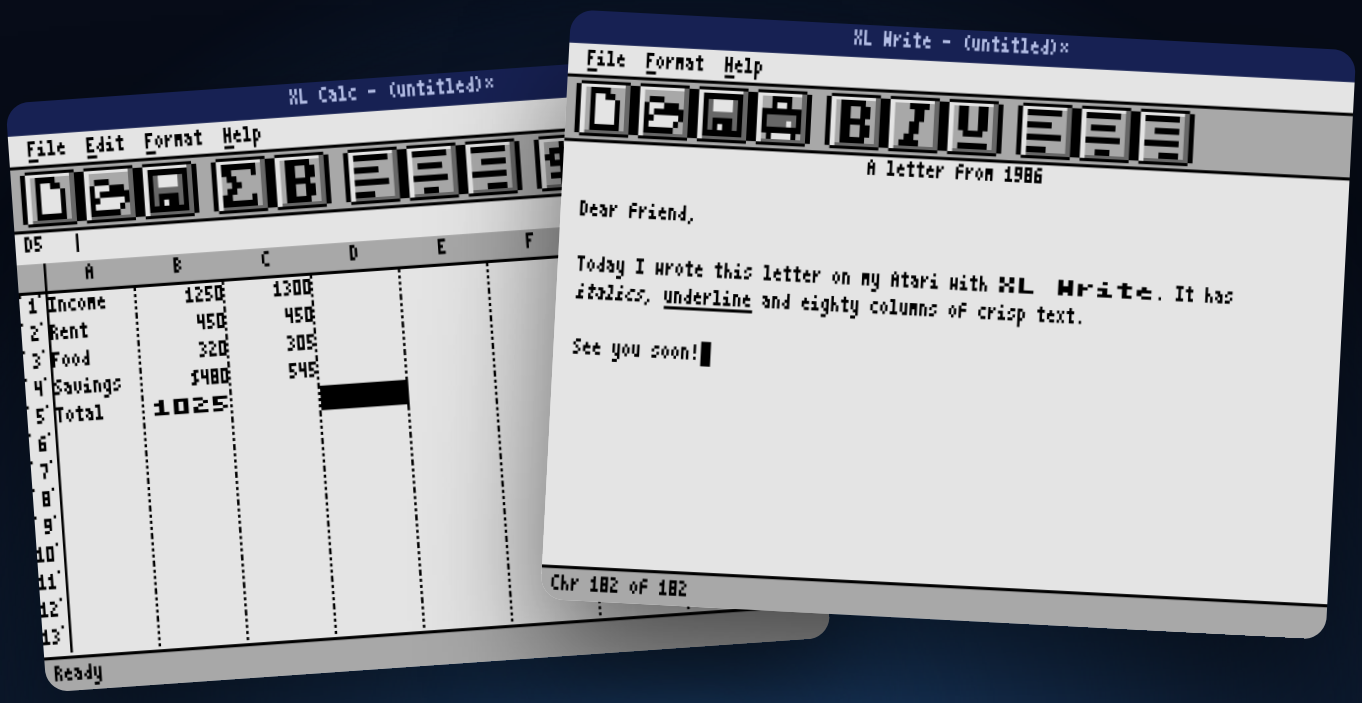
User manual

XL Office

XL Write, XL Calc, XL Show and XL Base for Atari 8-bit XL and XE computers



Version 1.0

MyComuApp

XL Office

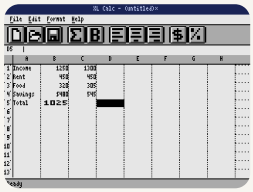
Three programs and a database

XL Office brings a word processor, a spreadsheet and a presentation program to your Atari, on one disk. XL Base, the database, comes on its own disk. They all share the same menus, keys and file handling, so what you learn in one works in the others.



XL Write

Letters, reports and stories in eighty columns.



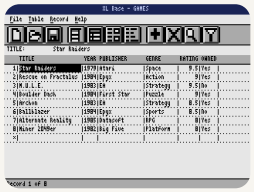
XL Calc

Budgets and accounts with formulas that recalculate.



XL Show

Presentations with gradients, bullets and charts.



XL Base

Tables, forms and SQL queries, on its own disk.

Contents

1 **Getting started**

2 **Start menu**

3 **Common to all three programs**

4 **XL Write**

5 **XL Calc**

6 **XL Show**

7 **Your documents**

8 **XL Base**

9 **XL Base: SQL queries**

What you need

- An Atari XL or XE with 64 KB (800XL, 1200XL, 65XE, 130XE, 800XE or XEGS), NTSC or PAL
- A disk drive, FujiNet, SIO2PC or SDrive, or an emulator such as Altirra or atari800
- XL Office: XLOffice-1.0.atr. XL Base: XLBase-1.0.atr
- Optional: a joystick in port 1 and a printer

