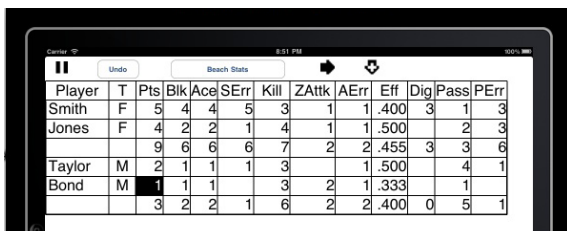




with PracticeStats™

Users Guide for iPad iPhone and Windows devices (includes Consolidation tools)

Version 4.10

A screenshot of the TapRecorder app interface on a tablet. The screen shows a table of statistics for a beach volleyball game. The table has columns for Player, T, Pts, Blk, Ace, SErr, Kill, ZAttk, AErr, Eff, Dig, Pass, and PErr. The data is as follows:

Player	T	Pts	Blk	Ace	SErr	Kill	ZAttk	AErr	Eff	Dig	Pass	PErr
Smith	F	5	4	4	5	3	1	1	.400	3	1	3
Jones	F	4	2	2	1	4	1	1	.500		2	3
		9	6	6	6	7	2	2	.455	3	3	6
Taylor	M	2	1	1	1	3		1	.500		4	1
Bond	M	1	1	1		3	2	1	.333		1	
		3	2	2	1	6	2	2	.400	0	5	1

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Dimensional Software

P.O. Box 1103

Los Altos, California 94023-1103

U.S.A.

web: www.taprecorder.com

email: Coach@taprecorder.com

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Introduction

The TapRecorder is a spreadsheet application designed for touch screen devices such as the iPad, iPhone and Windows Surface Pro. It also runs on other Windows laptops and desktops, including Windows XP, 7, 8 and 8.1, but is not compatible with Windows RT or Windows phones. TapRecordings are compatible across devices, so they can be developed and tested on Windows PCs and then transferred to and used on Apple and Windows tablets.

Like a traditional spreadsheet, the TapRecorder works with data in rows and columns, and can calculate formulas and sums. Unlike a traditional spreadsheet, the TapRecorder has been designed for devices with touch screens and limited keyboard access. The TapRecorder includes an innovative "tap count" feature to record data with a tap on the screen. It also has a "choice list" feature to select an entry from a list with a tap on the screen. These features make the TapRecorder ideal for recording data in the field, on the court and on the run.

Data is recorded and saved locally on the tablet/phone/PC with the TapRecorder. If an Apple device is being used, the iTunes "File Sharing" feature is used to move data to and from the desktop. On Windows devices, saved TapRecordings can be moved to and from other PCs via network drives or flash memory devices.

The iPad/iPhone version of the TapRecorder is a standard Apple "app" which is purchased from and downloaded from the Apple App Store. The Windows version of the TapRecorder is purchased directly from Dimensional Software and downloaded onto the PC from our web site.

This guide illustrates how to use the TapRecorder and its desktop components. This includes details on how to run existing TapRecordings as well as how to set up custom TapRecordings. It also describes how to use iTunes File Sharing to transfer data to and from the desktop.

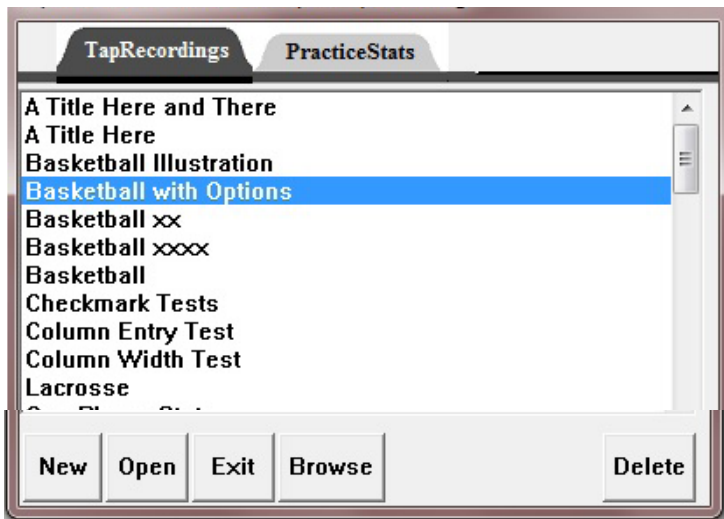
Run the TapRecorder

Tap on the TapRecorder icon to begin using it. Depending on where it was placed, on iPads and iPhones the TapRecorder icon might be on the main application screen, the secondary application screen (to the right) or within a folder.



On Windows devices, the TapRecorder icon will be on the desktop, but it is also available on the start menu or the apps page, depending on which version of Windows is being used.

When the TapRecorder starts up, it displays a list of saved TapRecordings. Tap on an existing TapRecording to select it, then tap on the Open button. To create a new TapRecording tap on the New button. Built-in TapRecordings are available by category, and can be accessed by tapping on the appropriate tab:



Folder Tabs and Template Collections

Folder tabs provide easy access to collections of TapRecorder templates. The first tab is used to access all saved TapRecordings:



Tap on a folder tab to access the TapRecordings in that collection. To access PracticeStats, tap on the PracticeStats tab.



Note that it is no longer necessary to download and transfer PracticeStats because they are now built into the TapRecorder.

TapRecorder Basics

The TapRecorder works like a spreadsheet with rows and columns of data. The TapRecorder differs from a spreadsheet because it has been designed for use on handheld computers with small displays using a touch screen rather than a keyboard for input. On Windows devices the mouse can also be used to click on the screen.

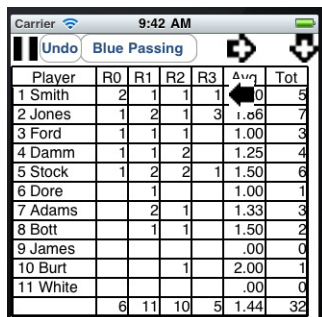
TapRecordings differ from spreadsheets because all the cells in a column are the same type (except for subtotal rows). The TapRecorder also has four special types of columns for data entry.

Tap Count Columns

Tap counts record the number of times a cell in the TapRecording has been tapped. For example, a volleyball stat application for recording hitting performance might have a series of columns for kills, attack errors, etc. as well as columns which calculate hitting efficiency.

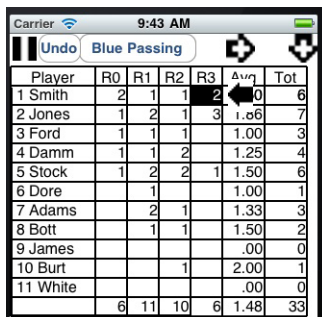
Each time you tap on a cell it is incremented. In this example the passes rated "3" for Player "1 Smith" have increased from 1 to 2. Note that the passing average and related rating totals update automatically. The increment can be set to any amount, so that a basketball scoring application, for example, could have actual points for field goals and three point shots automatically recorded with a single tap.

tap here ...



Player	R0	R1	R2	R3	Avg	Tot
1 Smith	2	1	1	1	.00	5
2 Jones	1	2	1	3	1.06	7
3 Ford	1	1	1		1.00	3
4 Damm	1	1	2		1.25	4
5 Stock	1	2	2	1	1.50	6
6 Dore			1		1.00	1
7 Adams		2	1		1.33	3
8 Bott			1	1	1.50	2
9 James					.00	0
10 Burt			1		2.00	1
11 White					.00	0
	6	11	10	5	1.44	32

and the data is incremented

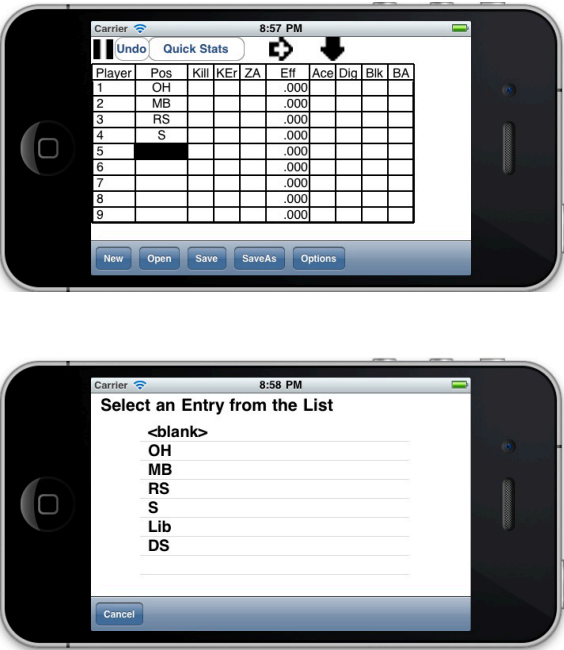


Player	R0	R1	R2	R3	Avg	Tot
1 Smith	2	1	1	2	.00	6
2 Jones	1	2	1	3	1.06	7
3 Ford	1	1	1		1.00	3
4 Damm	1	1	2		1.25	4
5 Stock	1	2	2	1	1.50	6
6 Dore			1		1.00	1
7 Adams		2	1		1.33	3
8 Bott			1	1	1.50	2
9 James					.00	0
10 Burt			1		2.00	1
11 White					.00	0
	6	11	10	6	1.48	33

Choice List Columns

Choice lists present a list of alternatives from which a selection can be made with a single tap. A typical application of the choice list might be a column which displays player position.

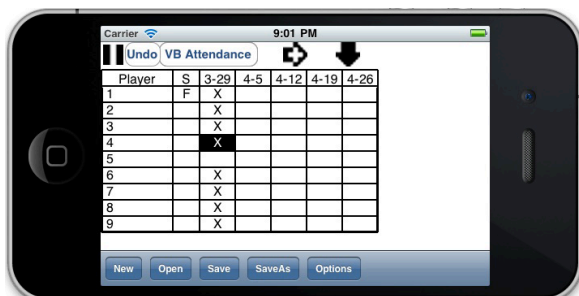
For example, the second column, “Pos” has been defined as a choice list containing player positions. To mark a player position, tap on the cell for that player in the Pos column, then select position from the list:



Other typical choice lists might be ratings of player performance, and sizes or types of equipment issued.

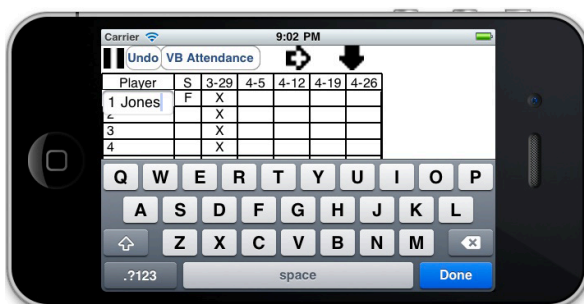
Check Mark Columns

Columns can be set up as check mark columns, where you record data such as attendance, uniforms turned in, etc. The first tap on a cell in a check mark column checks it. The second tap unchecks it.



Data Entry Columns

Data entry columns can be set up for entry of text, numeric, date and time data into cells. Data is entered using the on-screen keyboard. Text data can be entered in any format.



