

**WinStack Online Training**  
**Color-Coded Queries & Formatting Session**  
**Support: 760.434.2180 or [ted@winstack.com](mailto:ted@winstack.com)**

## **How tenants are assigned colors**

### **Query Criteria Selection Screen Sections**

- Making Criteria
- Action Buttons
- Active Queries

### **Making Criteria**

- Directive – logic
- Field – item to compare
- Condition
- Value – type – text, date (timeframe)
- Frame – color / pattern
- Label
- Overlay / Calculate Only

### **Action Buttons**

- Add – to end
- Insert – somewhere in middle
- Delete – it's gone

### **Active Queries**

- Enable / Disable
- No Show Legend
- Double-click # to copy to top section
- Double-click item to change
- Order of processing

### **Frames**

- Colors / Patterns
- Line / Borders – edges (underline)
- 3D
- Text Background
- Text color with different backgrounds

### **Calculation Only – no legends**

# Custom Formatting Session

## Configure Chart

### General

- Page
- Chart Space Form – text within tenant boxes – all the same (can be different colors)
  - adding / font / placement / labels / on previous line / wordwrap
- Frames – Colors & Patterns
- Legends – box width and height
- Display yearly expiring sf, %sf & # tenants
- Only Show matching

### Header – top of stacking plan

- Building Name - %bn – Address info on Building Configure screen – Building Fields
- Font / Alignment
- Fill Edit
- Logos

### Footer – bottom of stacking plan

- Various pre-defined formats
- Logos

### Columns – on either side of stacking plan

- Left & Right
- Header / Floor / Footer sections of columns
- Left variables - %fn vs %fin – changing names / hiding floors
- Right variables – Floor Areas - %fa vs %fag Building Areas %ba vs %bag

### Building

- Minimum Displayable Area
- Stretch tenants
- Auto Maximum – make building a rectangle
- Auto Equalize – tenant boxes based on # of tenants on floor
- % font ratio
- Alignment

### Configuration File Save – the key to efficient use of WinStack!

### More about variables

- Calculate

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