a series of search criteria separated by spaces. This tells the search engine that they must all be included in the Address Book record.

Searches are not case-sensitive.

If *SearchCriterion* is empty (' '), all records in the Address Book will be considered.

nthMatch

is a ► [number](#) specifying which of the records (position in the sequence) in question is to be evaluated.

If you are sure that *SearchCriterion* will match a single record only, you can omit this argument.

Examples

```

AddressBookField ('First'; 'Mascot')
    = 'Roderick'
AddressBookField ('Phone!Work'; 'Chinese
Takeout_Wang')
    = '(012) 345-6789'
AddressBookField ('Phone!WorkFAX'; 'Smith')
    = ERROR! (More than one hit)
AddressBookField ('Phone!WorkFAX'; 'Smith'; 5)
    = '(024) 681-3579'

```

Remarks

→ *FieldName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

- ⚠ If *SearchCriterion* consists of more than 20 entries separated by spaces, **AddressBookField** returns the ► [error value ► COMPLEX!](#)
- ⚠ If none of the Address Book records matches *SearchCriterion*, **AddressBookField** returns the ► [error value ► NA!](#)
- ⚠ If *SearchCriterion* occurs in more than one Address Book record and *nthMatch* is not specified, **AddressBookField** returns the ► [error value ► ERROR!](#)
- ⚠ If *nthMatch* is smaller than 1 or larger than the number of records in question, **AddressBookField** returns the ► [error value ► RANGE!](#)
- ⚠ If *FieldName* is empty or doesn't exist, **AddressBookField** returns the ► [error value ► NULL!](#). To find out how this error value can be suppressed, see ► [Address Book Panel, Document Settings](#) [p. 11].

See also

- [Address Book Field Names and Types](#) [p. 6]
- [AddressBookMatchCount](#) [p. 13] – Returns the number of Address Book records matching the given search criterion.
- [AddressBookFieldMM](#) [p. 16] – Extracts the value of a given Address Book field of all records matching the given search criterion for serial printing (mail merge).

- ▶ [AddressBookFieldGroupMM](#) [p. 19] – Extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).
- ▶ [AddressBookFieldEgo](#) [p. 12] – Returns the value of a given Address Book field of the record of the current account.
- ▶ [Search Functions](#) [Formulas and Functions]

2.9 ADDRESSBOOKFIELDMM (FUNCTION)

AddressBookFieldMM extracts the value of a given Address Book field of all records matching the given search criterion for serial printing (mail merge).

Syntax

AddressBookFieldMM (*FieldName*; *SearchCriterion*)

FieldName

is a ▶ [text](#) that indicates the field from which the data are to be extracted.

For fields that have several occurrences, enter an exclamation mark after the field name and specify the field type. If the field type is not specified, the first occurrence in the Address Book will be used.

SearchCriterion

is a ▶ [text](#) that must appear in the Address Book record for which the search is being performed. It may appear at any position.

You can enter a series of search criteria separated by spaces. This tells the search engine that they must all be included in the Address Book record.

Searches are not case-sensitive.

If *SearchCriterion* is empty (' '), all records in the Address Book will be considered.

Examples

```
AddressBookFieldMM ('First'; 'Mascot')
= 'Roderick'
```

```
AddressBookFieldMM ('City!Work'; 'Paella Delivery
Service_Rodrigo')
= 'Villa Bacho'
```

```
AddressBookFieldMM ('Phone!WorkFAX'; 'Smith')
= '(012) 345-6789'
```

Remarks

→ *FieldName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

- ⚠ If *SearchCriterion* consists of more than 20 entries separated by spaces, **AddressBookFieldMM** returns the ► [error value ► COMPLEX!](#).
- ⚠ If none of the Address Book records matches *SearchCriterion*, **AddressBookFieldMM** returns the ► [error value ► NA!](#).
- ⚠ If *FieldName* is empty or doesn't exist, **AddressBookFieldMM** returns the ► [error value ► NULL!](#). To find out how this error value can be suppressed, see ► [Address Book Panel, Document Settings](#) [p. 11].

See also

- [Address Book Field Names and Types](#) [p. 6]
- [AddressBookMatchCount](#) [p. 13] – Returns the number of Address Book records matching the given search criterion.
- [AddressBookField](#) [p. 14] – Returns the value of a given Address Book field of a record matching the given search criterion.
- [AddressBookFieldGroupMM](#) [p. 19] – Extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).
- [Print Functions](#) [Formulas and Functions]
- [Search Functions](#) [Formulas and Functions]

2.10 ADDRESSBOOKGROUPSIZE (FUNCTION)

AddressBookGroupSize returns the number of Address Book records in a given group.