Time should be entered as HHMMSS, where HH is hours, MM is minutes and SS is seconds. The TapRecorder will display the data as HH:MM:SS (the colon is not shown if it does not fit in column). Dates can be entered in any format.

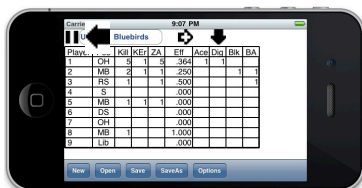
Calculated Columns (see Column Properties)

Recording and Pause Modes

Normally each tap on the screen increases the tap count, causes a prompt for text entry, displays a choice list or toggles the check mark in a cell.

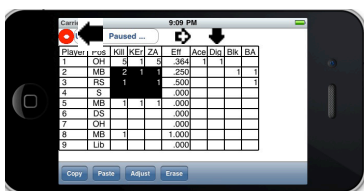
There are times, however, when you might want to select a series of cells and do a copy, erase, paste or insert. To do this, pause the recording by tapping on the Pause button. (Note that when recording is paused there are different choices at the bottom of the screen.)

Pause button



Then highlight the target range of cells by touching the screen and dragging across the cells to be selected. Then tap on the Copy button, select the upper left cell in the target range and tap on the Paste button. Turn recording back on by tapping on the Record button or by tapping on the "Paused" button at the top of the screen.

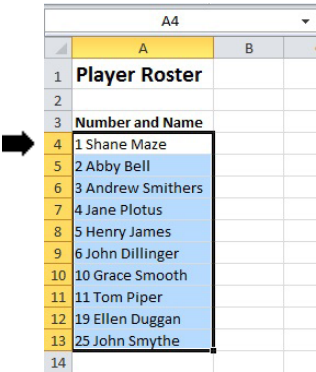
Record button



Data can be copied from other applications via the clipboard, so a column of data can be copied and pasted from Excel into a TapRe-recording on the Surface Pro tablet, for example.

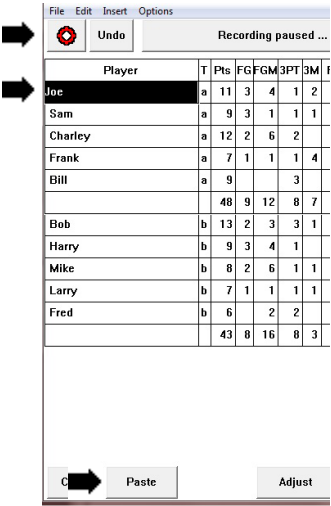
Copying and Pasting Data (Excel example)

On the iPad you may copy data from Numbers (the Apple spreadsheet) or text from the Note application. On Windows devices you might copy data from Excel or from a text editor. To copy from Excel, highlight the range of cells and select Copy:

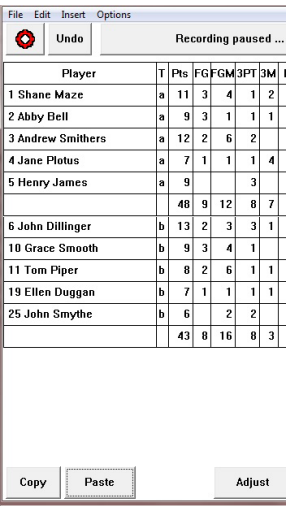


	A	B
1	Player Roster	
2		
3	Number and Name	
4	1 Shane Maze	
5	2 Abby Bell	
6	3 Andrew Smithers	
7	4 Jane Plotus	
8	5 Henry James	
9	6 John Dillinger	
10	10 Grace Smooth	
11	11 Tom Piper	
12	19 Ellen Duggan	
13	25 John Smythe	
14		

Switch to the TapRecorder, pause the TapRecording, highlight the beginning cell and tap on the Paste button:



Player	T	Pts	FG	FGM	3PT	3M	F
Joe	a	11	3	4	1	2	
Sam	a	9	3	1	1	1	
Charley	a	12	2	6	2		
Frank	a	7	1	1	1	4	
Bill	a	9			3		
		48	9	12	8	7	
Bob	b	13	2	3	3	1	
Harry	b	9	3	4	1		
Mike	b	8	2	6	1	1	
Larry	b	7	1	1	1	1	
Fred	b	6		2	2		
		43	8	16	8	3	

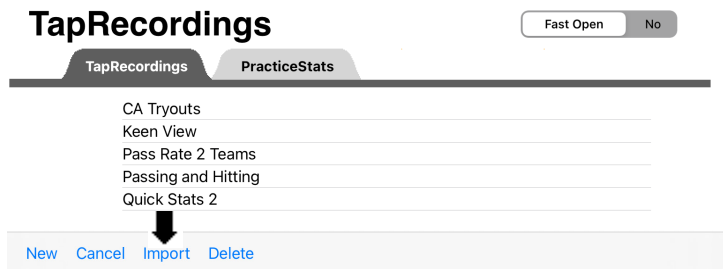


Player	T	Pts	FG	FGM	3PT	3M	F
1 Shane Maze	a	11	3	4	1	2	
2 Abby Bell	a	9	3	1	1	1	
3 Andrew Smithers	a	12	2	6	2		
4 Jane Plotus	a	7	1	1	1	4	
5 Henry James	a	9			3		
		48	9	12	8	7	
6 John Dillinger	b	13	2	3	3	1	
10 Grace Smooth	b	9	3	4	1		
11 Tom Piper	b	8	2	6	1	1	
19 Ellen Duggan	b	7	1	1	1	1	
25 John Smythe	b	6		2	2		
		43	8	16	8	3	

Import: Instant TapRecordings

The next section, "Creating a New TapRecording" will go into detail about creating a TapRecording from scratch. The Import feature makes it possible to automatically create TapRecordings from text files or text copied to the clipboard (including text copied from web pages).

On the Open screen (or the New screen) tap on the Import menu item.



On the preview page select either Clipboard or Delimited Text File. and then the title and delimiter options:

The screenshot shows a dialog box titled 'TapRecorder for Windows - Import TapRecording from Clipboard/File'. It has two tabs: 'Import' and 'Delimited Text File'. The 'Import' tab is selected. Below the tabs, there are fields for 'Title source:' (with options 'Title in Line 1' and 'Enter Title Manually') and 'Title:' (with a text input field 'Enter title here'). There are also buttons for 'Comma', 'Tab', 'Space', 'Bar', and 'Other' under the 'Delimiter:' label. A checkbox labeled 'Has Column Header Line' is checked. Below these options is a text area labeled 'Text to Import' containing a list of player names and positions: 'PLAYERSCHOOL [YEAR]POSITION', 'Micha HancockPenn State [2015]Setter', 'Jordyn PoulterIllinois [2018]Setter', 'Justine Wong OrantesNebraska [2016]Libero', 'Jordan LarsonNebraska [2008]Outside Hitter', 'Annie DrewsPurdue [2016]Opposite', 'Joi ThompsonCincinnati [2019]Opposite', and 'Mi Bartsch-HackleyIllinois [2012]Outside Hitter'. At the bottom, there are buttons for 'Import', 'Cancel', 'Browse', and 'Reset'.

Select Import on this preview screen to create the new TapRecording.

Here's the result:

TapRecorder for Windows

File Edit Insert Options

Undo TapRecording Import

PLAYER	SCHOOL [YEAR]	POSITION
Micha Hancock	Penn State (2015)	Setter
Jordyn Poulter	Illinois (2018)	Setter
Justine Wong Orantes	Nebraska (2016)	Libero
Jordan Larson	Nebraska (2008)	Outside Hitter
Annie Drews	Purdue (2016)	Opposite
Jordan Thompson	Cincinnati (2019)	Opposite
Michelle Bartsch-Hackley	Illinois (2012)	Outside Hitter
Kim Hill	Pepperdine (2012)	Outside Hitter
Foluke Akinradewo Gunderson	Stanford (2009)	Middle Blocker
Haleigh Washington	Penn State (2017)	Middle Blocker
Kelsey Robinson	Nebraska (2014)	Outside Hitter
Chiaka Ogbogu	Texas (2018)	Middle Blocker/Setter

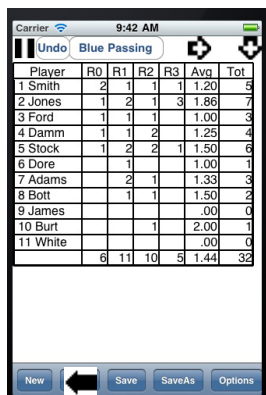
New Open Save Exit Print Export

If the Import from option is Delimited File then you will also be prompted to select an available text file.

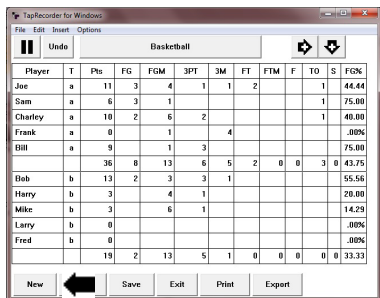
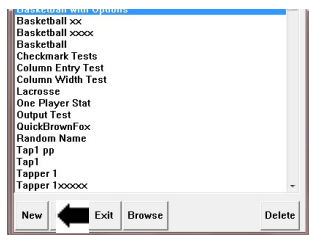
Creating a New TapRecording

New TapRecordings are easy to set up and customize. Tap on the New button on the TapRecording selection screen, or tap on the New button on the main TapRecorder screen:

iPad/iPhone



Windows PC or Surface Pro

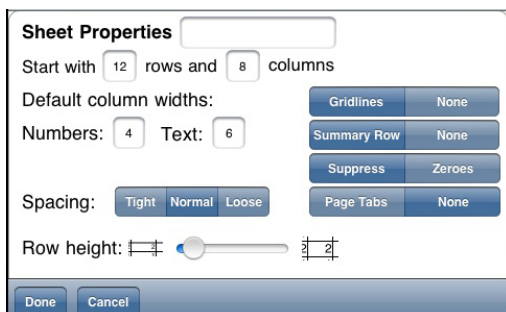


TapRecordings can also be created from text data on the clipboard or in delimited text files. See the section Import: Instant TapRecordings.

Sheet Properties

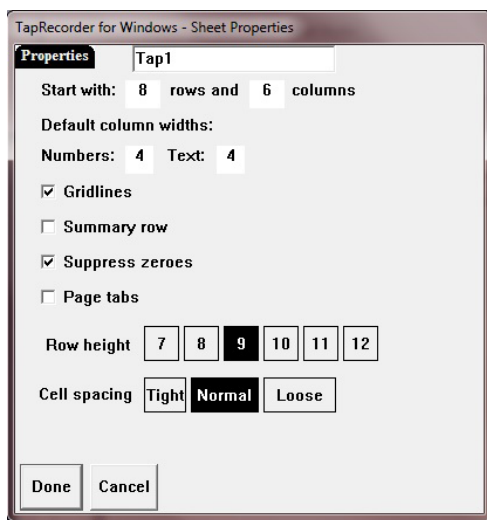
Enter information to set the overall design of the TapRecording on the Sheet Properties screen:

iPad/iPhone



The iPad/iPhone Sheet Properties screen features a title bar with the text "Sheet Properties" and a text input field containing "Tap1". Below the title bar, the "Start with" section shows "12" rows and "8" columns. The "Default column widths" section includes a "Numbers" field with "4" and a "Text" field with "6". To the right of these fields are four buttons: "Gridlines" (set to "None"), "Summary Row" (set to "None"), "Suppress" (set to "Zeroes"), and "Page Tabs" (set to "None"). The "Spacing" section has three buttons: "Tight", "Normal" (selected), and "Loose". The "Row height" section includes a slider and two input fields, both containing "2". At the bottom are "Done" and "Cancel" buttons.

