

What Is AltQ?

AltQ is a program that lets you arrange windows on the desktop with simple keyboard strokes. With AltQ, a lot of conventional dragging and dropping activities can be replaced by special key pressing effort. If you frequently work with multiple windows and have to switch among them from time to time, AltQ would be very helpful. Also, if you use a laptop computer where mouse is not very convenient, AltQ is the best tool to use.

With AltQ, you can easily achieve the following with simple keyboard strokes:

- Maximize or minimize a window.
- Resize or move a window.
- Restore a maximized or minimized window to normal state.
- Shrink or enlarge a window using “Zoom in” or “Zoom out” keys.
- Close an application.
- Arrange windows according to predefined patterns.
- Launch an application from “Quick Launch List”
- Open a folder from “Quick Launch List”

AltQ also has a quick menu that can be used to minimize, restore, cascade or tile all non-minimized windows on the desktop. This menu is accessible through predefined keystrokes.

See [AltQ Summary](#) to quickly learn how to use AltQ.

See Also:

- [Select a Window](#)
- [Select a Non-minimized Window](#)
- [Move a Window](#)
- [Resize a Window](#)
- [Fullsize a Single Window](#)
- [Maximize or Minimize a Window](#)
- [Restore a Maximized or Minimized Window](#)
- [Zoom in/out a Window](#)
- [Use "Home", "End", "Page Up" and "Page Down" keys](#)
- [Predefined Patterns](#)
- [Launch Applications from Quick Launch List](#)
- [Tile Windows Horizontally or Vertically](#)
- [Cascade Windows](#)
- [Fullsize All Non-minimized Windows](#)
- [Restore All Minimized Windows](#)
- [Close an Application](#)
- [Small Step and Large Step](#)
- [Undo](#)

Select a Window

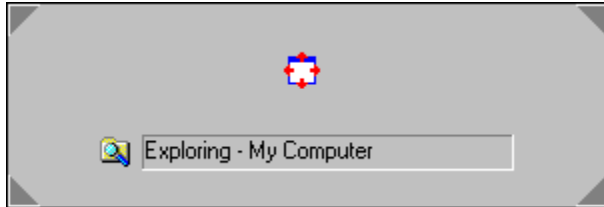
A window must be first selected before it can be moved, resized maximized. To select a window, first press Alt + ‘Q’ keys together to invoke AltQ task bar. Then hold the Alt key, and press ‘Q’ key multiple times.

See Also:

[Select an Active Window](#)

Move a Window

To move a window, first use Alt + 'Q' keys to select the task. Then press Space or Shift key to switch AltQ to "Window Moving" mode. You will see a window moving icon on AltQ task bar (see figure below) when the selected window can be moved.



Press four arrow keys to move the selected window using large step.
Press four arrow keys along with Shift key to move the selected window using small step.

This operation can be undone.

See Also:

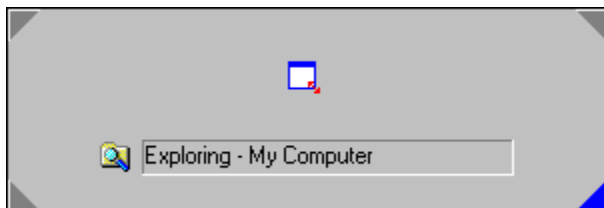
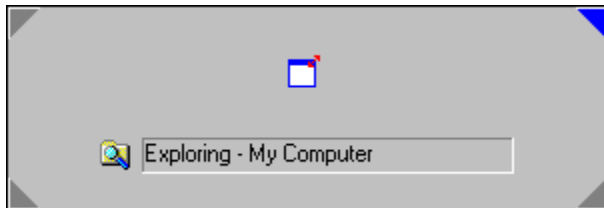
[Resize a Window](#)

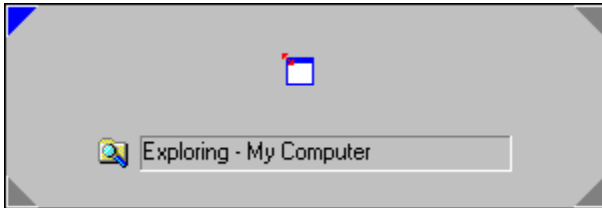
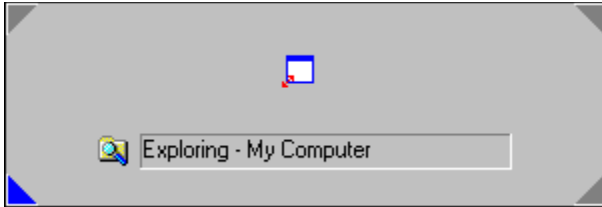
[Use "Home", "End", "Page Up" and "Page Down" keys](#)

[Small Step and Large Step](#)

Resize a Window

To resize a window, first use Alt + 'Q' keys to select the task. Then press Space or Shift key to switch AltQ to appropriate resizing mode. The icon on AltQ task bar will tell you which two borders of the selected window can be resized (see figures below).