Syntax

AddressBookGroupSize (*GroupName*)

GroupName

is a ► [text](#) that specifies the Address Book group whose members are to be queried.

Examples

```
AddressBookGroupSize ('Customers')
= 548
```

Remarks

→ *GroupName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

- ⚠ If there is no *GroupName* in the Address Book, **AddressBookGroupSize** returns the ► error value ► **NA!**.
- ⚠ If *GroupName* is not unique in the Address Book, **AddressBookGroupSize** returns the ► error value ► **ERROR!**.

See also

- **AddressBookMatchCount** [p. 13] – Returns the number of Address Book records matching the given search criterion.
- **AddressBookFieldGroup** [p. 18] – Returns the value of a given Address Book field of a given record in a given Address Book group.
- **AddressBookFieldGroupMM** [p. 19] – Extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).

2.11 ADDRESSBOOKFIELDGROUP (FUNCTION)

AddressBookFieldGroup returns the value of a given Address Book field of a given record in a given Address Book group.

Syntax

AddressBookFieldGroup (*FieldName*; *GroupName*; *nthMatch*)

FieldName

is a ► **text** that indicates the field from which the data are to be extracted.

For fields that have several occurrences, enter an exclamation mark after the field name and specify the field type. If the field type is not specified, the first occurrence in the Address Book will be used.

GroupName

is a ► **text** that specifies the Address Book group whose members are to be queried.

nthMatch

is a ► **number** specifying which of the records (position in the sequence) in question is to be evaluated.

Examples

```
AddressBookFieldGroup ('Organization'; 'Vendors';
5)
    = ('RagTime GmbH')
```

Remarks

- *FieldName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.
- *GroupName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

- ⚠ If *FieldName* is empty or doesn't exist, **AddressBookFieldGroup** returns the ► **error value ► NULL!**. To find out how this error value can be suppressed, see ► [Address Book Panel, Document Settings](#) [p. 11].
- ⚠ If there is no *GroupName* in the Address Book, **AddressBookFieldGroup** returns the ► **error value ► NA!**.
- ⚠ If *GroupName* is not unique in the Address Book, **AddressBookFieldGroup** returns the ► **error value ► ERROR!**.
- ⚠ If *nthMatch* is smaller than 1 or larger than the number of records in question, **AddressBookFieldGroup** returns the ► **error value ► RANGE!**.

See also

- [Address Book Field Names and Types](#) [p. 6]
- [AddressBookGroupSize](#) [p. 17] – Returns the number of Address Book records in a given group.
- [AddressBookFieldGroupMM](#) [p. 19] – Extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).
- [AddressBookField](#) [p. 14] – Returns the value of a given Address Book field of a record matching the given search criterion.

2.12 ADDRESSBOOKFIELDGROUPMM (FUNCTION)

AddressBookFieldGroupMM extracts the value of a given Address Book field of all records in the given Address Book group for serial printing (mail merge).

Syntax

AddressBookFieldGroupMM (*FieldName*; *GroupName*)

FieldName

is a ► **text** that indicates the field from which the data are to be extracted.

For fields that have several occurrences, enter an exclamation mark after the field name and specify the field type. If the field type is not specified, the first occurrence in the Address Book will be used.

GroupName

is a ► **text** that specifies the Address Book group whose members are to be queried.

Examples

```
AddressBookFieldGroupMM ('Organization';
'Vendors')
= ('RagTime GmbH')
```

Remarks

→ *FieldName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

→ *GroupName* must be spelled correctly. Please pay special attention to uppercased and lowercased lettering.

Warnings

- ⚠ If there is no *GroupName* in the Address Book, **AddressBookFieldGroupMM** returns the ► **error value** ► **NA!**.
- ⚠ If *GroupName* is not unique in the Address Book, **AddressBookFieldGroupMM** returns the ► **error value** ► **ERROR!**.
- ⚠ If *FieldName* is empty or doesn't exist, **AddressBookFieldGroupMM** returns the ► **error value** ► **NULL!**. To find out how this error value can be suppressed, see ► **Address Book Panel, Document Settings** [p. 11].

See also

- **Address Book Field Names and Types** [p. 6]
- **AddressBookGroupSize** [p. 17] – Returns the number of Address Book records in a given group.
- **AddressBookFieldGroup** [p. 18] – Returns the value of a given Address Book field of a given record in a given Address Book group.