Windows PC or Surface Pro



The Windows PC or Surface Pro Sheet Properties dialog box has a title bar that reads "TapRecorder for Windows - Sheet Properties". It features a "Properties" tab and a text input field containing "Tap1". The "Start with" section shows "8" rows and "6" columns. The "Default column widths" section includes a "Numbers" field with "4" and a "Text" field with "4". Below these are four checkboxes: "Gridlines" (checked), "Summary row" (unchecked), "Suppress zeroes" (checked), and "Page tabs" (unchecked). The "Row height" section has a row of input fields with values 7, 8, 9 (selected), 10, 11, and 12. The "Cell spacing" section has three buttons: "Tight", "Normal" (selected), and "Loose". At the bottom are "Done" and "Cancel" buttons.

When you create a new TapRecording, make entries on the Sheet Properties screen to set up the initial properties, including the title, default column widths and initial number of rows and columns. You may also want to set the cell spacing to fit the most information on the screen.

Tap on the Done button when the properties are set up.

Note that you can access the properties screen to modify the properties of this TapRecording at any time by tapping on the title at the top of the page on the main screen.

The layout of the Sheet Properties screen on Apple devices (iPad/iPhone) depends on which device is being used because of differing screen sizes. Items on the screen are also arranged slightly differently in portrait versus landscape orientations.

New TapRecordings are automatically set up with the first column (“row labels”) as a text entry column and the rest of the columns as tap count columns. This can be changed by accessing the column properties of any column by tapping on the heading twice. (See the following section, "Setting Up Columns.")

The Spacing and Row height options set the size of the elements in a TapRecording. The Spacing affects the amount of space between the text in a cell and its borders, while the Row height affects the space used for text, the font size and individual cell widths.



iPad/iPhone

Gridlines	None
Summary Row	None
Suppress	Zeroes
Page Tabs	None

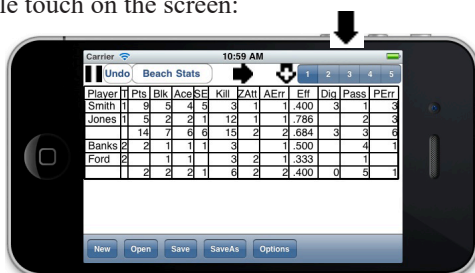
Windows

<input checked="" type="checkbox"/>	Gridlines
<input type="checkbox"/>	Summary row
<input checked="" type="checkbox"/>	Suppress zeroes
<input type="checkbox"/>	Page tabs

Gridlines put lines between cells. The Summary row is an automatic total at the bottom of a TapRecording. Suppress zeroes causes blanks instead of zeroes to be displayed.

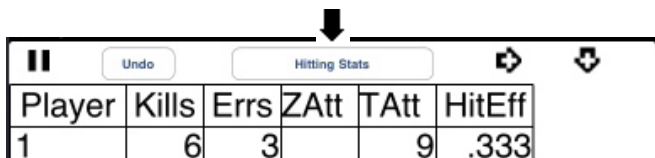
Page Tabs

Use page tabs for quick navigation from page to page where you have more than 2 pages. This allows you to jump from page 1 to page 5 with a single touch on the screen:



Once the overall sheet properties have been set up for the new TapRecording, modify the column property lists for each column so you can record data by taps, by data entry, etc.

Note: You can access the Sheet Properties screen at any time by tapping on the title at the top of the main screen:



Column Properties

Tap twice on a column heading to edit the column properties. Note: if the column heading is blank you will be prompted to enter it..



Player	R0	R1	R2	R3	Avg	Tot
1 Smith	2	1	1	2	1.50	6
2 Jones	1	2	1	3	1.86	7
3 Ford	1	1	1		1.00	3
4 Damm	1	1	2		1.25	4
5 Stock	1	2	2	1	1.50	6
6 Dore		1			1.00	1
7 Adams		2	1		1.33	3
8 Bott		1	1		1.50	2
9 James					.00	0
10 Burt			1		2.00	1
11 White					.00	0
	6	11	10	6	1.48	33

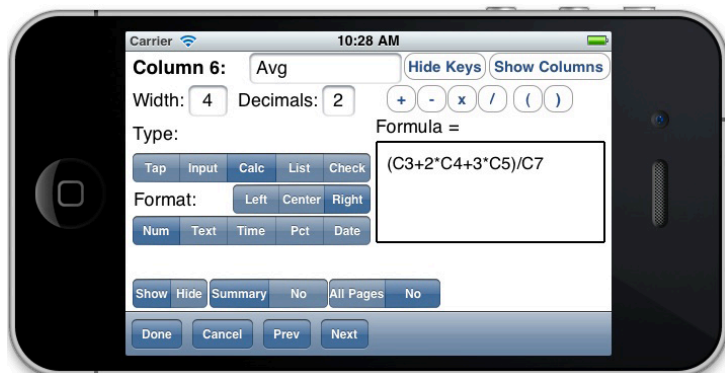
Column
Heading

To change the name of the column, edit it in the text box at the top of the screen or on the top of the Column Properties sheet.

Select Tap, Input, Calc, Choice, or Check as the column type.

Tap on Number, %, Text, Date, Time or Check Mark to select the format for this column. Formats and other column options will be hidden if they don't apply to this column type.

iPhone



Windows

TapRecorder for Windows - Get Column Properties

ColumnProp Avg

Type: Tap Input **Calc** Choice Check

Format: **Number** % Time

+ - × ÷ { } Column References: ▾

Formula= {C3+2*C4+3*C5}/C7

Width: - 6 + Decimals: - 2 +

☐ Hide ☒ SummaryRow ☐ AllPages

Alignment

Left Center **Right**

Done Cancel ◀ Prev Next ▶

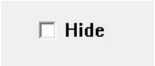
Column properties also include column width, number of decimals, text alignment and whether or not to include in the Summary Row totals (numeric columns only).

Additional properties include Show/Hide, "Count By" (Tap count columns only) Subtotal Level (text columns only) and the "All Pages" option.

Each of these properties is described in the following sections.

Show/Hide Column

Columns can be hidden, something you might want to do with intermediate calculation columns which you don't want to see. Hidden columns (and rows) can be unhidden by tapping on the Options button and selecting Unhide Columns from the Options screen.



Subtotal Level: Column-Based Subtotals

In some TapRecording applications it is useful to subtotal several groupings of rows. A typical example would be statting a beach volleyball game where you want to keep track of stats for each of two teams.

To do this, set up a column named "Team", which might be a drop-down choice list of either "1" or "2". Use the Subtotal level option to specify that this column is to be used as a level 1 subtotal:



Team Column Team Subtotals

→

Undo

Beach Stats

Player	T	Pts	Blk	Ace	S	E	K	ll	ZAtt	AErr	Eff	Dig	Pass	PErr
Smith	1	9	5	4	5			3	1	1	.400	3	1	3
Jones	1	5	2	2	1			12	1	1	.786		2	3
		14	7	6	6			15	2	2	.684	3	3	6
Banks	2	2	1	1	1			3		1	.500		4	1
Ford	2		1	1				3	2	1	.333		1	
		2	2	2	1			6	2	2	.400	0	5	1

Show Column on All Pages

The All Page option is used to show identifying information on each page of a multi-page display.



For example, you may want to show the first column, Player, on each screen when doing stats.



Column Types

Column types are the heart of any TapRecorder design. Select the column type on the Column Properties sheet:

ColumnProp

2P

Type:

Tap

Input

Calc

Choice

Check

Format:

Number

Tap Count Columns

Tap count columns are the most common column type. Unlike Excel, where a lot of effort is required to simply count in a cell, counting in the TapRecorder is easy. Just tap in a row in a Tap Count column and the value in the cell will increase by one.

Tap counts can count by any numeric amount and that can be set by an entry in the CountBy field:

CountBy:

1

Text Entry Input Columns

TapRecordings typically have a text input column as the first column. It might be roster player name, product name or some other descriptive text.

ColumnProp

Player

Type:

Tap

Input

Calc

Choice

Check

Format:

Number

%

Text

Date

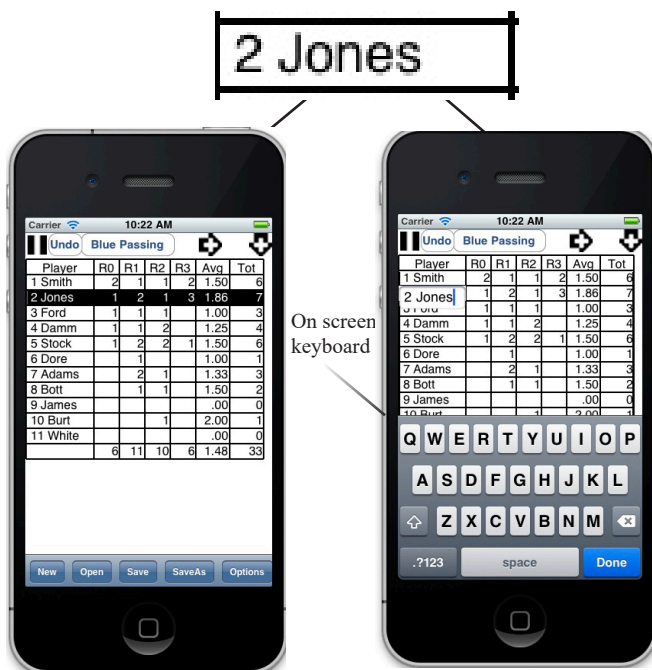
Time

Text Entry in a Cell

Tap on any row in a text entry column to enter text. Note that the on-screen keyboard pops up for text entry whenever you tap on a text entry cell, unless your device has a built-in keyboard.

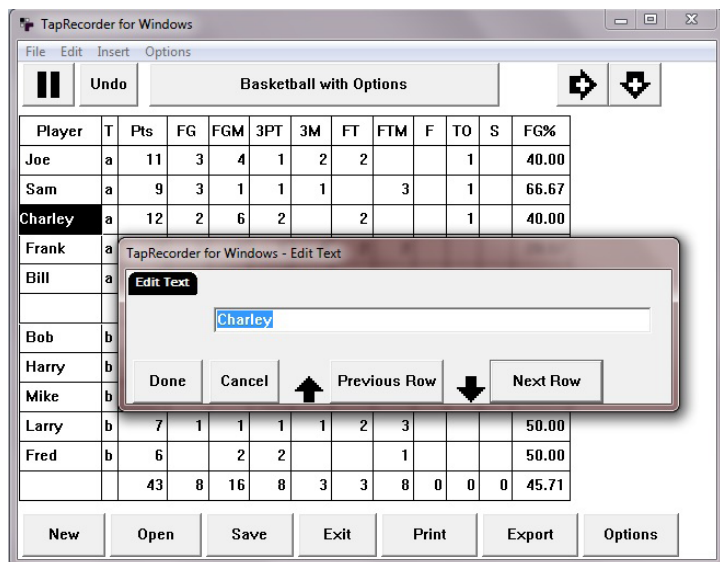
Important note: The cells in the first column on a page are special. If you tap in the right side of the cell it selects the cell (typically for data entry). If you tap in the left side of the cell it selects the entire row.