Press four arrow keys to resize the selected window using large step.
Press four arrow keys along with Shift key to resize the selected window using small step.

Note: Some windows do not have resizable borders. When a window of this type is selected, you cannot press Space or Shift key to change AltQ to resizing mode.

This operation can be undone.

See Also:

[Move a Window](#)

[Fullsize a Single Window](#)

[Zoom in/out a Window](#)

[Use "Home", "End", "Page Up" and "Page Down" keys](#)

Fullsize a Single Window

To resize a single window to fullsize, first use AltQ task bar to select it. Then hold the Alt key, and press '1' key.

This operation can be undone.

See Also:

[Fullsize All Non-minimized Windows](#)

Maximize or Minimize a Window

To maximize a normal or a minimized window, first use Alt+'Q' keys to select the task. Then press Control or Ins key with Shift key together to maximize it.

To minimize a normal or maximized window, first use Alt + 'Q' keys to select the task. Then press Control or Ins key to minimize it.

This operation can be undone.

If Control key is used as AltQ base key, Alt and Alt + Shift will be used to minimize and maximize window.

See Also:

[Restore a Maximized or Minimized Window](#)
[Restore All Minimized Windows](#)

Restore a Maximized or Minimized Window

To restore a maximized or minimized window to normal state, first use AltQ task bar to select it. Then, press Down Arrow key to restore a maximized window and press Up Arrow key to restore a minimized window.

This operation can be undone.

See Also:

[Maximize or Minimize a Window](#)
[Restore All Minimized Windows](#)

Close an Application

To close an application, first use Alt + 'Q' keys to select the task. Then press C to quit the task.

See Also:

[Launch Applications from Quick Launch List](#)

Launch Applications from Quick Launch List

To quickly launch an application, press Alt + 'L' keys together. After "Quick Launch List" dialog box pops up, hold the Alt key, use Up and Down Arrow keys to select application, and press Enter key to execute it.

The following items can be added to the Quick Launch List:

- Normal commands from start up menu.
- Executable files.
- Documents that have associated program for opening them. For instance, if you add a file with extension of "doc", when it is launched, Microsoft Word will be used to open the file.
- A valid URL. For example: <http://www.formatics.com>.

See Also:

[Close an Application](#)

Tile Windows Horizontally or Vertically

All non-minimized windows on the desktop can be tiled horizontally or vertically by executing commands on the AltQ menu. To execute the command, right click on the AltQ icon located in the system tray (or press Alt + 'M' keys). From the pop up menu, execute "Tile Windows Horizontally" or "Tile Windows Vertically" command.

This operation can be undone.

See Also:

[Predefined Patterns](#)
[Cascade Windows](#)
[Fullsize All Non-minimized Windows](#)

Cascade Windows

To cascade all non-minimized windows on the desktop, right click on the AltQ icon in the system tray (or press Alt + 'M' keys together). From the popped up menu, execute "Cascade Windows" command.

This operation can be undone.

See Also:

[Predefined Patterns](#)
[Tile Windows Horizontally or Vertically](#)
[Fullsize All Non-minimized Windows](#)

Fullsize All Non-minimized Windows

To resize all non-minimized windows on the desktop to fullsize, right click on the AltQ icon in the system tray (or press Alt + 'M' keys together). From the popped up menu, execute "Fullsize Windows" command.

This command can be undone.

See Also:

[Fullsize a Single Window](#)
[Tile Windows Horizontally or Vertically](#)
[Cascade Windows](#)
[Restore All Minimized Windows](#)

Restore All Minimized Windows

To restore all minimized windows to normal state, right click on the AltQ icon in the system tray (or press Alt + 'M' together). From the popped up menu, execute "Restore All Minimized Windows" command.

This command can be undone.