Getting started

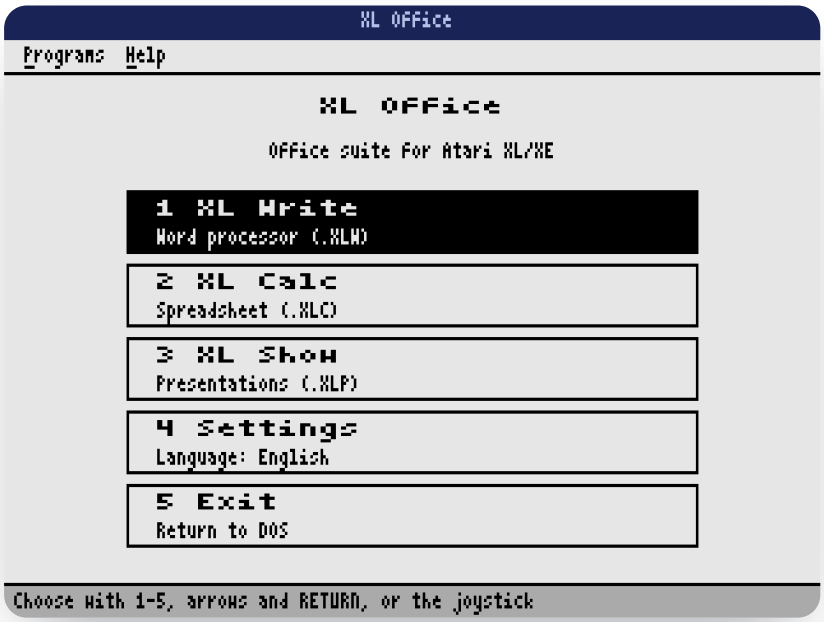
XL Office runs on any Atari XL or XE with 64 KB: the 800XL, 65XE, 130XE, 800XE and XEGS, in NTSC and PAL. The download has two disk images: `XLOffice-1.0.atr`, which boots the program, and `XLOffice-Data.atr`, the data disk for your documents, which already holds a sample letter, budget and presentation.

- **In Altirra:** choose an 800XL or a 130XE, open **Boot Image** from the File menu and select `XLOffice-1.0.atr`.
- **In atari800:** run `atari800 -xl XLOffice-1.0.atr`. The numeric keypad works as the joystick.
- **On a real Atari:** copy the image to a FujiNet, SIO2PC or SDrive, or write it to a floppy, and switch the computer on.

There is no need to hold OPTION at power on: XL Office turns BASIC off by itself.

Start menu

The start menu appears as soon as the disk boots. Pick a program with its number, with the arrows and RETURN, or with the joystick and its button.

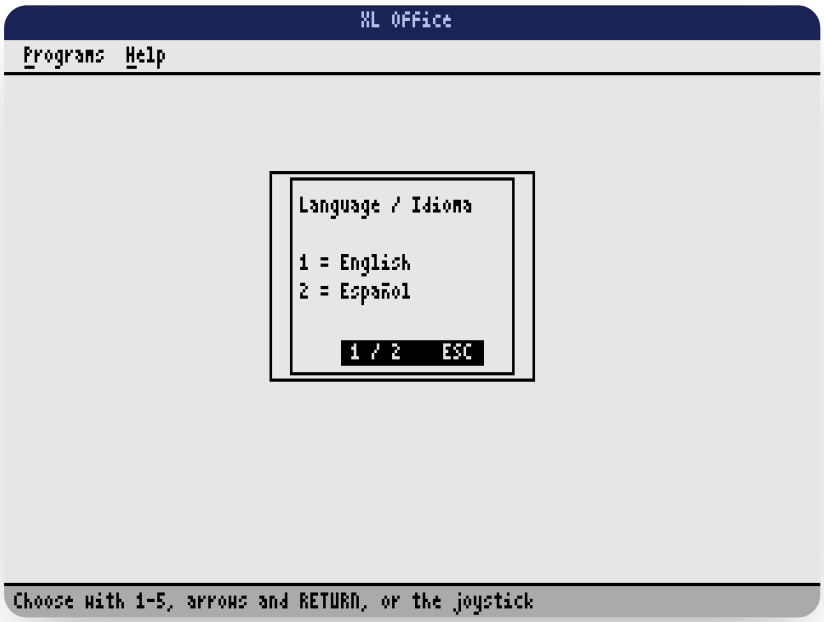


The XL Office start menu.

Key	Program
1	XL Write, word processor
2	XL Calc, spreadsheet
3	XL Show, presentations
4	Settings: language
5	Back to DOS

Language

XL Office starts in English. To switch to Spanish choose `4` (Settings) and then `2` (Español). The choice is saved on the disk in `XLOFFICE.CFG` and applies to all three programs.

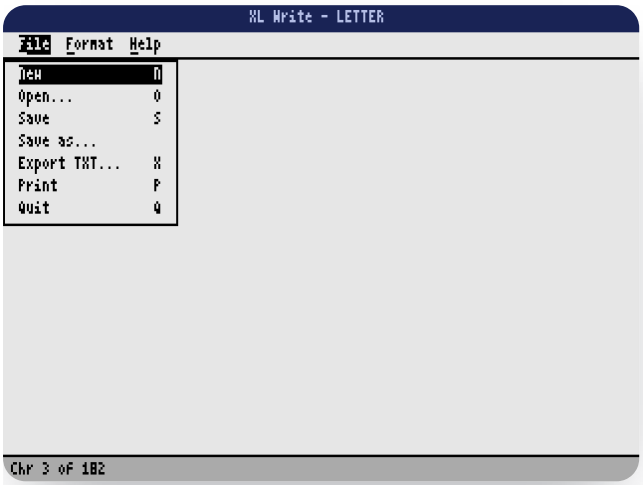


The language dialog: `1` for English and `2` for Spanish.