Text Entry: iPad/iPhone



Text Entry: Windows PC

Tapping on a text entry cell on Windows brings up a dialog box where you can edit the entry. (Again, note that you tap on the right-hand side of the text cell to edit it and you tap on the left-hand side to highlight the entire row).



Tapping a second time on a selected row brings up the row properties screen where you can change the name and hide (or show) a row:

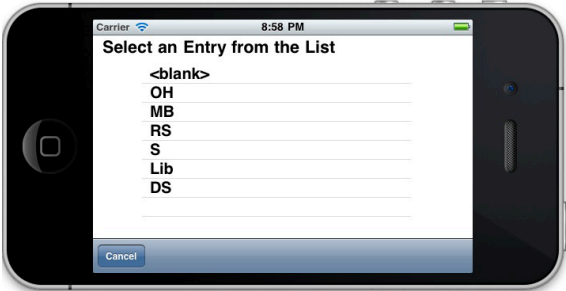
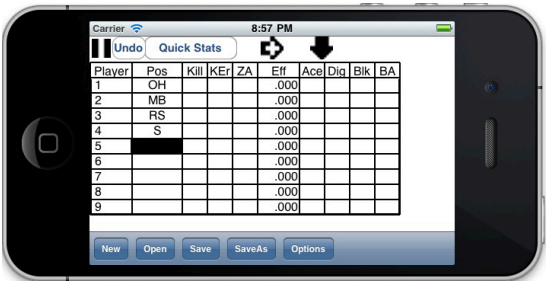


Choice List Columns

To set up a column as a Choice list column, select the column type “Choice”, select “Text” format, then enter the choices to be used separated by commas. using the keyboard which pops up.

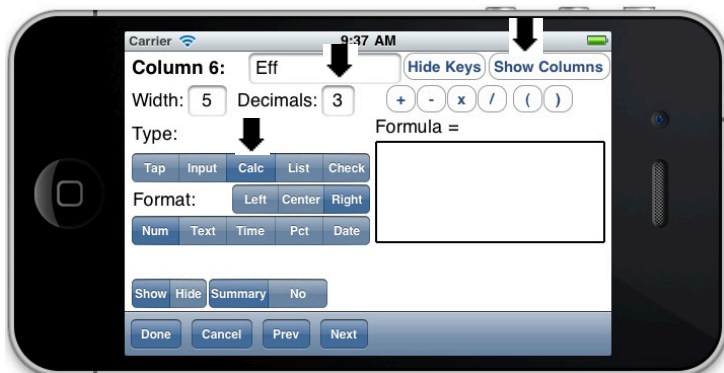


The Choice list can be used to make an entry for that cell with one tap to select an entry from the list.

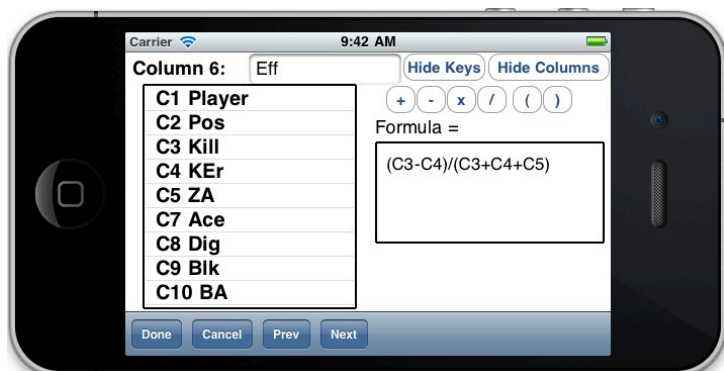


Calculated Columns

Calculation formulas are used to calculate values in columns. To create a column representing volleyball hitting efficiency, for example, select the Calc Type and specify 3 Decimals.



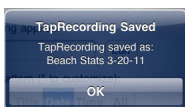
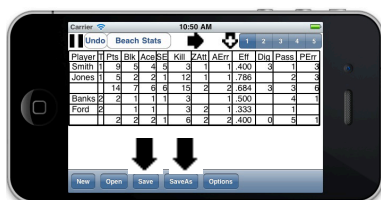
Use the Show Columns button to display the column list and enter column references. Enter arithmetic symbols using the +, -, x, /, and parenthesis buttons. Formulas can also be entered using the on-screen keyboard.



Enter the formula $(C3-C4)/(C3+C4+C5)$ in the formula field. (Hitting efficiency is kills minus hitting errors divided by total attacks).

Saving a TapRecording

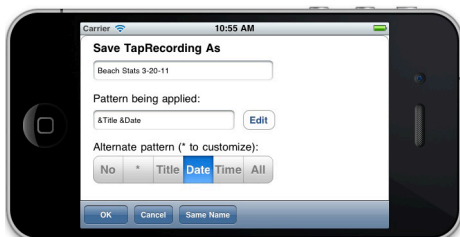
Save the TapRecording by tapping on the Save or the SaveAs button at the bottom of the screen:



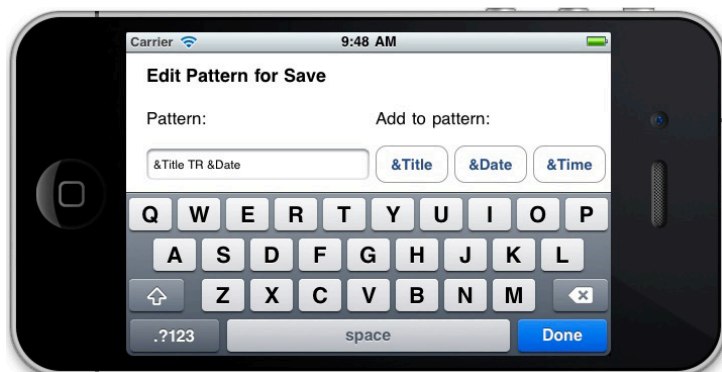
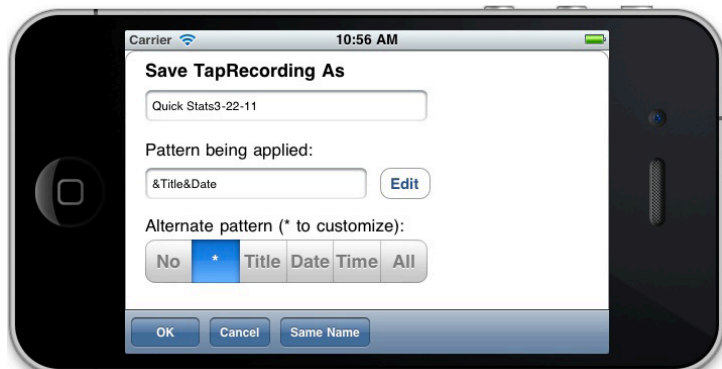
Save As with Patterns for Title, Date and Time

Use the SaveAs button to save the current TapRecording under a different name.

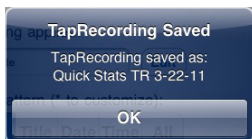
Often a TapRecording is used to record daily events, and you may want to save each day's TapRecording under a unique name. The Save As Patterns in the TapRecorder let you to save a TapRecording under a name which is qualified by date, by time or both. It can also be used to link the name under which a TapRecording is saved to the title of the TapRecording.



To use the Save As Patterns, select one of the patterns, or "*" to do a custom pattern. The TapRecorder replaces the "&Title" with the current title, replaces "&Date" with the current date and replaces the "&Time" with the current time. Tap on the "*" Alternate pattern or tap on the Edit button to set up a custom pattern:



Once the pattern has been entered, tap on Done on the keyboard, then tap on the Done button, then tap on the OK button.



Sorting Rows By Column Value

Sometimes you may want to reorder the rows in a TapRecording. For example, you may add players to an existing roster or you may want to look at the data based on the statistics which have been recorded.

To sort the rows in a TapRecording you start by hitting the Pause button at the upper left of the screen. Then tap on the column heading of the column to be sorted on and hit the Sort item at the bottom of the screen:



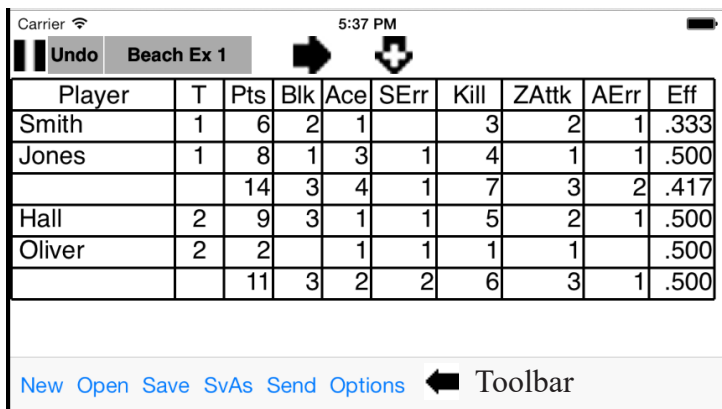
The rows will be reordered based on the column. (To sort in reverse order hit the Sort button a second time). Tap on the Record button to continue recording data.



Send Options (iPad/iPhone)

The Send option in the TapRecorder toolbar provides a means to email TapRecordings, copy TapRecording data to the clipboard, and to send TapRecordings to an external printer (iPad/iPhone).

Access the Send options by tapping on the Send button at the bottom of the screen:



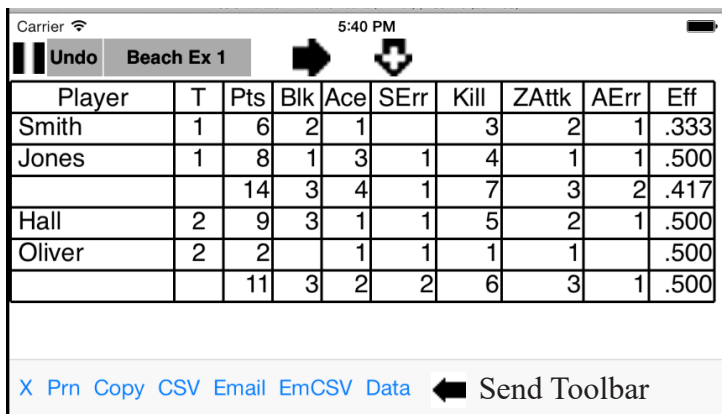
Carrier 5:37 PM

Undo Beach Ex 1

Player	T	Pts	Blk	Ace	SErr	Kill	ZAttk	AErr	Eff
Smith	1	6	2	1		3	2	1	.333
Jones	1	8	1	3	1	4	1	1	.500
		14	3	4	1	7	3	2	.417
Hall	2	9	3	1	1	5	2	1	.500
Oliver	2	2		1	1	1	1		.500
		11	3	2	2	6	3	1	.500

New Open Save SvAs Send Options Toolbar

When you tap on the "Send" button in the Toolbar, a new "Send" Toolbar appears:



Carrier 5:40 PM

Undo Beach Ex 1

Player	T	Pts	Blk	Ace	SErr	Kill	ZAttk	AErr	Eff
Smith	1	6	2	1		3	2	1	.333
Jones	1	8	1	3	1	4	1	1	.500
		14	3	4	1	7	3	2	.417
Hall	2	9	3	1	1	5	2	1	.500
Oliver	2	2		1	1	1	1		.500
		11	3	2	2	6	3	1	.500

X Prn Copy CSV Email EmCSV Data Send Toolbar

Send Toolbar

X Prn Copy CSV Email EmCSV Data

The Print (Prn) and Email (Email) options send a copy of the report image either to a printer or to an email recipient.