See Also:

[Restore a Maximized or Minimized Window](#)

Small Step and Large Step

When a window is being resized or moved, either small step or large step can be used. By default, large step moves or resizes a window by 1/20 of the screen width/height. Small step moves or resizes a window by one pixel.

Use Arrow keys alone will move or resize window by large steps. Use Arrow keys along with Shift key together will move or resize window by small steps.

See Also:

[Move a Window](#)

[Resize a Window](#)

Zoom in and Zoom out

A window can be resized both horizontally and vertically by using Zoom in and Zoom out hot keys. To zoom in a window, first use Alt + 'Q' keys to select a task. Then, press '+' key (or '+' key on the numeric keypad). To zoom out a window, use '-' key (or '-' key on the numeric keypad).

Zoom in and zoom out operations can be undone.

See Also:

[Resize a Window](#)

[Fullsize a Single Window](#)

Undo

When AltQ task bar is present, resizing or moving operations can be achieved by pressing Z key. When AltQ task bar is not present, previous operations can be undone through executing "Undo" command from the AltQ menu.

Use "Home", "End", "Page Up" and "Page Down" keys

Home, End, Page up, Page down keys can be used to move the selected window to any corner of the desktop.

Press Shift key along with any of the Home, End, Page up, Page down keys together will extend two borders of the selected window to the corresponding desktop edges.

The above operations can be undone.

See Also:

[Move a Window](#)

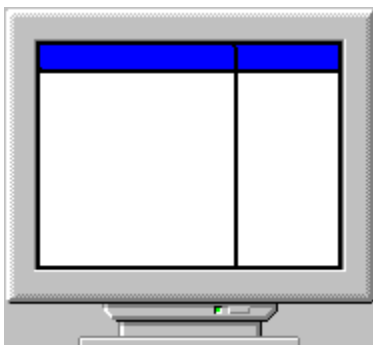
Predefined Patterns

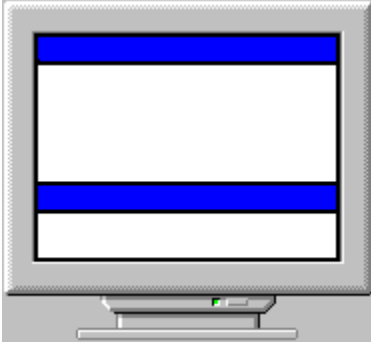
Key '1' to '4' can be used to arrange windows according to predefined window.

When AltQ task bar is present, pressing '1' key will resize the selected window to full size (The window will take up all desktop area. However, it will still be resizable).

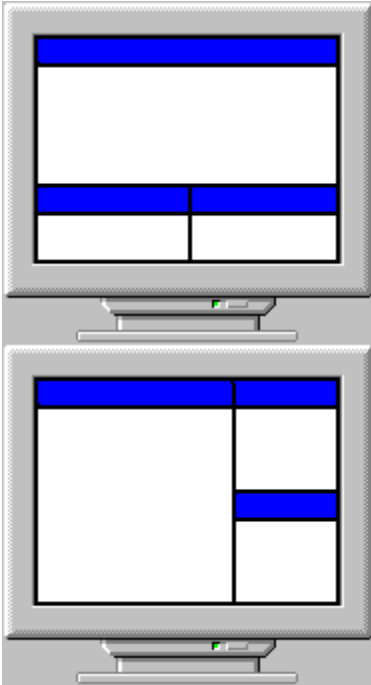


When AltQ task bar is present, pressing '2' key will arrange top two windows on the desktop according to predefined pattern (see figure below).

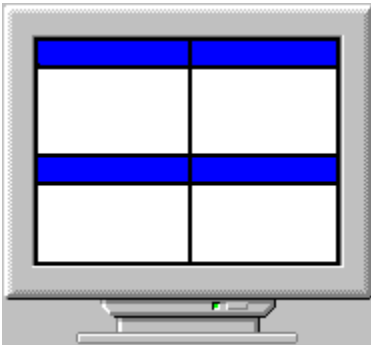




When AltQ task bar is present, pressing '3' key will arrange top three windows on the desktop according to predefined pattern (see figure below).



When AltQ task bar is present, pressing 4 'key' will arrange top four windows on the desktop according to predefined pattern (see figure below).