- ▶ [AddressBookFieldMM](#) [p. 16] – Extracts the value of a given Address Book field of all records matching the given search criterion for serial printing (mail merge).
- ▶ [Print Functions](#) [Formulas and Functions]
- ▶ [Search Functions](#) [Formulas and Functions]

APPENDIX

A

Legend

Fonts, styles, symbols and colors used in the RagTime documentation are listed here.

A.1 CONVENTIONS

Fonts and Styles

COMMANDS, BUTTON NAMES AND ALL OTHER NAMES THAT APPEAR IN MENUS, DIALOG BOXES, WINDOWS, PALETTES, ETC. ARE WRITTEN IN THIS FONT.

Formulas, value formats and similar entries are written in this font.

Various Symbols

 **Windows**

 **Mac OS X**

These symbols identify sections that refer to differences between RagTime variants for Windows and Macintosh operating systems.

 **Remark**

The indented dotted arrow marks tips or additional information ready to be applied in the every-day use of RagTime.

 **Warning**

The little warning sign marks information needing your close attention. It points to typical sources of error or practical details which can go wrong.

 **Action Steps**


Headlines of step-by-step guides are decorated with this symbol.

 **Tip**

This symbol marks advanced tips for readers already somewhat familiar with RagTime. Tips are often enclosed in a box and can be skipped, especially when reading the Training Manual for the first time.

References, Links and Hyperlinks

Whenever possible, references to other sections within the documentation are highlighted by underlined and/or colored text.

 If you read the documentation on-screen, you are taken to the reference by clicking the highlighted text. Of course, this applies to the on-screen documentation, but it works with PDF documents as well.

► **Reference [p. 999]**

In print material and PDF documents, this symbol appears before the reference, while the corresponding page number or document is indicated after the reference. References without a page number or a document refer to terms explained in the Glossary.

Formulas and Functions

f **Function**

This symbol identifies the names of arithmetic functions.

Argument **Required Argument of a Function**

This style is used in the description of functions to identify arguments which must be supplied.

Argument **Optional Argument of a Function**

This style is used in the description of functions to identify arguments which may be omitted.

" ' **Primitive (straight) quotation marks**

These quotation marks are only used to identify text within formulas.

␣ **Spaces**

Spaces that are of special importance are represented by this symbol.

A.2 KEYBOARD SYMBOLS

↵ **Return, carriage return**

↵ **Enter**

Please note that return and enter serve different purposes in RagTime.

→| **Tabulator**

⌫ **Escape**

↑ **Up arrow**

↓ **Down arrow**

← **Left arrow**

→ **Right arrow**

⏶ **Page up or PgUp**

⏷ **Page down or PgDn**

Modifier Keys

Modifier keys only work in combination with other keys or mouse clicks.

⌘ **Alt**

⌘^{gr} **AltGr**

Not available on US keyboards.

⌘ **Command or Apple**

⌥ **Option or alt**

⌃ **Control or ctrl**

⇧ **Shift**

A.3 USER INTERFACE ELEMENTS

- Button or push button**
 Identifies buttons that trigger immediate action.
- Radio button**
 Identifies a group of switches, of which only one can be turned on at a time.
- Checkbox**
 Identifies a switch that can only be on or off.
- Menu**
 Identifies a common menu (pull-down menu).
- Submenu**
 Identifies a hierarchical menu.
- Submenu title**
 Identifies the title of a hierarchical menu.
- Menu command**
 Identifies an ordinary menu command.
- Checkmark**
 The checkmark identifies the menu's or palette's effective setting.
- Menu**
 Identifies menus that are coupled to tool buttons.
- Pop-up menu**
 Identifies a menu that pops up.
- Display field**
 Identifies display fields containing information that cannot be altered directly.
- Entry field**
 Identifies a field in which an entry can be made.
- Entry field with a menu, combo box**
 Identifies an entry field in which you can quickly enter frequently used values from a pop-up menu.
- More/less**
 Identifies a switch you can use to specify whether more rarely used elements should appear in a dialog box or window.



APPENDIX

Glossary

The glossary provides definitions of the terms frequently used in RagTime and the associated documentation.

Argument

An argument is a value which is passed to a function and is the basis for its calculation. Arguments follow the name of a function and must be enclosed in parentheses. If a function requires two or more arguments, they must be separated by semicolons: `Sum (2; 3; 4)`. An argument can be, for example, a number, a constant, a reference or a formula.

CIRC! (Error Value)

A formula contains a reference to itself or is in a chain of formulas which refers to itself at the “end”. This error value does not appear when iteration is turned on. (► [error value](#))

COMPLEX! (Error Value)

The formula is too complex; it contains too many embedded parentheses or calls to subfunctions. (► [error value](#))

Date

A date is a specific point in time. In RagTime, a date consists of a year, month day, hour, minute, and second. A date can be formatted so that only some of these parts are displayed (`4/3/1995 9:30:04`; `April 3, 1995`; `04/03/95`; `9:30`; `9:30:04`).

