



## **NameIT Help Contents for version 2.3**

The following contains a list of all Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

- > Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

Buttons

Windows

Menus

Keyboard

## **NameIT Keyboard Help**

The following contains a list of all Keyboard Help topics available for NameIT. You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

- > Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

Menu Keys

Dialog Box Keys

Editing Keys

Cursor Movement Keys

System Keys

Window Keys

## **NameIT Buttons Help**

The following contains a list of all Button Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

- > Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

### **Buttons**

-  Add/Edit
-  Delete
-  Find
-  Search
-  View
-  Run

## **NameIT Window Help Contents**

The following contains a list of all Window Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

-> Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

#### **Windows**

Rec Date

Rec No

File Details

File Type

Files

Directories

Drives

## **NameIT DropDown Menu Help Contents**

The following contains a list of all DropDown Menu Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

-> Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

### **Menus**

File

Edit

Clipboard

## **NameIT File Menu Help**

The following contains a list of all File Menu Help topics available for **NameIT**. You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

-> Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

**File**

DOS

Copy

Move

Delete

Rename

Search

File Type

View

Run

Printer Setup

Print

Exit

## **NameIT Edit Menu Help**

The following contains a list of all Edit Menu Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

-> Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

**Edit**

Cut

Copy

Paste

## **NameIT Clipboard Menu Help**

The following contains a list of all Clipboard Menu Help topics available for [NameIT](#). You can use the scroll bars to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose How to use Help from the Help menu.

### **To choose a Help topic**

-> Click on the underlined topic you want to view.  
Or press TAB to select the topic, and then press ENTER.

### **Clipboard**

View

Clear

Append



## **Add Button / Edit Button**



When the Add button is pressed, a new record is created and the data in the various fields will be recorded in the data file.

For this command to proceed, some text must be entered into the File Details window. If a record exists the button caption will be changed to Edit, which will enable the record details to be modified and any changes saved to the data file DESC.DAT.

## Delete Button



When the Delete button is pressed the record details for the selected filename will be removed from the data file, DESC.DAT

### NOTE:

It should also be remembered that [NameIT](#) has no way of knowing if files outside the running program are deleted, therefore any records inside [NameIT](#) should be deleted if not required.


## **View Button / View menu selection**



This button enables the contents of the selected file to be either viewed on the Browse Screen or if the file is of the type; BITMAP, ICON or Windows METAFILE format it will be displayed as a graphic image.

When viewing a file with the ICO extension an actual size display will be displayed to the left of the main image.

When viewing text the display will have the Clipboard and Find menu selection, from here you can Copy or Append text.

The  Find Button is also available from the Browse screen.

Double Clicking the selected file will, if it is not of an executable type, display it.

## Find Button / Find menu selection



By selecting the Find menu selection or at the bottom of the screen pressing the Find button, an input box will be displayed where any text searches can be performed.

### Finding text

You can find each occurrence of a combination of any characters, including uppercase and lowercase characters, whole words, or parts of words.

To find text

- 1 From the menu bar, choose Find (ALT, F).
- 2 In the Find What box, type the text to search for.
- 3 Set the options you want to control the search.

Select **Match Case** to find text having a certain pattern of uppercase and lowercase letters.

4 Choose the Find Next button. If **NameIT** finds an occurrence, the text in context will be highlighted.

5 To cancel a search or when you are finished searching, choose the Cancel button or press ESC.

There is no limit to the size of text file that can be viewed, it just takes a little longer to load.

**Rec Date**

The current system date is automatically assigned to this window each time a new record is added.

**Rec No**

The current record number is automatically assigned to this window each time a new record is entered.

## **File Details**

When the focus is on the File Details window, you may enter a descriptive record relating to the selected file.

Describing a file's contents by only eight characters the DOS operating system allows, can soon become a problem as you accumulate many files and keeping tab on what file does what no longer exists thanks to [NameIT](#).

Simply enter in, any description or Cut & Paste from a text file any relevant information pertaining to the file.