See Also:

- [Move a Window](#)
- [Resize a Window](#)
- [Fullsize a Single Window](#)
- [Zoom in/out a Window](#)
- [Use "Home", "End", "Page Up" and "Page Down" keys](#)
- [Tile Windows Horizontally or Vertically](#)
- [Cascade Windows](#)
- [Fullsize All Non-minimized Windows](#)

Registration Information

To find more information about AltQ, go to <http://www.formatics.com/AltQ.htm>. A single license fee is US\$10.00. The following is a list of payment methods:

Option 1 : Order Online

Go to our secure page at <http://www.formatics.com/AltQ.htm> and make instant registration there. Master, VISA, Discover, American Express acceptable.

Option 2 : Order by Fax

Fill in the form below, print it out, and FAX it to 770-497-9234.

Option 3 : Order by Mail

Fill in the form below, print it out, and Mail it along with a check US Dollars (payable to RegSoft.com) to :

RegSoft.com
6595-G Roswell
Road
Suite 732
Atlanta, GA
30328
USA

Option 4 : Order by Voice

Call 1-877-REGSOFT (international orders please call 770-497-9126).

Please include the below Product ID as well as any required fields below.

To receive further technical support, please include a valid EMail address when making registration.

=====REGISTRATION FORM=====

Product ID: 9941

Program Name: AltQ 1.0
Operating System Win95/98/NT
Registration \$10.00

=====

Please be sure your email address is correct! This is how you will receive your registration confirmation.

HOTMAIL email addresses, and other email forwarding addresses are NOT accepted

Compuserve users please use a period (.) instead of a comma(,) 1234.567 not 1234,567.

Please check your product serial number by executing "Software Registration" command from AltQ menu.

Product Serial Number (16-digit) _____

Quantity _____

Billing Information:

Email Address (user@domain.com) _____

Name (as it appears on credit card) _____

Company Name (optional) _____

Address (Exactly as it appears on your statement) _____

Address (cont) _____

City _____

State/Province _____

Country _____

Postal Code _____

Phone Number _____

Credit Card Type

Visa MasterCard American Express Discover (Novus)

Card Number _____

Card Expiration Date _____

Signature _____

Select a Non-minimized Window

After AltQ task bar is invoked, you can press 'W' key to cycle through non-minimized windows on the desktop.

[Select a Window](#)

Key Definition: Alt + 'Q'/Alt + Shift + 'Q'

Used to select an existing task. By pressing Alt and 'Q' together, AltQ task bar will be invoked. When AltQ task bar is present, pressing 'Q' key will cycle through tasks on the desktop. Most of the operations (such as window resizing, moving) must be executed when AltQ task bar is present.

Press Shift + Alt + 'Q' keys together will cycle through tasks on the desktop in the other direction.

Key Definition: Alt+W/Alt+Shift+W

Used to select an non-minimized window. Only available when AltQ task bar is present.

Pressing Alt, Shift and 'W' key together will cycle through non-minimized windows in the other direction.

Key Definition: Shift Key

- Can be used with Alt + 'Q' or Alt + 'W' together to cycle through existing tasks in the opposite direction.
- When AltQ task bar is present, pressing Shift key can change the current mode from window resizing to window moving.
- When moving or resizing a window, pressing Shift key together with Arrow key will adjust window size or position in small steps.
- Can be used along with Page Up, Page Down, Home and End keys to extend a window's two borders to the corresponding desktop edges.
- When AltQ task bar is present, pressing Shift key together with any of the '1' to '4' keys will display corresponding pattern help.

Key Definition: Space Key

When AltQ task bar is present, pressing Space key can change the current mode from window resizing to window moving.

Key Definition: Arrow Keys

- Can be used to resize a window's two borders.
- Can be used to move a window when AltQ is at window moving mode.
- Can restore a minimized (Up Arrow key) or maximized window (Down arrow key) to normal state.

The above functions are only available when AltQ task bar is present.

Key Definition: ‘-‘ and ‘+’, Num – and Num +

Used to zoom in or zoom out a selected window. Only available when AltQ task bar is present.

Key Definition: Page Up, Page Down, Home, End

- Can be used to move the selected window to any of the four desktop corners when AltQ task bar is present.
- Can be used together with Shift key to extend two borders of the selected window to corresponding desktop edges.

Key Definition: '1' – '4', F1 - F4

When AltQ task bar is present, key '1' to '4' can be used to arrange non-minimized windows on the desktop according to pre-defined patterns.

When AltQ task bar is present, pressing Shift with one of these keys together will invoke pattern help.

Either '1' - '4' keys or F1 - F4 keys can be used.