Common to all three programs

- **Menus:** `ESC` opens the menu. Then use the arrows, RETURN or the first letter of an option. With the joystick, click the menu title.
- **Toolbar:** click the buttons with a joystick in port 1.
- **Accents:** press the **Atari key** and then a vowel to type á, é, í, ó or ú. Atari and `n` type ñ, Atari and `?` type ¿, and Atari and `!` type ¡.

- **Caps lock:** CAPS. The status bar shows CAPS and ACCENT while they are active.
- **Confirmations:** `Y` or RETURN for yes, `N` or ESC for no.
- **Files:** a name without a drive uses `D1:`, and a name without an extension gets the program's own. For the data disk type, for example, `D2:LETTER`.
- **Back to the menu:** `^Q` (CONTROL and Q). If there are unsaved changes, XL Office asks first.



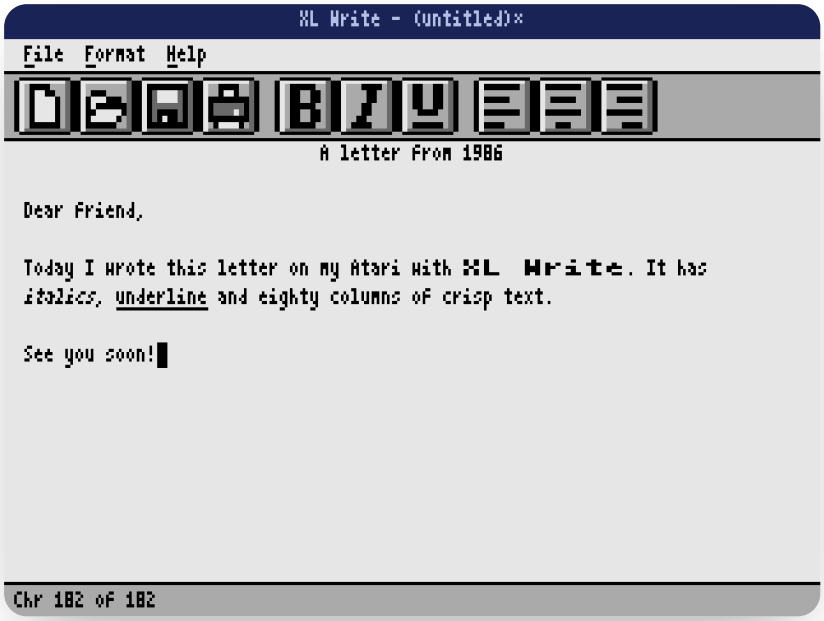
A menu opened with ESC: the File menu of XL Write. The letter on the right of each option is its CONTROL shortcut.



Open and save ask for the name in a dialog. RETURN confirms and ESC cancels.

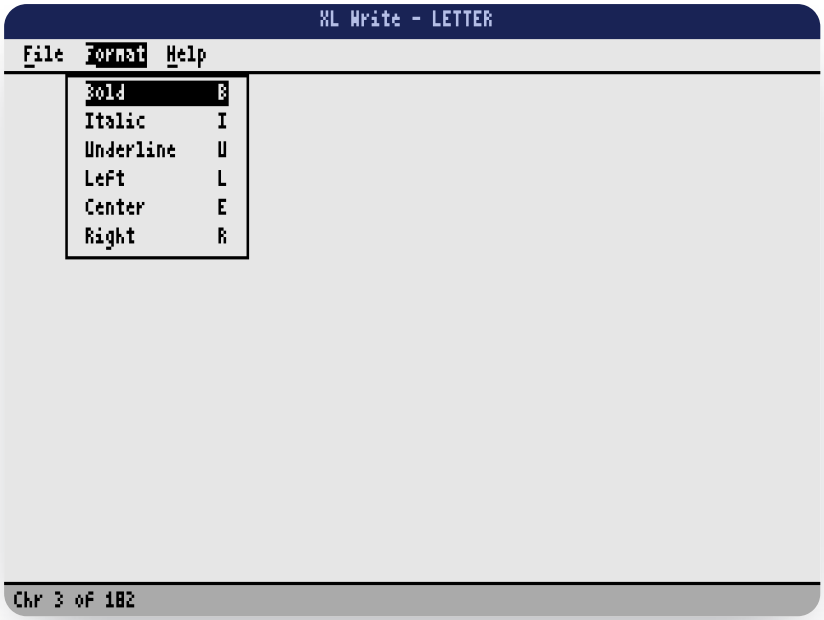
XL Write

An eighty column word processor with automatic word wrap. Each document holds up to 8 KB, roughly four typed pages. Bold text is shown at double width.



A letter in XL Write with a centered title, bold, italics and underline.