This window can also function to display the contents of the clipboard.

**File Exit**

The Exit menu selection enables the user to end the present session of [NameIT](#).



## **File Type**

When the focus is on the File Type window the user has the alternate method of entering the file extension for the type of files to be listed.

## **Files**

When the focus is on the Files window, the user can select the desired filename to be displayed.

## **Directories**

This window enables you to select a different directory to list the files from.

## **Drives**

This window enables you to select a different drive to list the files from.

**Record**

A collection of related data elements or attributes describing an entity treated as a unit.

OR

In our case, details of a file's contents.

**Focus**

The ability to receive user input through the mouse or keyboard.

For example, when text is typed into a text box, it appears in the box only if the text box "has the focus."

**Topic**

A help topic usually begins with a title and contains information about a particular task, command, or dialog box.

## **Check Box**

### Description:

A Check Box displays an option that can be turned on or off, true/false or yes/no option.

### Remarks:

While Check Boxes and option buttons may appear to function similarly, there is an important difference: When you select an option button, the other option buttons in the same group are automatically cancelled.

By contrast, any number of Check Boxes can be selected.



## Menu Keys

Key(s)	Function
ALT	Selects the first menu on the menu bar.
LETTER key one you type.	Chooses the menu, or menu item whose underlined letter matches the
ALT + LETTER key type.	Pulls down the menu whose underlined letter matches the one you
LEFT or RIGHT arrow	Moves along menus.
UP or DOWN arrow	Moves along menu items.
ENTER	Chooses the selected menu item.

## Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter you type.	Moves to the option or group whose underlined letter matches the one
DIRECTORY Key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or chooses the selected item in a list box and executes the command.
ESC cancel).	Closes a dialog box without completing the command. (Same as

## Editing Keys

Key(s)	Function	
BACKSPACE text.	Deletes the character to the left of the cursor	Or deletes selected
DELETE text.	Deletes the to the right of the cursor	Or deletes selected

## Cursor Movement Keys

Key(s)

Function

DIRECTION key

Moves the cursor left, right, up or down in a field.

END or CTRL+LEFT arrow

Moves to the end of a field.

HOME or CTRL+LEFT arrow

Moves to the beginning of a field.

PAGE UP or PAGE DOWN

Moves up or down in a field, one screen at a time.

## **System Keys**

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
CTRL+ESC	Switches to the Task List.
ALT+ESC	Switches to the next application window or minimised icon, including full-screen programs.
ALT+TAB	Switches to the next application window, restoring applications that are running as icons.
ALT+PrtScr	Copies the entire screen to Clipboard.
CTRL+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application.

## Run



This button or menu selection will; as it says, RUN the selected file only if it is of the type \*.COM, \*.EXE, \*.BAT or \*.PIF.

If the selected file is a Windows file then it will be run in the normal manner but if the file is a DOS file then it will be run either in a DOS window or in full screen mode.

DOS programs needing extra parameters are best run from the DOS window.

Double Clicking the selected file will also perform the same function.

## **DOS**

Selecting DOS will, depending on the system setup, display either a window with the Dos prompt or a full screen Dos prompt.

From here all regular Dos commands are excepted.

To return to the main [NameIT](#) screen simply type EXIT and press enter.

## **Copy**

Selecting Copy enables you to copy a highlighted file to another drive or directory.

Select OK to return to the main [NameIT](#) window.



**Move**

Selecting Move enables you to move a highlighted file to another drive or directory.

Select OK to return to the main [NameIT](#) window.

## **Rename**

Selecting Rename enables you to rename a highlighted file.

The new filename should follow the normal DOS naming conventions.

Select OK to return to the main [NameIT](#) window.

## **Delete**

Selecting Delete will permanently remove the selected file from the system.

The removal will only be completed with a confirmation of "YES" from the File Delete message box.

Selecting "NO" will abort the deletion process and return to the main screen.

When a file is highlighted, pressing the Delete key has the same effect as above.