Key Definition: 'H'

When task bar is present, pressing 'H' key will invoke quick help of key definitions.

Key Definition: Alt+M

Alt + 'M' is used to access AltQ menu.

Key Definition: Control Key

When AltQ task bar is present, Control key can be used to minimize (if the window is not minimized) or maximize (if the window is minimized) the selected window.

When AltQ task bar is present, Shift and Control keys can be used together to maximize (if the window is not maximized) or minimize (if the window is maximized) the selected window.

Key Definition: Ins (Numeric 0) Key

Alternate Minimize/Maximize key.

When AltQ task bar is present, Ins key can be used to minimize (if the window is not minimized) or maximize (if the window is minimized) the selected window.

When AltQ task bar is present, Shift and Ins keys can be used together to maximize (if the window is not maximized) or minimize (if the window is maximized) the selected window.

Key Definition: Alt + ‘L’

Alt + ‘L’ keys can be used to invoke the “Quick Launch” window, which allows you to execute an application with single key stroke.

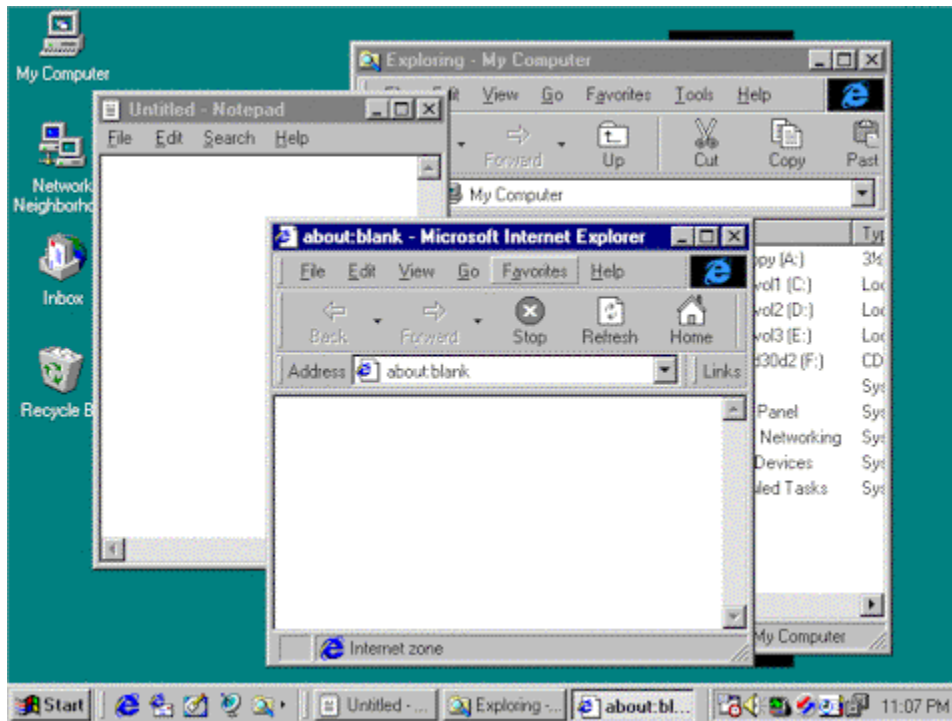
Key Definition: Alt + 'C'

When AltQ task bar is present, press C can close the selected application.