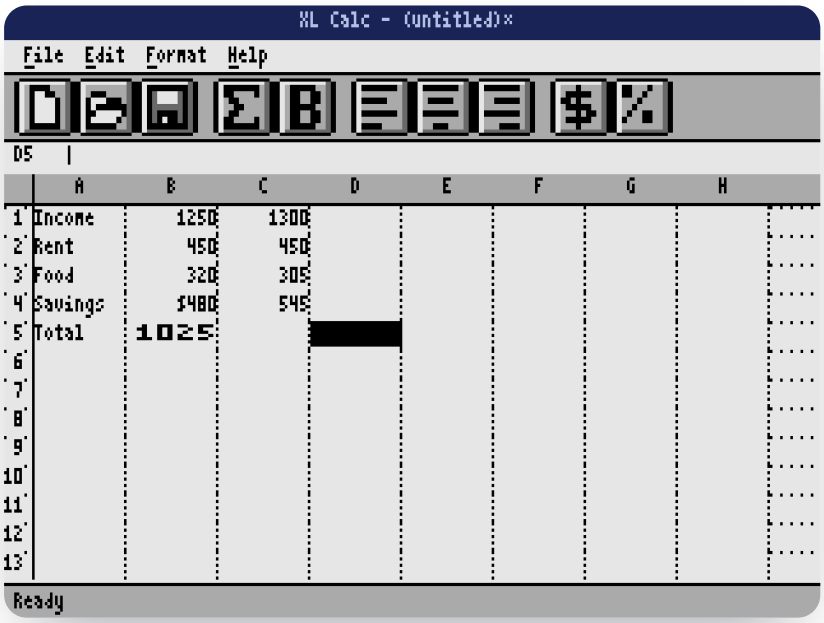
Key	Action
Arrows	Move the cursor. You can also click in the text
`RETURN`	New paragraph, with the same alignment
`BACK S`	Delete the previous character
`CTRL BACK S`	Delete the character under the cursor
`TAB`	Four spaces
`^B` `^I` `^U`	Bold, italics and underline from the cursor on
`^L` `^E` `^R`	Align the paragraph left, center or right
`^N` `^O` `^S`	New, open and save (`.XLW`)
`^X`	Export text for the PC (`.TXT`)
`^P`	Print on printer `P:`



The Format menu gathers the text styles and paragraph alignment.

XL Calc

A spreadsheet with 16 columns (A to P) and 64 rows, using the floating point arithmetic in the Atari's own ROM.

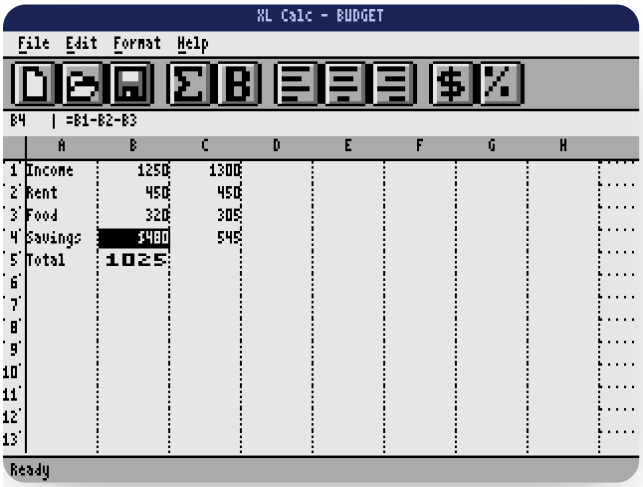


A budget in XL Calc: savings come from formulas in currency format, and the total is in bold.

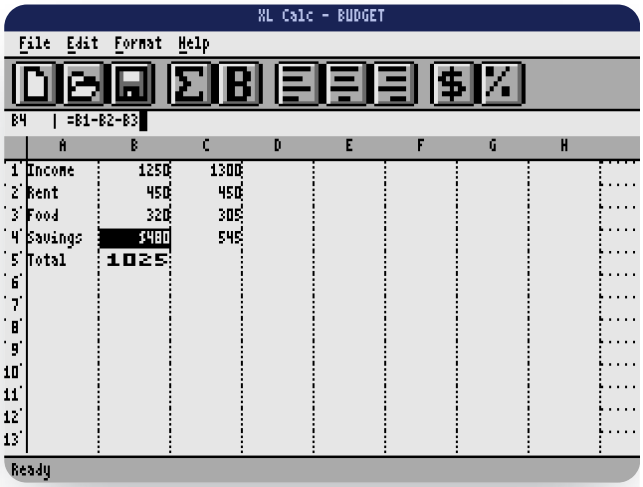
Key	Action
Arrows, `TAB`, `RETURN`	Move between cells. You can also click a cell
Typing	Edits the cell in the formula bar. RETURN or an arrow confirms and ESC cancels
`^E`	Edit the current contents of the cell
`BACK S` `DELETE`	Clear the cell
`^B`	Bold
`^N` `^O` `^S`	New, open and save (`.XLC`)
`^X`	Export CSV for the PC, separated by semicolons
`^P`	Print