Note that printer output is only available if there is an "ePrint enabled printer" accessible to the iPad via a wireless connection. Many new printers are now ePrint enabled. Note that an ePrinter requires a wireless network be available to communicate with an iPad/iPhone.

If Print is selected, the iPad/iPhone will search for available printers and let you choose which printer to use.



Email must be activated on the iPad/iPhone for email options to work. This is done in the Settings app using the "Mail, Contacts, Calendars" tab.

The appearance of the email confirmation screen depends on which email service is being used on the iPad/iPhone, but it may appear as:

Tap on Send button to send the email.



Cancel TapRecording: Susans Wedding Plan Send

To:

Cc/Bcc:

Subject: TapRecording: Susans Wedding Plan

Susans Wedding Plan: (all pages as attached PDF file)

Susans Wedding Plan

Invited	# Pe	# Att	#1	#2	#3	Comment
Smith	2		1	1		
Jones	3	3			3	Plane&Hotel
White	2					
Edwards	5	2				
Wylie	1	1				Hotel
Green	3					
Thomas						
	16	6				

The Clipboard options (Copy, CSV) copy TapRecording data to the clipboard so it can be pasted into other apps. The regular Clipboard option (Copy) copies all of the TapRecording as text and numbers to the clipboard.

The CSV Clipboard (CSV) option puts data values and formulas onto the clipboard. Data which has been put on the clipboard as CSV data can be pasted into other spreadsheet apps on the iPad/iPhone, such as the Numbers app from Apple.

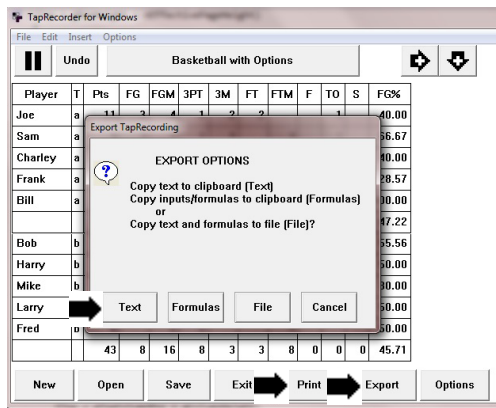
The CSV email option (EmCSV) sends CSV data to an email recipient, where it can be downloaded and opened by a spreadsheet on another platform (such as Excel on a PC or a Mac).

The send Data File option (Data) sends an actual saved TapRecording data file to an email recipient as an attachment.

See the section, "More About Formatted CSV Data", which follows the next section on exporting from Windows devices.

Print and Export Options (Windows)

The TapRecorder for Windows has Print and Export buttons on the main screen instead of a Send button like the iPad. Use the Export button to send one of several different kinds of data from the TapRecorder to other applications. Use Print for hard copy output.



The Text clipboard option copies TapRecording text and values to the clipboard to be pasted into text processing applications.


The Formulas clipboard option puts data values and formulas (in "CSV" format) onto the clipboard. Data which has been put on the clipboard as values and formulas can be pasted into other spreadsheet applications on Windows such as Excel with formulas intact.

There is no separate Email function within the TapRecorder for Windows. If you wish to email TapRecording information from Windows, use the File export option to create a data file, then send that data file as an attachment to your normal email software. You can also send saved TapRecording files as attachments.

The following section has more information on exporting formulas (CSV).

More About Formula (CSV) Data

Note that the "CSV" format provides formulas for cells where the TapRecorder does a calculation. The complete TapRecording can then be opened in a spreadsheet tool and the calculations will still work. For example, if a TapRecording which appears as:

	Undo	Basketball										
Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F	TO	S	FG%
Joe	a	11	3	4	1	1	2			1		44.44%
Sam	a	13	5	4	1					1		60.00%
Charley	a	10	2	6	2					1		40.00%
Frank	a	0		1		4						.00%
Bill	a	9				3						100.00%
		43	10	15	7	5	2	0	0	3	0	45.95%
Bob	b	13	2	3	3	1						55.56%
Harry	b	3		4	1							20.00%
Mike	b	3		6	1							14.29%
Larry	b	1					1					.00%
Fred	b	0										.00%
		20	2	13	5	1	1	0	0	0	0	33.33%

is copied to the clipboard as CSV data, then it can be pasted into Numbers (on the iPad) or Excel (on Windows) as:

Sheet 1		+									
Basketball											
Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F		
Joe	a	11	3	4	1	1	2	0			
Sam	a	13	5	4	1	0	0	0			
Charley	a	10	2	6	2	0	0	0			
Frank	a	0	0	1	0	4	0	0			
Bill	a	9	0	0	3	0	0	0			
		43	10	15	7	5	2	0			
Bob	b	13	2	3	3	1	0	0			
Harry	b	3	0	4	1	0	0	0			
Mike	b	3	0	6	1	0	0	0			
Larry	b	1	0	0	0	0	1	1			
Fred	b	0	0	0	0	0	0	0			
		20	2	13	5	1	1	1			

Note: The examples on the previous page were truncated for readability. Also note: formula (CSV) data must be pasted into the upper left corner of the target spreadsheet so that the formula references work properly.

Once the TapRecording data has been pasted into the target app, then additional rows and columns can be inserted and the formulas will be adjusted accordingly.

Emailed TapRecordings sent as formula (CSV) data can be used on desktop computers by downloading the email attachment, saving the file and then opening it with a spreadsheet.

For example, when the CSV file is downloaded and opened in Excel it might appear as:

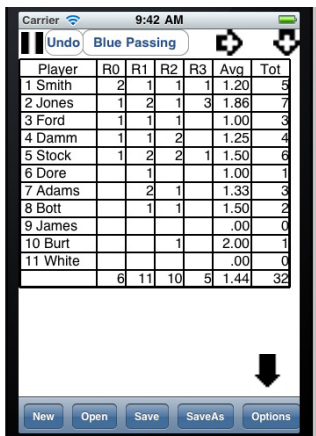
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Basketball												
2	Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F	TO	S	FG%
3	Joe	a	11	3	4	1	1	2	0	0	1	0	44.44444
4	Sam	a	13	5	4	1	0	0	0	0	1	0	60
5	Charley	a	10	2	6	2	0	0	0	0	1	0	40
6	Frank	a	0	0	1	0	4	0	0	0	0	0	0
7	Bill	a	9	0	0	3	0	0	0	0	0	0	100
8			43	10	15	7	5	2	0	0	3	0	45.94595
9	Bob	b	13	2	3	3	1	0	0	0	0	0	55.55556
10	Harry	b	3	0	4	1	0	0	0	0	0	0	20
11	Mike	b	3	0	6	1	0	0	0	0	0	0	14.28571
12	Larry	b	1	0	0	0	0	1	1	0	0	0	#DIV/0!
13	Fred	b	0	0	0	0	0	0	0	0	0	0	#DIV/0!
14			20	2	13	5	1	1	1	1	0	0	33.33333

Important: Keep in mind that these processes simply copy the data. If the TapRecording changes, the data will need to be transferred again.

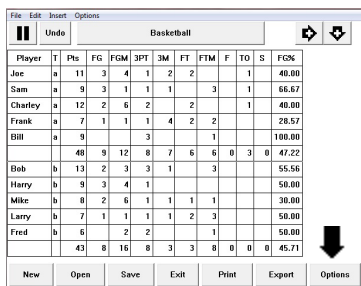
Also note: Most spreadsheets will mark a cell as "division by zero" if a formula divides anything by zero, since the resulting value is not a valid number. This differs slightly from the TapRecorder which puts a blank (or zero) in the case of zero divided by zero.

TapRecorder Options from Main Screen

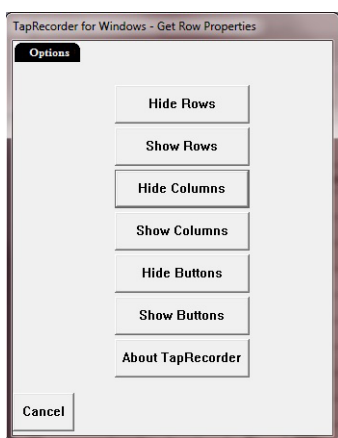
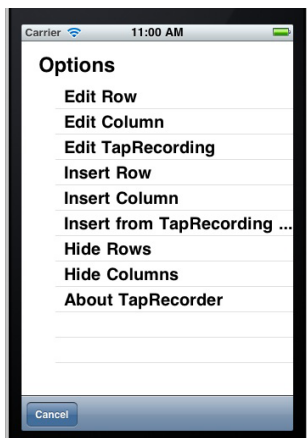
Some TapRecorder features are accessed using the Options screen. Tap on the Options button on the main screen to use these features.



iPad



Windows



Note that row and column properties can also be edited by double-tapping on the row or column to be edited.

To insert rows and columns it is best to pause the TapRecording (Hit the Pause button in the upper left-hand corner of the screen), then highlight the row or column, then tap on the Insert button at the bottom of the page, rather than using the Options button.

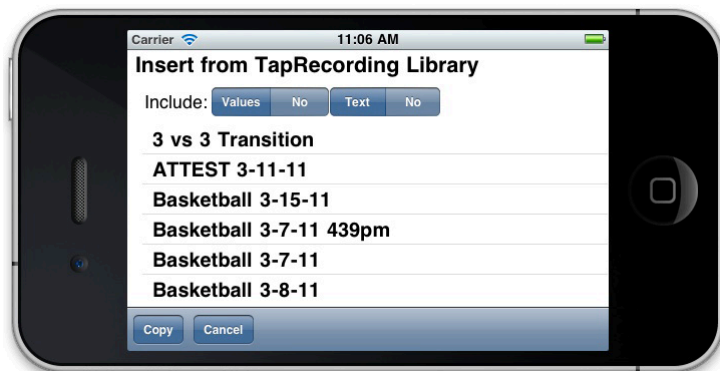
Select Hide Rows/Columns to suppress display of "hidden" rows and columns. Select Show Rows/Columns to reveal hidden rows and columns.

Use the About option to see software version and serial number.

The next page describes how to insert information from existing TapRecordings so you can set up lists of player names on a roster or other commonly-used columns and easily copy them into a new TapRecording.