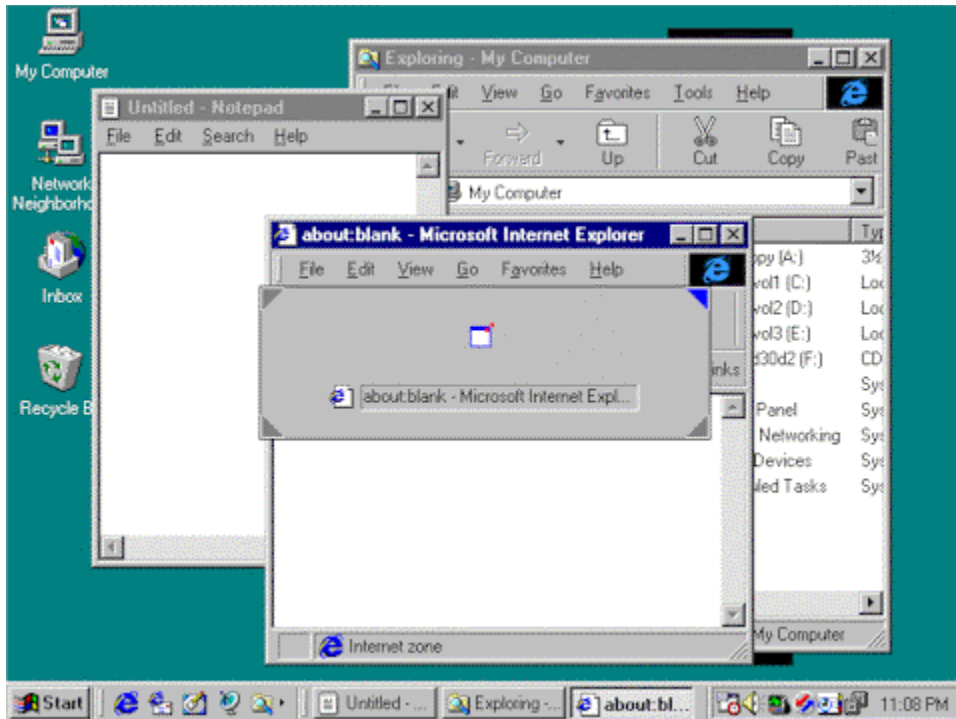
Example: Resize a Window's Right and Bottom Border

This example shows you how to resize a window using AltQ.

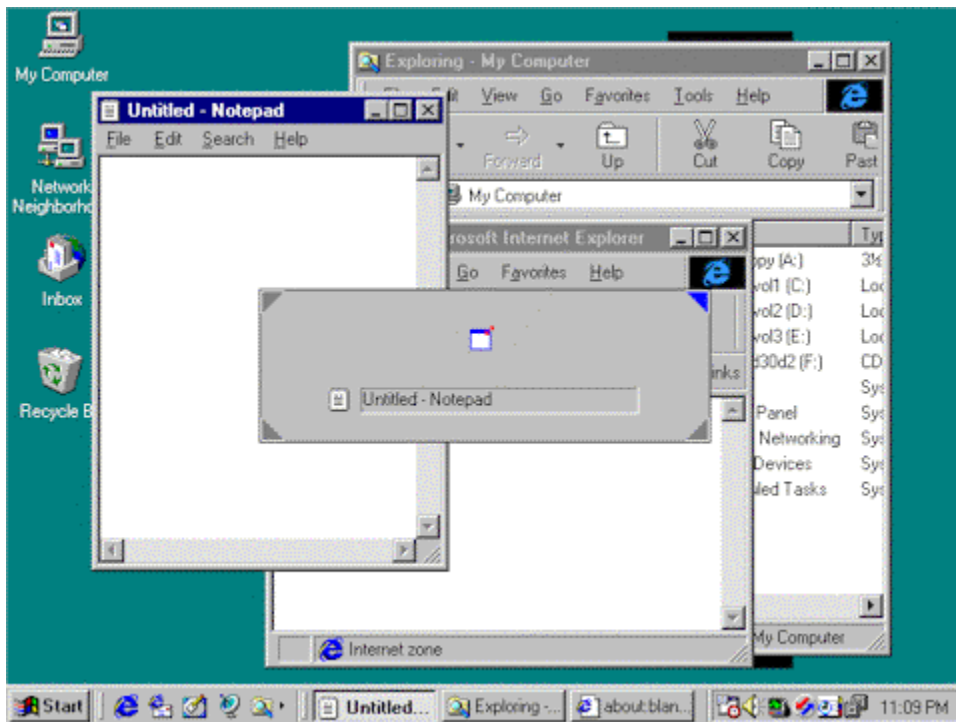
At the beginning, there are three non-minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