Numbers and formulas

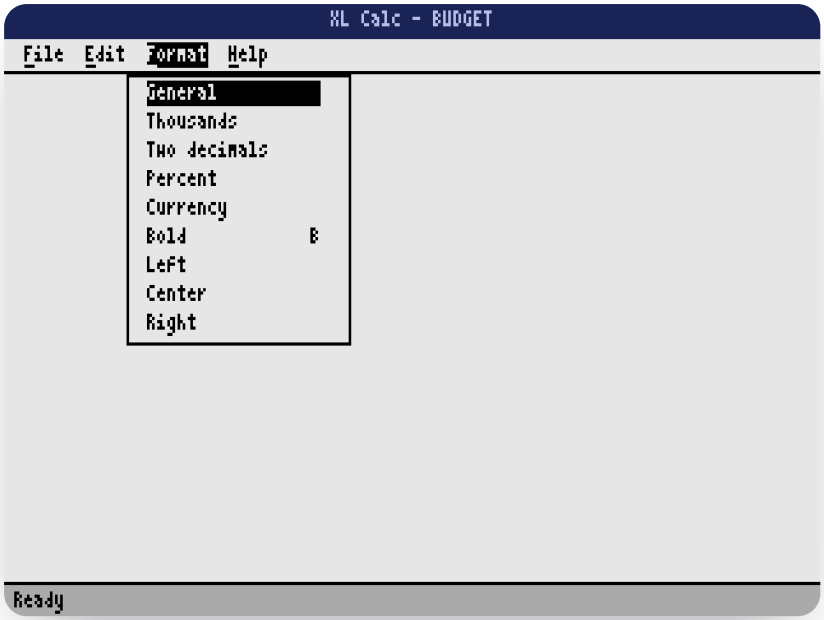
- **Numbers:** `1250` , `450.5` , `-3` or `1.5E3` . The point is the decimal separator.
- **Formulas:** start with `=` and accept `+ - * /` , parentheses, references such as `B3` and functions over ranges: `=SUM(A1:A9)` , `=AVG(B1:C4)` , `=MIN(...)` and `=MAX(...)` . The Spanish names `SUMA` and `PROMEDIO` work too.
- Formulas recalculate on their own. An error, such as a division by zero, shows as `#ERR` .
- **Formats:** from the Format menu or with the `$` (currency) and `%` (percent) buttons. There are also thousands, two decimals, bold and alignment.



When a cell is selected, the formula bar shows its contents: here, the savings formula.



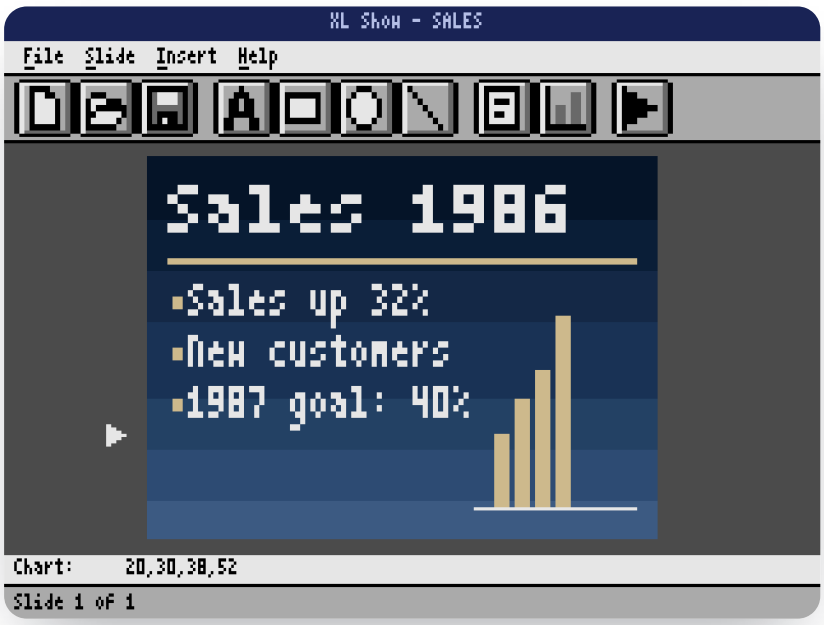
With `^E` the formula is edited in the same bar.



The Format menu of XL Calc: thousands, two decimals, percent, currency, bold and alignment.

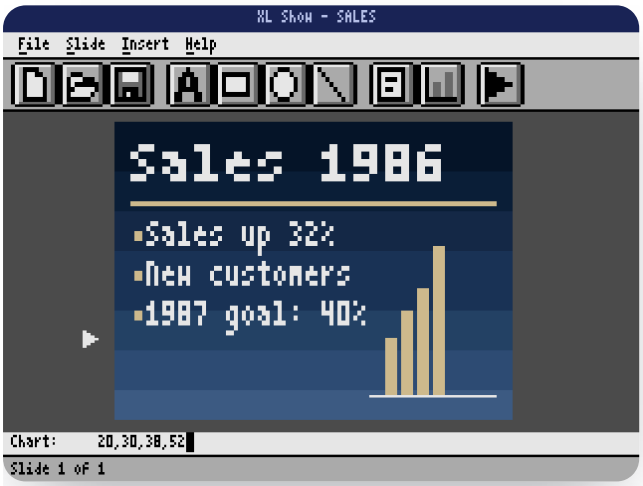
XL Show

Presentations of up to 10 slides, each with a title, five bullet points, a bar chart and up to four shapes.