Insert From TapRecording Library

This option simplifies copying data from existing TapRecordings. Select the "Insert TapRecording ..." option from the Options menu and select the TapRecording to be copied:



When you tap the Copy button, all of the columns on the selected TapRecording will be copied into the current TapRecording.

The remaining sections of this User Guide describe how to move data to and from the iPad/iPhone and the desktop. They also describe how to consolidate TapRecordings using the TapRecorder Consolidator on desktop Windows computers.

Moving TapRecordings to/from Desktop

TapRecordings can be moved back and forth between the iPad/iPhone and a PC or Macintosh using iTunes File Sharing. For newer Macintosh computers, iTunes may not be available and files should be moved using the Files option of the Mac Finder.

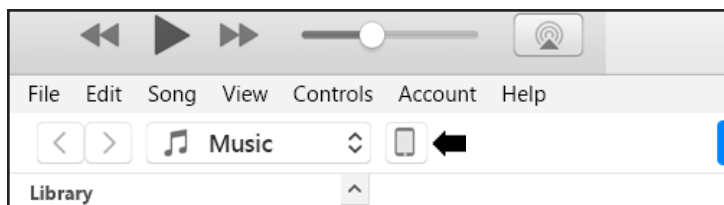
For Windows PCs you may need to download and install iTunes for Windows. Note that TapRecordings on Windows PCs can be moved to other devices via network drives, flash drives or any other standard mechanism. To move files from a PC to an iPad/iPhone however, you should use iTunes.

Note: The Send button on the iPad/iPhone main screen can also be used to send TapRecordings to a PC or a Macintosh via email.

Moving Files with iTunes

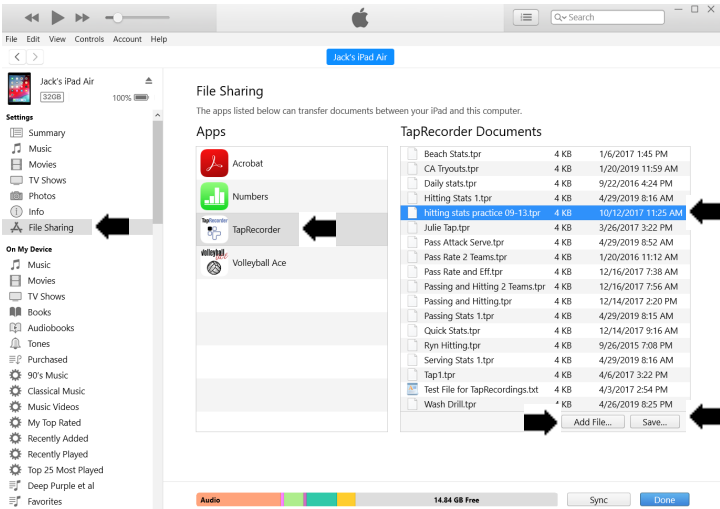
Connect the iPad/iPhone to the desktop with the Apple USB cable, turn the device on and enter the security code to unlock it. Run the iTunes application on the desktop (it usually starts automatically).

Click on the name of this iPad/iPhone at the left of the screen. If the iPad/iPhone is set to automatically synchronize with this computer you may have to wait until the sync process is complete.



Then click on the small rectangle (toward the upper/middle part of screen) to select this iPad/iPhone device.

On the display which appears, click on "File Sharing". When the apps which use file sharing appear, tap on "TapRecorder". This will display a list of all TapRecordings saved on the iPad/iPhone.



To move TapRecordings to the desktop from the iPad/iPhone, select them on the right side of the screen. (You can use shift-click to select ranges and control-click to select them one at a time.)

When you have selected the TapRecordings to be copied to the desktop, click on the “Save ...” button (bottom right). Browse to the target folder on the desktop and click on OK and they will be copied. Note that iTunes copies files very quickly.



Sometimes you may want to move TapRecordings from the desktop PC or Mac to your iPad/iPhone. This is useful when you have copied TapRecordings from a different iPad/iPhone or when you have developed TapRecordings on the PC using the TapRecorder for Windows.

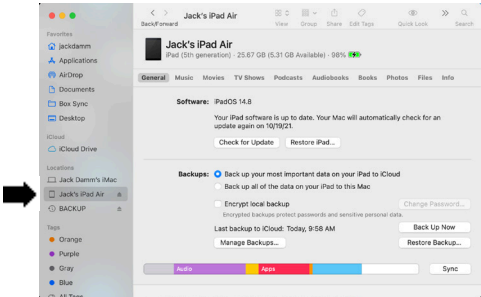
To move TapRecordings from the desktop to the iPad/iPhone, click on the "Add File ..." button. Browse to the folder on the desktop where the TapRecordings have been saved. Select the TapRecordings to be moved, then click on the Open button.



Moving Files with the Macintosh Finder

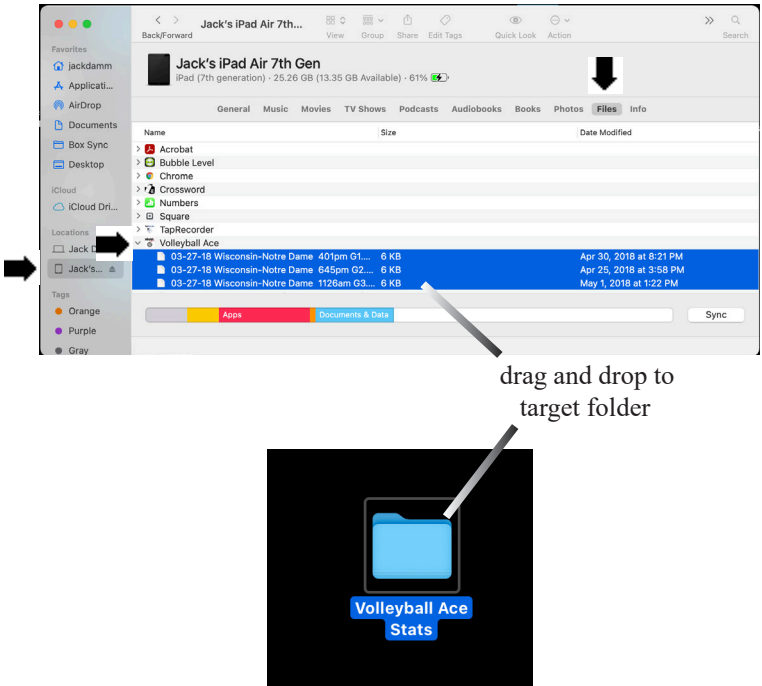
Newer versions of the Macintosh OS do not include iTunes File Sharing features. Instead, you should use the Macintosh Finder.

Connect the iPad/iPhone to the desktop with the Apple USB cable, turn it on and enter the security code to unlock the device. Run the Mac Finder and tap on the name of the iPad/iPhone on the left-hand side of the screen:



Tap on the > (expand) symbol next to TapRecorder to see all of the TapRecording files. (There will be a few extra utility files also.) TapRecordings will have a ".tpr" extension.

Now open a second Finder Window adjacent to this one on the Mac desktop and navigate to the folder where you would like to move the TapRecordings. (Only if not already on Desktop.) Now select the TapRecordings in the first window and drag and drop them into the folder in the second window to move them.



Consolidating TapRecordings

TapRecordings can be consolidated on Windows and Macintosh laptop/desktop computers using the Consolidator II application.

Consolidator II works with spreadsheets like Excel, but it is a regular Windows and Macintosh desktop application. It puts results on the clipboard for pasting into a spreadsheet or it can create "CSV" files which can be read by a spreadsheet. Because it is a stand alone application, Consolidator II requires that you move back and forth between it and Excel.

Consolidator II replaces the "Excel Macro Consolidator" which was an all-in-one Excel worksheet for consolidation. It included "macros" to perform the consolidation functions and put results into cells in the worksheet. When the Macro Consolidator works, it works very well. And because the Macro Consolidator is an Excel workbook, you can save your consolidation all in one spreadsheet.

The Macro Consolidator, however, has several very serious drawbacks. Almost every version of Excel which has been published has changes in how it handles macros. In fact, at one point macros were completely removed from Excel on the Macintosh. Worse yet, newer versions of Excel require that "libraries" be added into Excel to enable many macro functions. See the following section, "Adding Missing Libraries to the Macro Consolidator" for details.

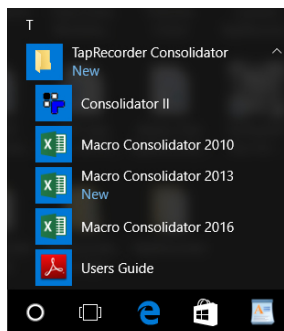
The challenges of getting the correct libraries enabled in Excel have put the Macro Consolidator into a class beyond the capabilities of the normal user. Additionally, Consolidator II works on the Macintosh while the Macro Consolidator does not.

Running Consolidator II

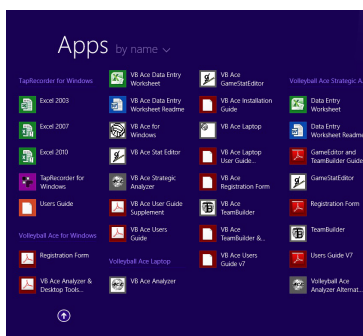
The Consolidator II makes it easy to access and consolidate TapRecordings. The results are then used in a spreadsheet like Excel by either pasting them from the clipboard or opening them from a CSV file.

On Windows PCs run Consolidator II from the Start menu (actually the menu formerly known as the Start menu), by tapping in the lower left corner of the main screen. Scroll down to "TapRecorder Consolidation" and select Consolidator II. On Windows 8 and 8.1 systems, access Consolidator II from the Applications Panel:

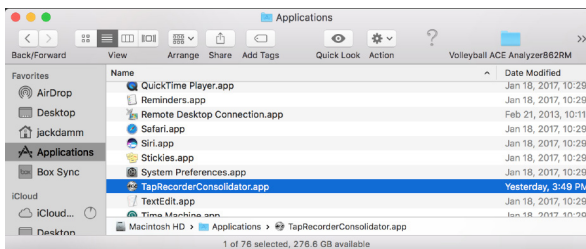
Windows 10, 7 and earlier



Windows 8 and 8.1



On Macintosh computers run Consolidator II from the Applications folder (or wherever it was installed):

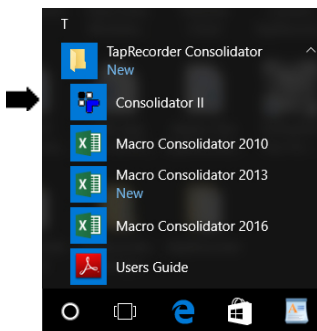


Running the Excel Macro Consolidator

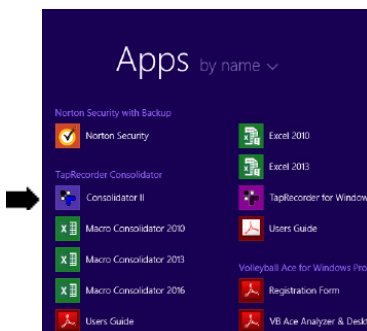
The Excel Macro Consolidator makes it easy to access and consolidate TapRecordings. It is an Excel workbook which uses Excel macros. Consolidated results are put into cells in a separate worksheet within the workbook. Note: Available for Windows PCs only.