### **NOTE:**

This command should not be confused with the Delete button which deletes a record .

## **File Type**

Selecting File Type will display a selection of ten predefined file extensions that can be used as a default display type.

Alternatively any other valid extension can be entered into the check boxes.

ie:     \*.DOC  
       \*.WMF

Simply double click the desired check box or press the Config button.

From here an input box will allow any user defined extension to be entered and saved.

Select OK to permanently save the description.

Next press OK to display only files with the selected file extension.

The selection will be recorded in the Windows Ini file for future sessions of [NameIT](#).

## Find




Selecting Find will display the Word Search input window.

In the "Find What:" text box insert a word to find from the contents of the file descriptions held in the DESC.DAT data description file.

Select the SEARCH button and any filenames with descriptions containing the search word will be displayed in the list box below.

To interrupt the search press the CANCEL button.

The "Number of Hits:" is an indication of how many files met the search criteria.

Highlighting any file from the list box and then pressing the LOAD button or double clicking the file will open the  Search window where the selected filename can be searched for, starting from the root of drive C:.

Pressing the EXIT button will return you to the main [NameIT](#) window.

## Search



Selecting Search will display the File Search input window.

In the "File Spec" text box, enter any valid file search criteria.  
Next select the drive from the drive list box then select the start directory for the search to begin.

The search will commence with a press of the SEARCH button and will continue until the end of the directory is reached.

To interrupt the search press the CANCEL button.

For example:

To search the entire contents of drive C:

- 1) Double Click on the C:\
- 2) Press SEARCH
- 3) Sit back and wait.

Any files found in the search will be displayed in the list box to the right of screen, if matches total more than 17 then a scroll bar will be displayed.

A count will also be displayed showing the number of successful file matches.

Highlighting any file from the list box and then pressing the LOAD button or double clicking the file will remove the File Search input window and return you to the main [NameIT](#) window, from here any of the usual commands can be performed.

Pressing the EXIT button will return you to the main [NameIT](#) window.

## **Print Setup**

Selecting Print Setup will display the Windows Print Setup dialog box. From here you have complete access to all the Windows printer setup options.

**Print**

Selecting Print will enable access to printing either the selected file or the contents of the Clipboard.



**Selected File**

Having selected this option the current contents of the highlighted file, will be sent to the printer.

## **Clipboard Contents**

Having selected this option the current Clipboard contents will be sent to the printer.

**Cut**      **Shift+Del**

Selecting Cut or the keyboard combination of SHIFT + DELETE key will remove the highlighted text and place it onto the Clipboard.

To unselect the text click anywhere on the form or press one of the arrow keys.

**Copy      Ctrl+Ins**

Selecting Copy or the keyboard combination of CTRL + INS key will copy the highlighted text and place it onto the Clipboard.

To unselect the text click anywhere on the form or press one of the arrow keys.

**Paste      Shift+Ins**

Selecting Paste or the keyboard combination of SHIFT + INS key will insert the contents of the Clipboard, starting at a point where the cursor is placed.

## **View Clipboard**

Selecting View Clipboard will temporarily use the File Details window to display the contents of the Clipboard.

Selecting **Clipboard** then **Continue**, will switch back to the File Details window.

All File menu selections will be disabled, except Print Clipboard Contents. Other functions will also be disabled.

### **Note:**

Any modifications whilst viewing the Clipboard contents will be reflected thereafter.

**Clear**

Selecting Clear will clear the contents of the Clipboard, leaving it completely empty.

**Append**

Selecting Append will add to the Clipboard contents any highlighted text.

This addition will be to the end of the Clipboard contents.



## **Window Keys**

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+ESC	Switches to the next application window or minimised icon.
ALT+TAB as icons.	Switches to the next application restoring applications that are running as icons.
DIRECTION Key	Moves a window when you have chosen Move from the Control menu.  Or changes the size of a window when you have chosen Size from the Control menu.