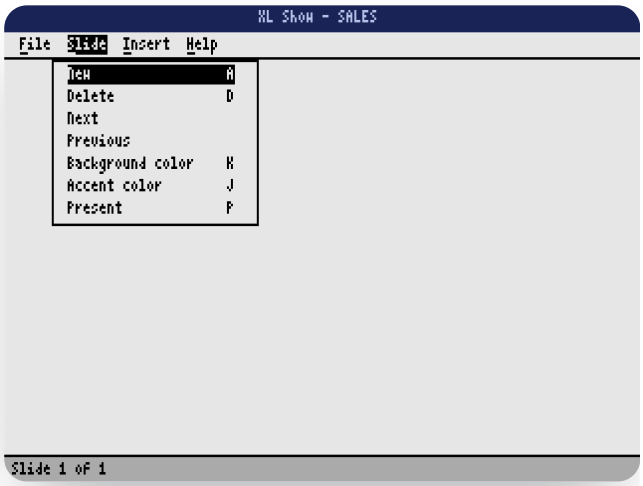


Editing a slide: title, bullet points and a bar chart.

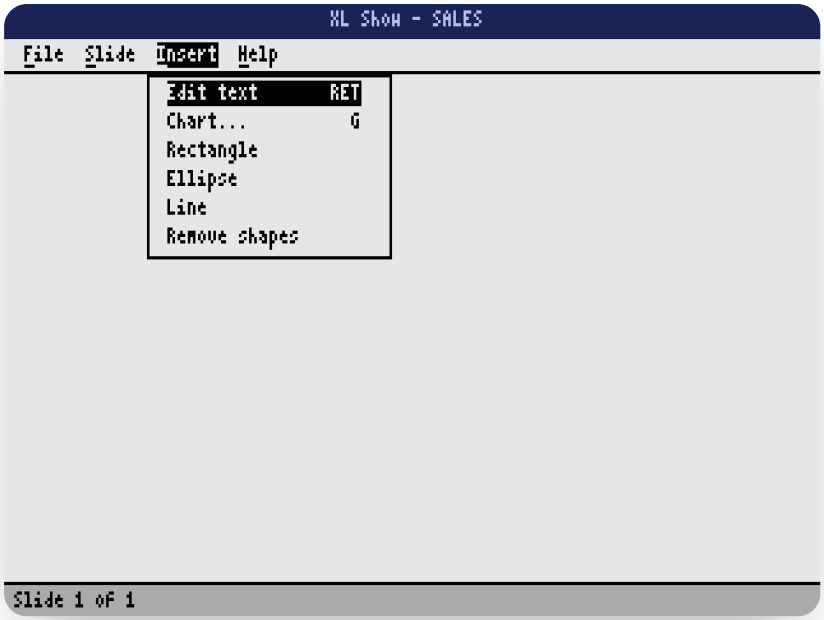
Key	Action
Up and down	Choose an element: title, bullets or chart. A click works too
`RETURN`	Edit the chosen element in the bottom bar
Left and right	Previous or next slide
`^A` `^D`	New slide or delete the current one
`^K` `^J`	Change the background gradient or the accent color
`^G`	Edit the chart: values from 0 to 255 separated by commas, for example `20,30,38,52`
`^P`	Present full screen. Any key moves forward, the left arrow goes back and ESC exits
`^N` `^O` `^S`	New, open and save (`.XLP`)
`^X`	Export titles and bullets to `.TXT`



With `^G` the chart values are edited in the bottom bar.



The Slide menu: new, delete, move between slides, colors and present.



The Insert menu adds text, a chart and shapes.

The toolbar buttons add a rectangle, an ellipse or a line.



The same slide presented full screen with `^P`.

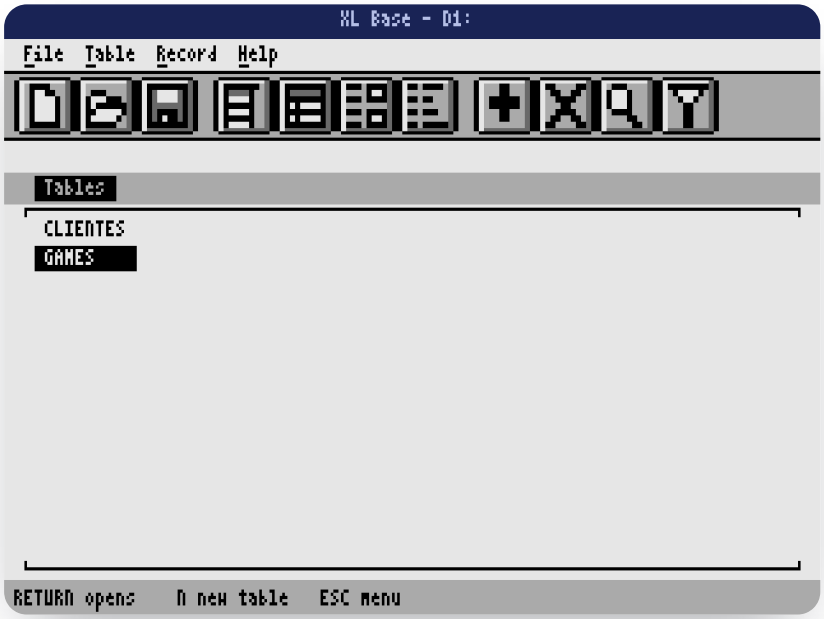
Your documents

- Save on the data disk (`XLOffice-Data.atr`) by mounting it as drive 2 and typing names such as `D2:LETTER`.