Run the Macro Consolidator by tapping in the lower left corner of the main screen. Scroll down to "TapRecorder Consolidation", tap on that entry and select the appropriate Macro Consolidator to match your version of Excel. On Windows 8 and 8.1 systems, access it from the Applications Panel in the "TapRecorder Consolidator" section:

Windows 10 and Windows 7



Windows 8



The Excel Macro Consolidator for the TapRecorder often fails to run because of incompatibilities in different versions of Excel. In particular, the "libraries" required for the macros which do the consolidation are not activated by default. You may see a message such as:

Missing library

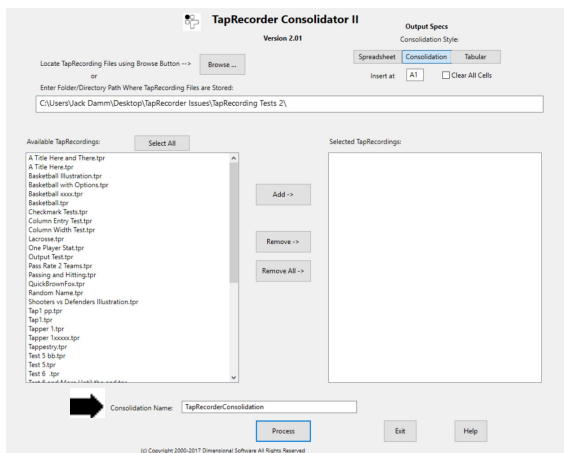
In this case you may choose to use Consolidator II instead.

Problems with missing libraries can only be resolved by making changes in Excel to enable the required libraries. See the section, "Repairing Macros for the Macro Consolidator", which follows.

Using the Consolidators

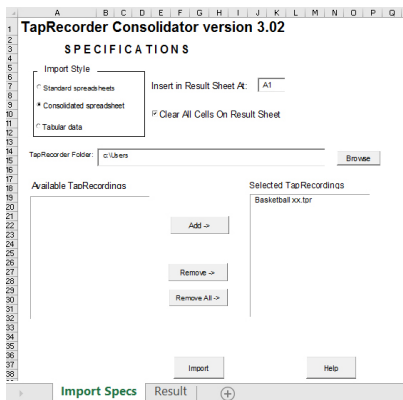
Consolidator II and the Macro Consolidator use similar interfaces:

Consolidator II



For Consolidator II, enter a name in the Consolidation Name field under which text and CSV files will be saved as results. Note that the Macro Consolidator stores results on a separate worksheet in the same workbook.

Excel Macro Consolidator



Consolidator Styles

The Consolidators import TapRecording data which can then be output in a variety of styles.

The Import/Consolidation Styles let you import TapRecordings as individual figures into their own range of cells ("Standard spreadsheets"), consolidate them into a single range of cells ("Consolidated spreadsheet"), or list them as columns of data ("Tabular data"). Note: If you choose the "Consolidated spreadsheet" option make sure your TapRecordings have the same alignment of rows and columns. **Consolidator II does not implement Spreadsheet and Tabular styles yet.**

TapRecorder Consolidator II
Version 2.01

Output Specs
Consolidation Style:

SpreadsheetConsolidationTabular

Insert at

A1

☐ Clear All Cells

Browse ...

	A	B	C	D	E	F	G	H	I	J	K	L
1	TapRecorder Consolidator version 2.01											
2												
3	SPECIFICATIONS											
4												
5	Import Style											
6												
7	<input type="radio"/> Standard spreadsheets											
8												
9	<input checked="" type="radio"/> Consolidated spreadsheet											
10												
11	<input type="radio"/> Tabular data											
12												

Insert in Result Sheet At:

A1

☒ Clear All Cells On Result Sheet

Placing Results and Formulas Using Insert At

Place the data wherever you want using the "Insert At:" cell reference (the default is A1). It is important to properly identify the beginning target cell because any formulas must be adjusted to be correct.

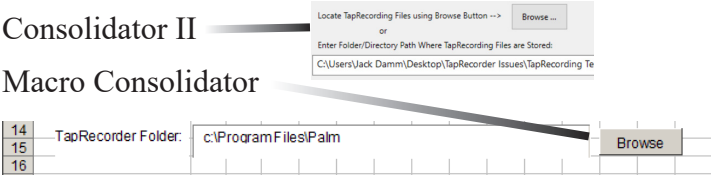
Check "Clear All Cells on Result Sheet" to erase entries from previous consolidations. Be careful to uncheck this box if you have customized the figures and/or formulas on the Result sheet and do not want to overwrite them.

Selecting TapRecordings with Browse

TapRecordings can be saved in any valid folders on the desktop. When you consolidate TapRecordings you must tell Consolidator II or the Macro Consolidator which folder to access.

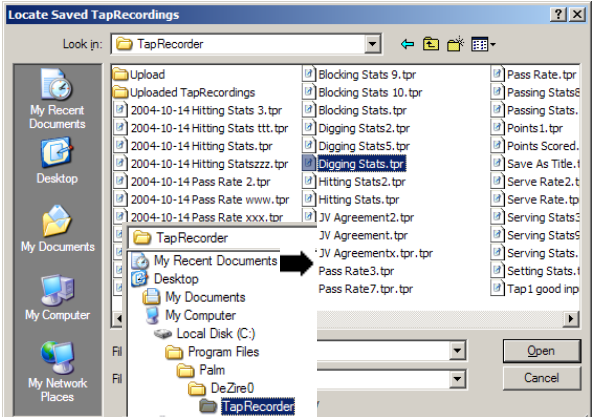
Consolidator II

Macro Consolidator



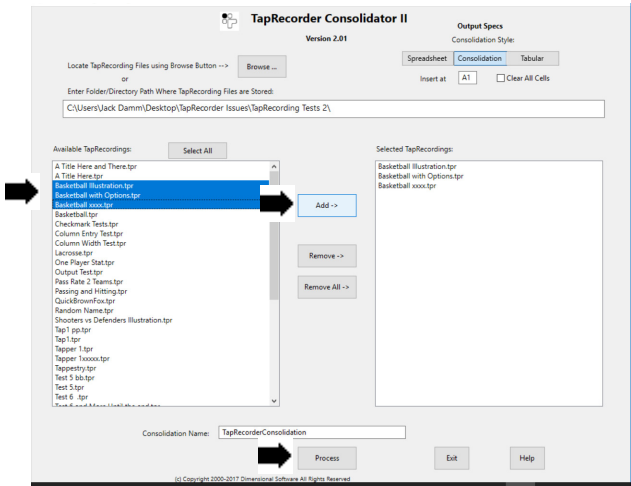
Click on the Browse button and use the PC and/or Mac folder navigation to select the folder containing your TapRecordings. When you find them, select any one of them and click on the Open button. Note that using Consolidator II you select the folder and not a TapRecording.

If you have trouble finding your TapRecordings, use the Search feature of your desktop computer and look for files with a "*.tpr" pattern.

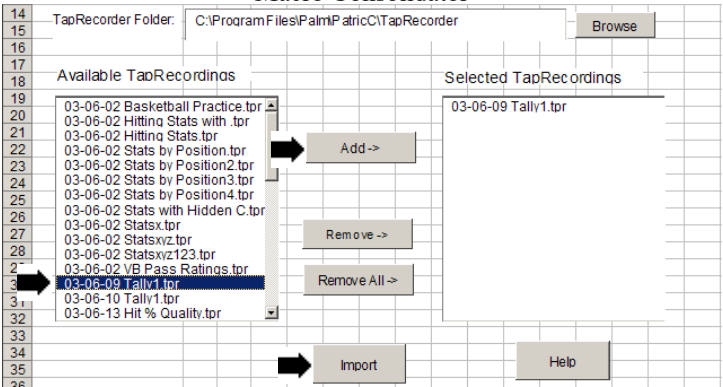


Select TapRecordings to be consolidated by clicking on them in the list of Available TapRecordings on the left, then click on the Add button. Note that you can shift click to select ranges and control click to select files which are not next to each other in the list.

Consolidator II



Macro Consolidator



Click on the Process/Import button to read data from the selected TapRecordings and create the results.

Consolidator II Output

When Consolidator II consolidates the TapRecordings it shows a preview of what the data will look like on the clipboard and in Excel.

Consolidation Preview

Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F	TO	S	FG%
Joe	a	11	3	4	1	1	2	0	0	1	0	44.00%
Sam	a	6	3	1	0	0	0	0	0	1	0	75.00%
Charley	a	10	2	6	2	0	0	0	0	1	0	40.00%
Frank	a	0	0	1	0	4	0	0	0	0	0	0.00%
Bill	a	9	0	0	3	0	0	0	0	0	0	100.00%
Bob	b	13	2	3	3	1	0	0	0	0	0	56.00%
Harry	b	3	0	4	1	0	0	0	0	0	0	20.00%
Mike	b	3	0	6	1	0	0	0	0	0	0	14.00%
Larry	b	0	0	0	0	0	0	0	0	0	0	0.00%
Fred	b	0	0	0	0	0	0	0	0	0	0	0.00%

Show Values

Show Formulas

Smaller Font

Larger Font

Done

Text File Export

CSV Export

Copy to Clipboard

Exit

Help

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The output screen has Show Values and Show Formulas buttons which control how data is exported. To have figures calculated when the results are exported to a spreadsheet like Excel hit the Show Formulas button. Note that the alignment in the Preview is not correct because of the formulas, but the actual exported data includes tabs so it will work correctly.

Consolidation Preview

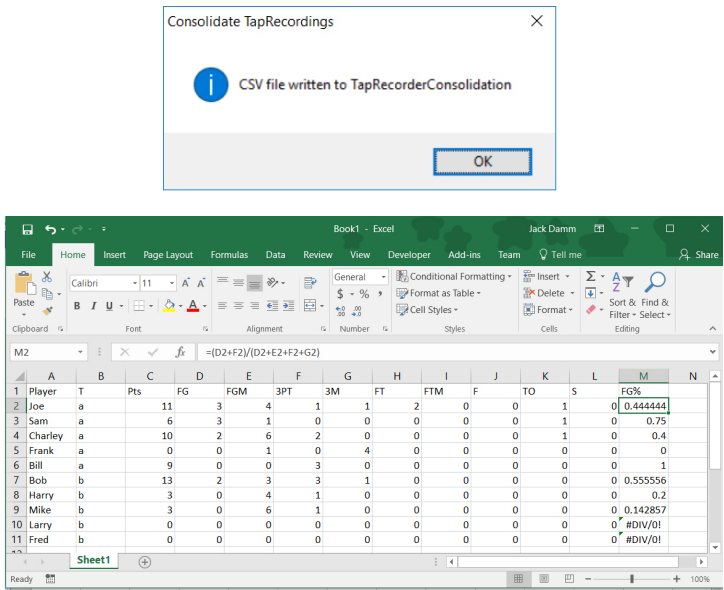
Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F	TO	S	FG%
Joe	a	=D2*2+F2*3+H2	3	4	1	1	2	0	0	1	0	= (D2+F2) / (D2+E2+F2+G2)
Sam	a	=D3*2+F3*3+H3	3	1	0	0	0	0	0	1	0	= (D3+F3) / (D3+E3+F3+G3)
Charley	a	=D4*2+F4*3+H4	2	6	2	0	0	0	0	1	0	= (D4+F4) / (D4+E4+F4+G4)
Frank	a	=D5*2+F5*3+H5	0	1	0	4	0	0	0	0	0	= (D5+F5) / (D5+E5+F5+G5)
Bill	a	=D6*2+F6*3+H6	0	0	3	0	0	0	0	0	0	= (D6+F6) / (D6+E6+F6+G6)
Bob	b	=D7*2+F7*3+H7	2	3	3	1	0	0	0	0	0	= (D7+F7) / (D7+E7+F7+G7)
Harry	b	=D8*2+F8*3+H8	0	4	1	0	0	0	0	0	0	= (D8+F8) / (D8+E8+F8+G8)
Mike	b	=D9*2+F9*3+H9	0	6	1	0	0	0	0	0	0	= (D9+F9) / (D9+E9+F9+G9)
Larry	b	=D10*2+F10*3+H10	0	0	0	0	0	0	0	0	0	= (D10+F10) / (D10+E10+F10+G10)
Fred	b	=D11*2+F11*3+H11	0	0	0	0	0	0	0	0	0	= (D11+F11) / (D11+E11+F11+G11)

Use the Smaller/Larger Font buttons to improve visibility in the display.