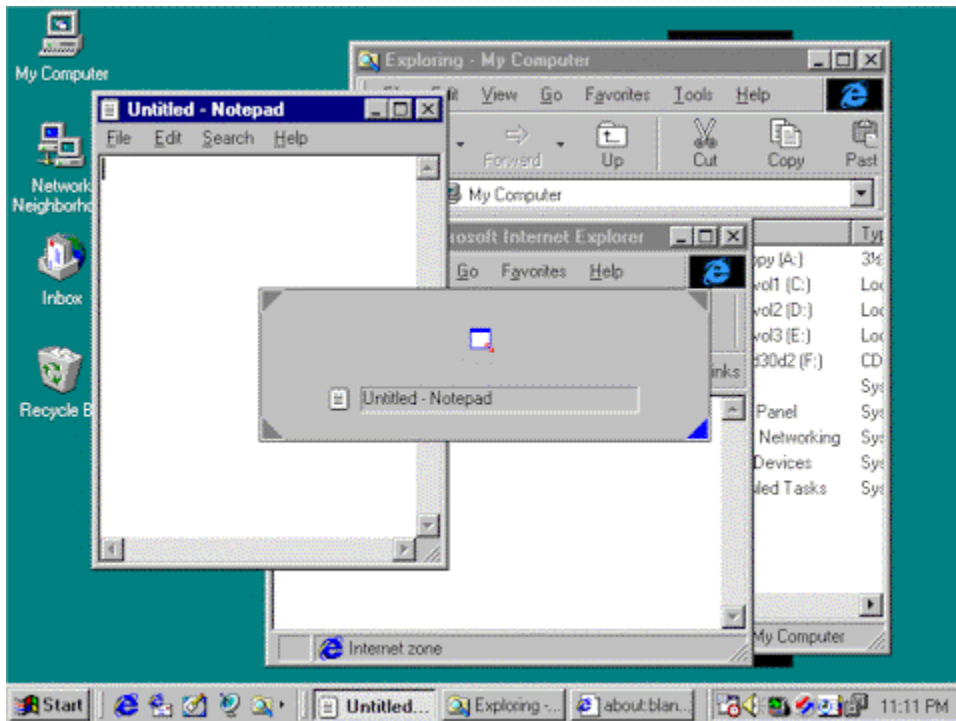
Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. Since Internet Explorer is the active window, it is selected by AltQ task bar first.



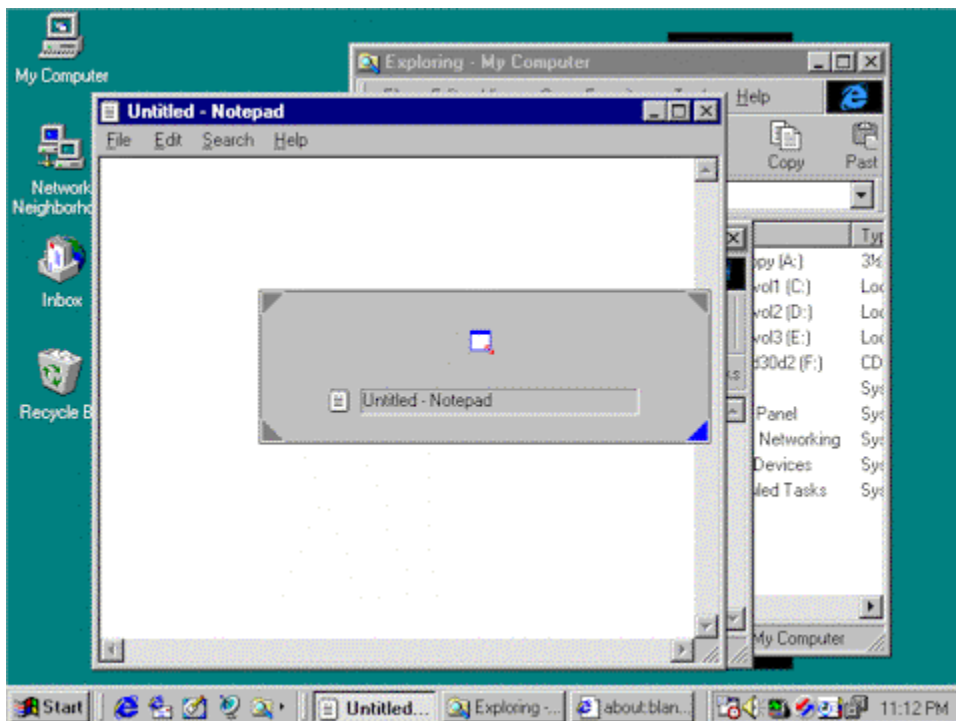
Step 2: Hold the Alt key, and press 'Q' key to select Notepad.



Step 3: Hold the Alt key, press Shift key once. Now the selected window's right and bottom border can be moved.



Step 4: Hold the Alt key, press Up, Down, Left and Right Arrow keys to resize the right and bottom border of the Notepad.