- **Samples:** the data disk holds `LETTER`, `BUDGET` and `SALES` in English, and `CARTA`, `PRESUP` and `VENTAS` in Spanish. Open them with `^O`, for example `D2:LETTER` in XL Write.
- Each program has its own extension: `.XLW` for documents, `.XLC` for spreadsheets and `.XLP` for presentations.
- To take your work to the PC use `^X`: documents come out as `.TXT` with accents intact and spreadsheets as `.CSV`, which opens in Excel, LibreOffice or Google Sheets.

XL Base

XL Base is our database: a separate product with its own disk (`XLBase-1.0.atr`), the same menus and the same keys as XL Office. Boot it as drive 1; it does not need XL Office. **The database is the disk:** each table is a `.XLT` file, and the disk brings two samples, `GAMES` (classic Atari games) and `CLIENTES` (customers, in Spanish). It starts in English; **Help > Language** switches to Spanish.

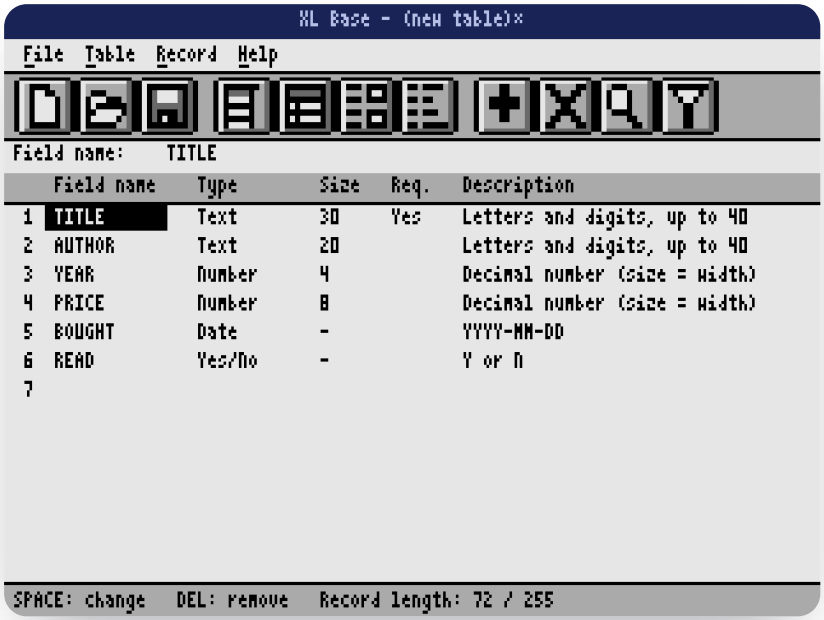


The database window: the tables on the disk.

Key	Action
Arrows, `RETURN`, click	Choose and open a table
`^N`	New table (opens the design view)
`^W`	Back to the database window
`^S` / `^X` / `^P`	Save / export CSV / print
`^Q`	Quit to DOS

Designing a table

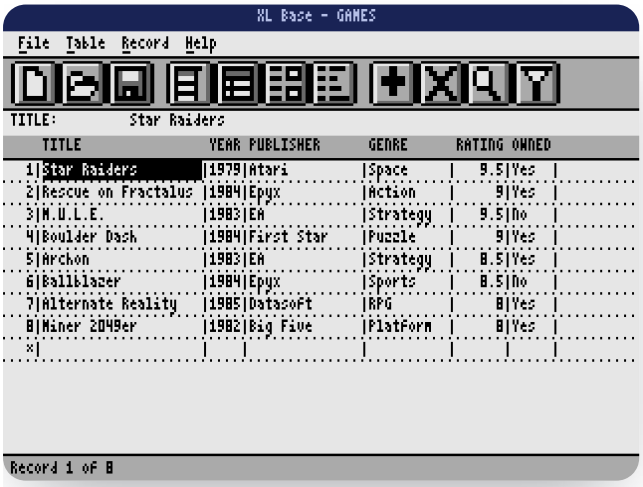
One row per field with **Field name** (up to 10 letters), **Type** (`T` text, `N` number, `D` date, `Y` yes/no, or `SPACE` to cycle), **Size** and **Req.** (`Y` makes the field required). `DEL` removes a field. A record can be up to 255 bytes. `^S` saves the table with a name of up to 8 letters and opens the datasheet. The design can be changed while the table has no records.



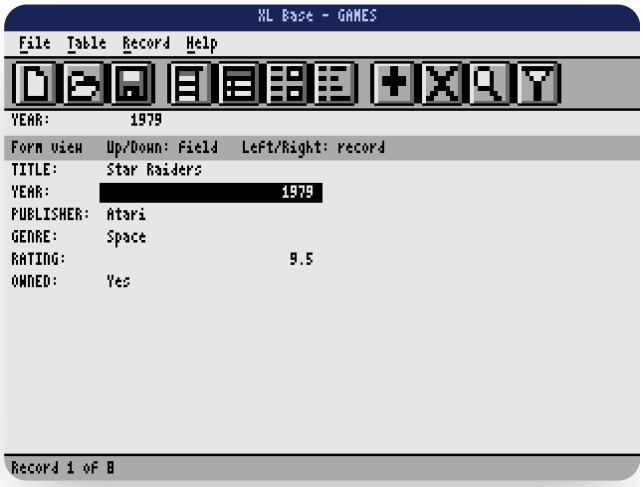
Designing a new table, field by field.