One more step is required in Consolidator II to actually export the consolidated results. Click on the Text File Export, CSV Export or Copy to Clipboard buttons to output the results. Note that Text File Export exports results in a format which can be used in text editors

and word processors. CSV Export is what you would commonly use to create a file which can be opened by Excel. Copy to Clipboard is an alternate way of exporting data which puts the results on the clipboard. Data on the clipboard would be pasted into a spreadsheet or text editor.

Here's what it looks like when you export a CSV file and then open it in Excel:



Note that outputting results to the clipboard and then pasting them into Excel has similar results. Also note that exported files are output to the same folder as the TapRecordings and under the name entered on the Consolidation Name field.

Macro Consolidator Output

When the Macro Consolidator exports consolidation results they are put onto a second worksheet within the Excel workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	2013-13-14	Basketball											
2	Player	T	Pts	FG	FGM	3PT	3M	FT	FTM	F	TO	S	FG%
3	Joe	a	11	3	4	1	1	2			1		0.44
4	Sam	a	6	3	1						1		0.75
5	Charley	a	10	2	6	2					1		0.40
6	Frank	a	0		1			4					0.00
7	Bill	a	9			3							1.00
8	Bob	b	13	2	3	3	1						0.56
9	Harry	b	3		4	1							0.20
10	Mike	b	3		6	1							0.14
11	Larry	b	0										#DIV/0!
12	Fred	b	0										#DIV/0!
13		0	55	10	25	11	6	2	0	0	3	0	0.40
14													

The consolidation results can be used in formulas in other cells and otherwise manipulated any way that spreadsheet data can be used.

Use the Excel menu item, File-Save As ..., to save each Macro Consolidator worksheet under a unique name.

Repairing Macros for the Macro Consolidator

It is unfortunate that the many changes in different versions of Excel and the elimination of some "libraries" and other macro features have made spreadsheets which use macros problematic. The TapRecorder Macro Consolidator is one such example. If you get an error message such as:

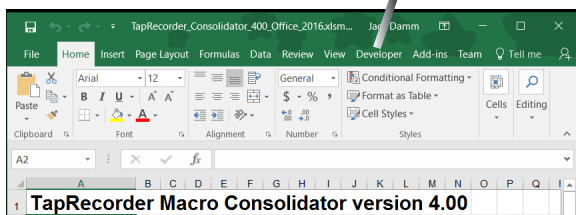
Missing or Invalid Library

when you open the Macro Consolidator in Excel, you have encountered this problem. Note that the libraries are not really "missing", in most cases they just need to be activated in Excel.

Activating the libraries is not very difficult, but it is a bit technical. Note: These illustrations will be for Excel 2016 on the PC. Other versions may work differently. If you follow these directions and have a problem, use the web to search for better instructions.

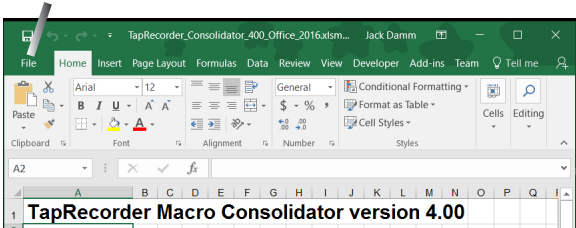
There are two steps you need to take to activate the libraries. First, you need to enable the "Developer Tab" in Excel. The Developer Tab is not visible in Excel by default, so it usually needs to be added to the ribbon at the top of the screen. If it is already on the ribbon (the row of items across the top of the screen labeled, "File Home Insert ...") then you can skip this step.

Developer Tab

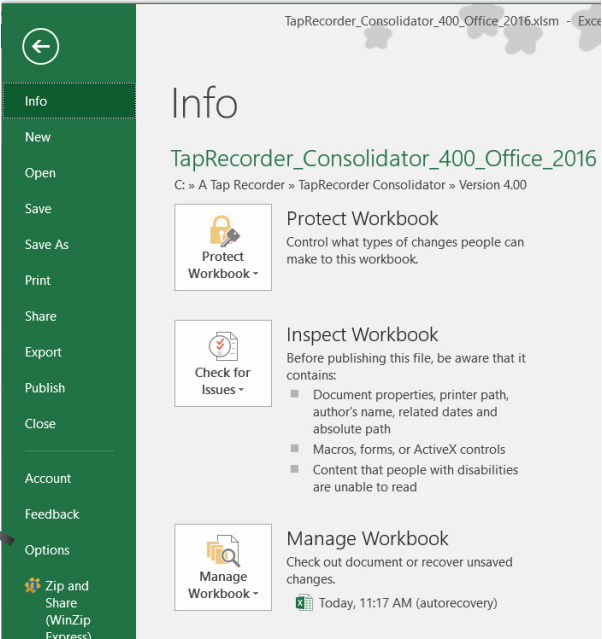


To add the Developer Tab to the ribbon, from within Excel click on the File Tab and then select Options

File Tab



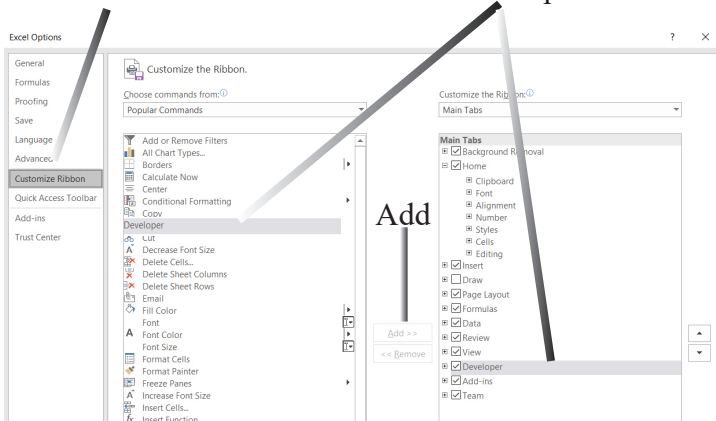
Options



After selecting Options from the File menu, click on Customize Ribbon from the File Options menu. In the left panel select "Developer" then click on the Add button to move it to the right panel. Click on the OK button to return to the main Excel screen. The developer tab should now be available. This completes step 1.

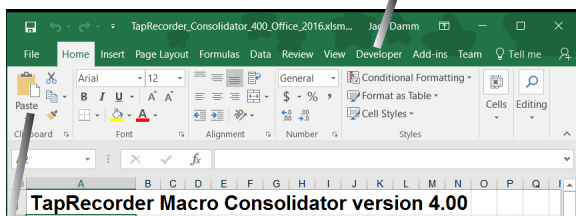
Customize Ribbon

Developer



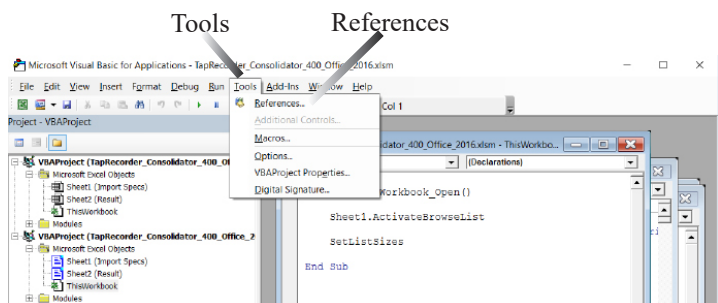
The second step is to include the missing libraries. To do this click on the Developer tab then click on the Visual Basic icon at the far left:

Developer Tab

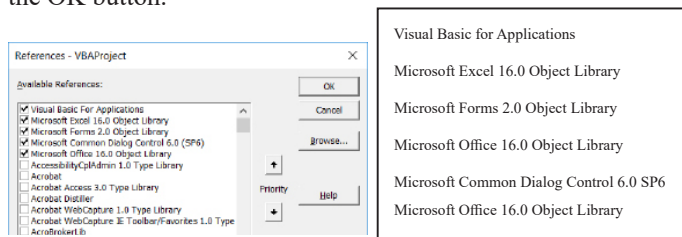


Visual Basic Icon

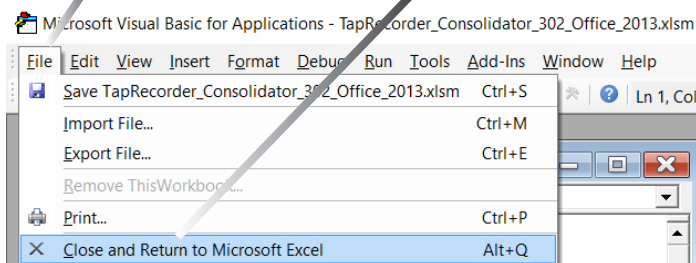
Next, click on the "Tools" item on the Visual Basic for Applications menu. Then select "References" from the drop down list.



Scan the list of Available References" from the drop down list and check on each of the five libraries checked below. Then click on the OK button.



Click on File menu and select "Close and Return to Microsoft Excel".

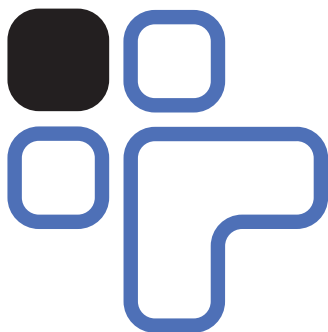


This completes the process. The Excel Macro Consolidator should now run without a problem.

The TapRecorder Desktop Designer (obsolete)

The TapRecorder Desktop Designer has been replaced by the TapRecorder for Windows. TapRecordings can be set up and tested using the TapRecorder for Windows, then transferred to iPad/iPhone and Windows Surface Pro tablets.

The TapRecorder for Windows can be ordered directly from Dimensional Software using our web site, "www.taprecorder.com".



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