Dates in the range from `1/1/0001` to `12/31/29999` are valid. An error value is displayed when you use dates outside this range.

Because the Gregorian calendar, which is the basis for RagTime’s date functions, was introduced in 1582, calculations with earlier dates have limited meaning. Please be also be aware that some countries introduced the Gregorian calendar significantly later.

DATE! (Error Value)

A date is outside the supported range, or a part of a date has an invalid value, for example 13 as month. (► [error value](#))

DIV/0! (Error Value)

Division by zero was attempted. (► [error value](#))

Error Value

An error value is the result of an erroneous, undefined or impermissible calculation. Error values propagate themselves in the results of all formulas in which an error value is used as an argument or operator. Error values are always displayed in upper case letters followed by an exclamation mark.

ERROR! (Error Value)

An error which does not fit in any other category. (► [error value](#))

EVAL! (Error Value)

The formula uses the result of a calculation which returned the error value CIRC!. (► [error value](#))

Formula

A “formula” is a rule for calculating a value. Formulas, which you can enter in the formulas palette, can be used in various components. A formula may be complex or as simple as a cell reference or “1+1”. Formulas can, but need not, include functions.

Function

A function is a predefined set of actions that perform a calculation using values you specify or supply.

Functions can be inserted in formulas to do mathematical, text, date, search, print and other operations.

ILLEGAL! (Error Value)

The formula uses a function which is not installed. (► [error value](#))

Interval

An interval describes a limited set of values. The lower and upper limits are given in square brackets: [-1; +1].

If the bracket opens away from the value, it is not included in the interval. For example, [0; 1[includes all numbers equal to or greater than 0 to and less than 1.

List

A list consists of one or more values (constants or references, including references to ranges). In formulas, the elements in a list are separated with semicolons (for example, 47; 11; 8; 15 or A1; B7; C1:D3 or Z1S1; Z7S2; Z1S3:Z3S4).

Multiline Text

Multiline text is broken at the end of a line in a spreadsheet cell.

NA! (Error Value)

A value is not available because, for example, it could not be found in a spreadsheet, or an operand or argument has the constant value “NA”. (► [error value](#))

NAME! (Error Value)

This error is never caused by RagTime and can only occur in spreadsheets imported from Excel. The error is supported to provide compatibility with Excel. (► [error value](#))

NULL! (Error Value)

This error is never caused by RagTime and can occur in spreadsheets imported from Excel. The error is supported to provide compatibility with Excel. The Address Book functions or RagTime Connect return this error value for database fields containing no data. (► [error value](#))

NUM! (Error Value)

An undefined operation was attempted, or the result is outside the range of numbers possible in RagTime. (► [error value](#))

Number

A number is a numerical amount. RagTime can work with positive and negative integers and decimal fractions. In addition to the common forms of notations, RagTime supports exponential notation and thousands separators (42; -4711; 123.45; -2,987.65; 1.41e8).

Operand



An operand is a value acted on to perform a calculation in a formula. In the equation “1+2=3” “1” and “2” are operands.

Operators

Operators are symbols used in a formula to define the action to be performed, for example “+” for addition.

Panel

Panels are subdivisions of extensive dialog boxes or windows in which related settings are grouped.

-  Panel names are displayed on tabs above the current panel.
-  Panel names appear in a list on the left side of the dialog box.

Range

A range is a contiguous, rectangular group of spreadsheet cells. In formulas, a range is defined by its upper left and lower right cells separated with a colon (for example B2:C4, Z2S2:Z4S3 or [1]A1:[3]D4).

	A	B	C
1			
2			
3			
4			
5			

RANGE! (Error Value)

A value is outside the permitted range. (► [error value](#))

REF! (Error Value)

A formula uses a reference to a nonexistant object. Generally, the referenced object has been deleted after the formula was entered. (► [error value](#))

Text

A text is a sequence of letters and other characters.

In formulas, text must be enclosed in single or double quotation marks (for example, 'This is a text' or "Oh no!*2\$%&#@").

Time Span

A time span is a period of time.

In formulas, a time span can be given in the units day [d], hour [h], minute [m], and second [s] (for example 3d 5h 2m 28s).

At least two units must be given in order for a time span to be recognized. If necessary, use a 0 as the second value: 5h 0m.

Truth Value

A truth value is either True or False.