Datasheet and form

The datasheet shows records in rows and fields in columns; **Table > Form view** shows one record per screen (up and down change field, left and right change record).



The datasheet with the sample table of Atari games.



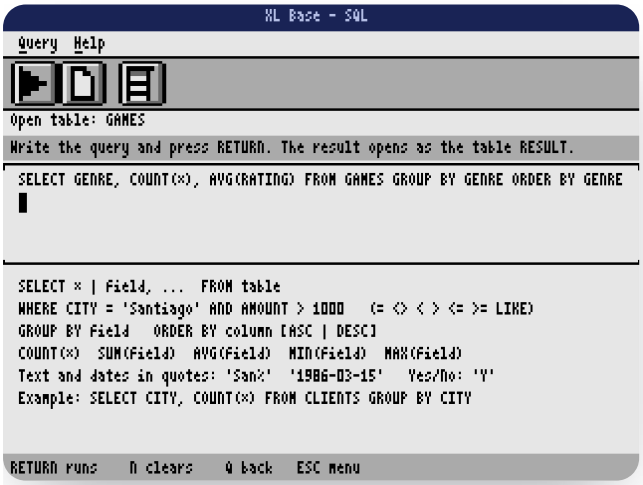
The form view: one record per screen.

Key	Action
Type, `RETURN`	Edit the cell; `RETURN` confirms and moves to the next field. `ESC` cancels
Row `*`, `^A`	New record: it is added when you type in it
`^D`	Delete the record (asks first)
`DEL`, `BACK S`	Empty the cell
`^F`	Find a text in the current field
Record > Sort	A to Z or Z to A by the current field

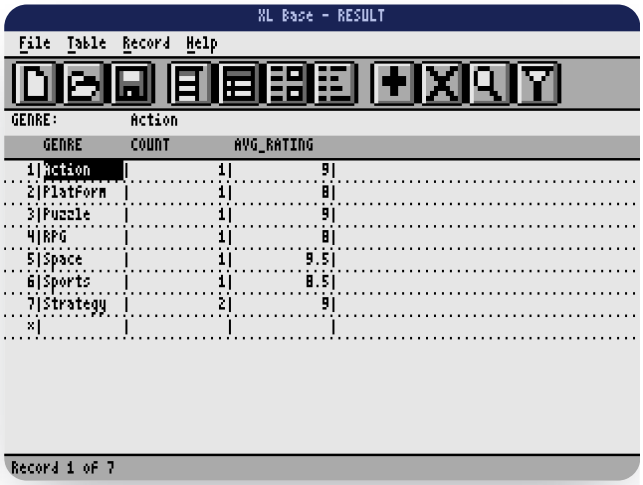
Numbers use a point for decimals (`1250.5`). Dates are `YYYY-MM-DD` in English and `DD/MM/YYYY` in Spanish. Yes/No: `Y` or `N`. A wrong value shows a message and keeps your text. The open table lives in memory: 7,936 bytes of records, for example 130 records of 60 bytes.

XL Base: SQL queries

`^E` (**Table > SQL query**) opens the query module. Write the query and press `RETURN`: the result opens in the datasheet as the table `RESULT`, ready to sort, export or print. The last query is saved and comes back next time; `^Q` returns without running.



Writing a query with GROUP BY.



The result of the query, as a new table.

- **Form:** `SELECT * | field, ... FROM table [WHERE condition] [GROUP BY field] [ORDER BY column [ASC | DESC]]`.
- **Columns:** fields, or `COUNT(*)`, `SUM(field)`, `AVG(field)`, `MIN(field)`, `MAX(field)`, named `COUNT`, `SUM_FIELD` and so on (up to 10 characters).

- **Conditions:** `=`, `<>`, `<`, `>`, `<=`, `>=`, `LIKE`, with `AND`, `OR`, `NOT` and parentheses. Numbers without quotes; text, dates (`'1986-03-15'`) and yes/no (`'Y'`) in quotes. `LIKE` takes `%` at the start and/or the end.
- **GROUP BY:** one row per value; the other columns must be aggregates.
- **Examples:** `SELECT TITLE, YEAR FROM GAMES WHERE RATING >= 9 ORDER BY YEAR` and `SELECT GENRE, COUNT(*), AVG(RATING) FROM GAMES GROUP BY GENRE`.
- A mistake shows a message with the word where it happened, and the cursor goes there.

Keep writing.

Find the latest version, the videos and this manual online.

xloffice.mycomuapp.com

Questions, bugs and ideas

contacto@mycomuapp.com

XL Office and XL Base are independent projects by MyComuApp. Atari and the Atari XL/XE names are trademarks of their respective owners; these projects are not affiliated with or endorsed by them.