

## While You Were Out Index

The Index lists the Help topics available for While You Were Out. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## **While You Were Out Keys**

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While You Were Out Keys

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## While You Were Out Procedures

### Procedures

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## **Edit Mode Commands**

### **Send**

Sends the telephone message currently being edited to the selected user.

Related Topics

[Sending Phone Messages](#)

[Selecting A User](#)

[Selecting A Message Type](#)

### **Read**

Reads telephone messages for the currently selected user.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

### **Erase**

Erases the current telephone message and resets the current date and time.

Related Topics

[Clearing the message sheet](#)

### **Exit**

Exits the While You Were Out program.

Related Topics

[Exiting While You Were Out](#)

## **Read Mode Commands**

### **Old**

Reads old messages that were previously stored.

Related Topics

[Reading Old Messages](#)

### **New**

Reads new messages.

Related Topics

[Reading New Messages](#)

### **User**

Selects a user for reading messages.

Related Topics

[Select a user](#)

### **Save**

Saves a message to an ASCII text file, clipboard, or tprinter.

Related Topics

[Saving a message](#)

[Printing a message](#)

## **Exit Wywo**

Exits While You Were Out and saves any new messages

## **Sending Phone Messages**

### **To send a phone message:**

- 1 Fill in all appropriate fields on the message sheet.
- 2 Click on the Send button.

If no user has been selected to receive the phone message, the user list will drop down. Select a user and click on the Send button again.

Related Topics

[Selecting A User](#)

[Selecting A Message Type](#)




## Reading Phone Messages

### To read Phone Messages:

- 1 While in Edit mode, click on the Read button.
- 2 If no user is currently active, select a user whose messages are to be read.



- 3 Click on the message selector  to select the message to be read. Clicking on the right side will move forward through the messages while clicking on the left side will move backward through the messages. Messages can also be selected by moving the center slider bar.

### Related Topics

[Reading New Phone Messages](#)

[Reading Old Phone Messages](#)

[Selecting A User](#)

[Using Read Passwords](#)

[Selecting A New Password](#)

[Returning to Edit Mode](#)

## Reading Old Phone Messages

### To read old phone messages:

- 1 While [reading new phone message](#), click on the Old button. The Old button will only be enabled if there are old message to be read.

Related Topics

[Reading New Phone Messages](#)

[Reading Phone Messages](#)

## Reading New Phone Messages

### To read new phone messages:

- 1 While [reading old phone message](#), click on the New button. The New button will only be enabled if there are old message to be read.

Related Topics

[Reading Old Phone Messages](#)

[Reading Phone Messages](#)

## Selecting A Message Type

### To select a message type:

- 1 Click on the down arrow in the message type field to reveal the message types.
- 2 Click on the desired message type. Use the scroll bar and up and down arrows to display message types that are not currently visible.

Related Topics

[Sending Phone Messages](#)

## Selecting A User

### To select a user:

- 1 Click on the down arrow in the To field to reveal the user names.
- 2 Click on the desired user name. Use the scroll bar and up and down arrows to display other user names that are not currently visible.

Related Topics

[Reading Phone Messages](#)

[Sending Phone Messages](#)

## **Clearing the message sheet**

### **To clear the message sheet:**

- 1 Click on the Erase button while in Edit mode.

## Using A Read Password

### To use a read password:

- 1 If no read password has been established, then [select a new read password](#).
- 2 Enter your pre-selected read password in the Password field and click on the OK button.

If a read password has been pre-selected then the password must be entered in order to read any messages for the specified user.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

[Selecting A New Read Passwords](#)

## Selecting A New Read Password

### To select a new read password:

- 1 After selecting a user, and entering a read password click on the New button.
- 2 Enter a new read password and clickj on the OK button.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

[Using Read Passwords](#)



## **Returning To Edit Mode**

### **To return to Edit mode:**

- 1 Click on the Edit button while in Read mode.

Related Topics

[Reading Phone Messages](#)

## **Saving A Message**

Saving a message involves saving it to one of three devices...a text file, the clipboard, or the printer.

### **To save a message:**

- 1 While reading a phone message, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved.  
Select the desired device from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving messages to the clipboard](#)

[Printing a message](#)

## Saving A Message To A Text File

### To save a message to a text file:

- 1 While [reading a phone message](#), click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To File** from the menu.
- 3 Enter the desired filename for the text file.

Related Topics

[Saving a message](#)

[Saving messages to the clipboard](#)

[Printing a message](#)

## Saving A Message To The Clipboard

### To save a message to the clipboard:

- 1 While [reading a phone message](#), click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To Clipboard** from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving a message](#)

[Printing a message](#)

## Printing A Message

Up to six telephone messages per page can be printed at a time.

### To print a message:

- 1 While reading a phone message, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved.  
Select **To Printer** from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving messages to the clipboard](#)

[Saving a message](#)

## **Deleting A Message**

### **To Delete a message:**

- 1 Click on the Delete checkbox while reading either new or old messages.

The message will be flagged for deletion and will be deleted when exiting WYWO or returning to Edit mode

Related Topics

[Reading Phone Messages](#)

## **Exiting While You Were Out**

### **To Exit While You Were Out:**

- 1 Click on the Exit button in either Edit or Read mode.

## **Clipboard**

This is a topic that describes the Windows term "clipboard". If you click the "clipboard" term within the Copying Text or Glossary topic, this Help topic will be displayed in a pop-up window.

This topic is also tagged with the keyword "clipboard," for use with the WinHelp Search option.





## **Windows Keys**

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right 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.


## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
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	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION 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	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

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

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> )



## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
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.