When converted to numerical values, False has the value 0 and True, 1. If numbers are converted to truth values, 0 has the value False and all numbers ≠ 0 are True.

Value

A value is a number, a text, a reference, a date, a truth value, or an error value. In other words, this expression includes all possible sorts of arguments for functions that RagTime supports.

VALUE! (Error Value)

An operator or argument has the wrong type, for example, a date instead of a number. (► [error value](#))

APPENDIX

C

Index

General index entries usually refer to a section of text, i.e. the page number refers to a section's header (light typeface against a dark background). If a section carries over onto the subsequent page, the entry may also appear on the subsequent page.

Many key words are listed alphabetically as well as under the following categories: commands, definitions, document settings, entry fields, functions, basic settings, buttons, menus, palettes, panels, overviews, style sheets, tools and tool bars.

A

Address Book, Document Settings (Panel)	11
Address Book, Settings (Panel).....	11
Address Book (Document settings)....	11
Address Book (Settings).....	11
f AddressBookField.....	14, 15
f AddressBookFieldEgo.....	12, 13
f AddressBookFieldGroup... ..	18, 19
f AddressBookFieldGroupMM	19, 20
f AddressBookFieldMM.....	16, 17
f AddressBookGroupSize.....	17, 18
f AddressBookMatchCount.....	13, 14
<input checked="" type="checkbox"/> ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED.....	10
<input checked="" type="checkbox"/> ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED.....	12
Argument (Definition).....	28

B

Boolean value (Definition).....	31
Buttons	
<input checked="" type="checkbox"/> ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED.....	10
<input checked="" type="checkbox"/> ALL RESULTS OF ADDRESS BOOK FUNCTIONS FIXED.....	12
<input type="radio"/> RETURN AN EMPTY VALUE.....	12
<input type="radio"/> RETURN AN ERROR VALUE.....	12

C

Cell range (Definition).....	30
Checkboxes.....	see Buttons
CIRC! (Definition).....	28
COMPLEX! (Definition).....	28
<input type="checkbox"/> COUNTRY.....	11

D

Date (Definition).....	28
DATE! (Definition).....	28
Definitions	
Argument.....	28
Boolean value.....	31
Cell range.....	30
CIRC!.....	28
COMPLEX!.....	28
Date.....	28
DATE!.....	28
DIV/o!.....	28
Error value.....	28
ERROR!.....	29
EVAL!.....	29
Formula.....	29
Function.....	29
ILLEGAL!.....	29
Interval.....	29
List.....	29
Logical value.....	31
Multiline text.....	29
NA!.....	29
NAME!.....	30

NULL!	30
NUM!	30
Number	30
Operand	30
Operator	30
Panel	30
Point in Time	28
Range	30
RANGE!	31
REF!	31
Text	31
Time Span	31
Truth value	31
Value	31
VALUE!	31
DIV/o! (Definition)	28
Document settings	
Address Book	11

E

Error value (Definition)	28
Error values	11
ERROR! (Definition)	29
EVAL! (Definition)	29

F

Formula (Definition)	29
Function (Definition)	29
Functions	
<i>f</i> AddressBookField	14, 15
<i>f</i> AddressBookFieldEgo	12, 13
<i>f</i> AddressBookFieldGroup	18, 19
<i>f</i> AddressBookFieldGroupMM	19, 20
<i>f</i> AddressBookFieldMM	16, 17
<i>f</i> AddressBookGroupSize	17, 18
<i>f</i> AddressBookMatchCount	13, 14

I

ILLEGAL! (Definition)	29
Interval (Definition)	29

L

List (Definition)	29
Logical value (Definition)	31

M

Menus	
<input type="checkbox"/> COUNTRY	11
Multiline text (Definition)	29

N

NA! (Definition)	29
NAME! (Definition)	30
NULL! (Definition)	30
NUM! (Definition)	30
Number (Definition)	30

O

Operand (Definition)	30
Operator (Definition)	30
Option buttons	<i>see</i> Buttons

P

Panel (Definition)	30
Panels	
Address Book, Document Settings	11
Address Book, Settings	11
Point in Time (Definition)	28
Push buttons	<i>see</i> Buttons

R

Radio buttons.....see Buttons
Range (Definition) 30
RANGE! (Definition).....31
REF! (Definition).....31
● RETURN AN EMPTY VALUE 12
● RETURN AN ERROR VALUE 12

S

Settings
 Address Book..... 11

T

Text (Definition) 31
Time Span (Definition).....31
Truth value (Definition) 31

V

Value (Definition) 31
VALUE! (Definition) 31