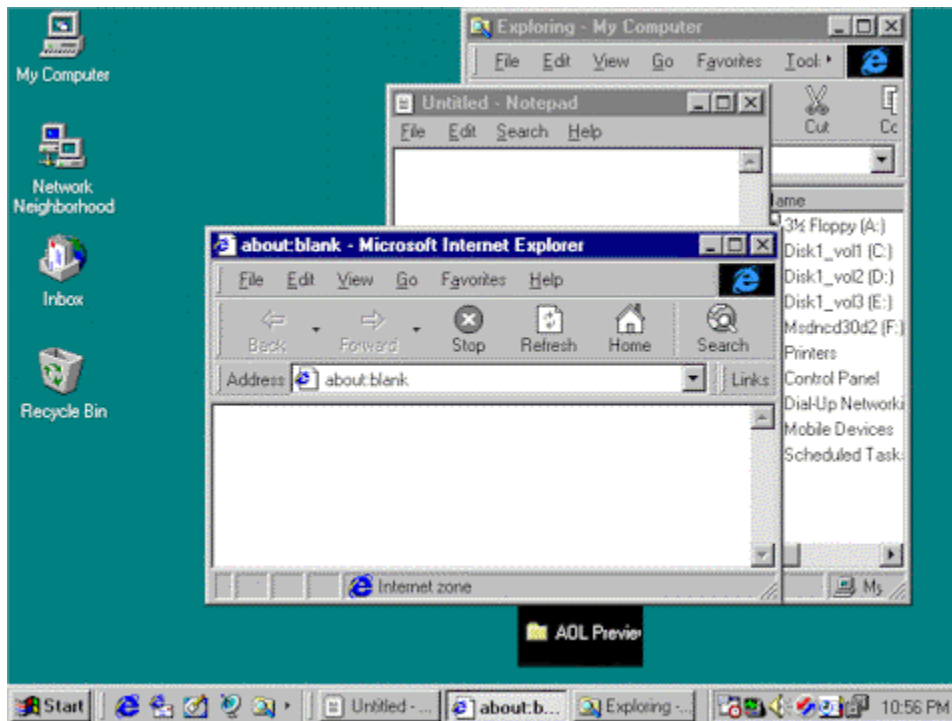


Step 5: Release Alt Key.

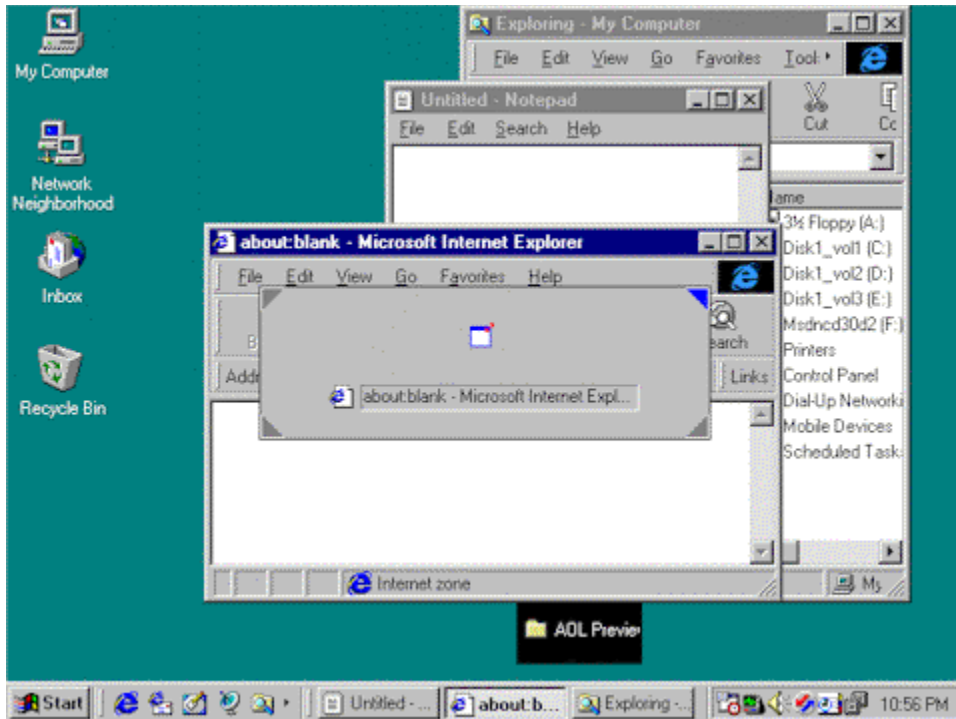
Example: Move a Window

This example shows you how to move a window using AltQ.

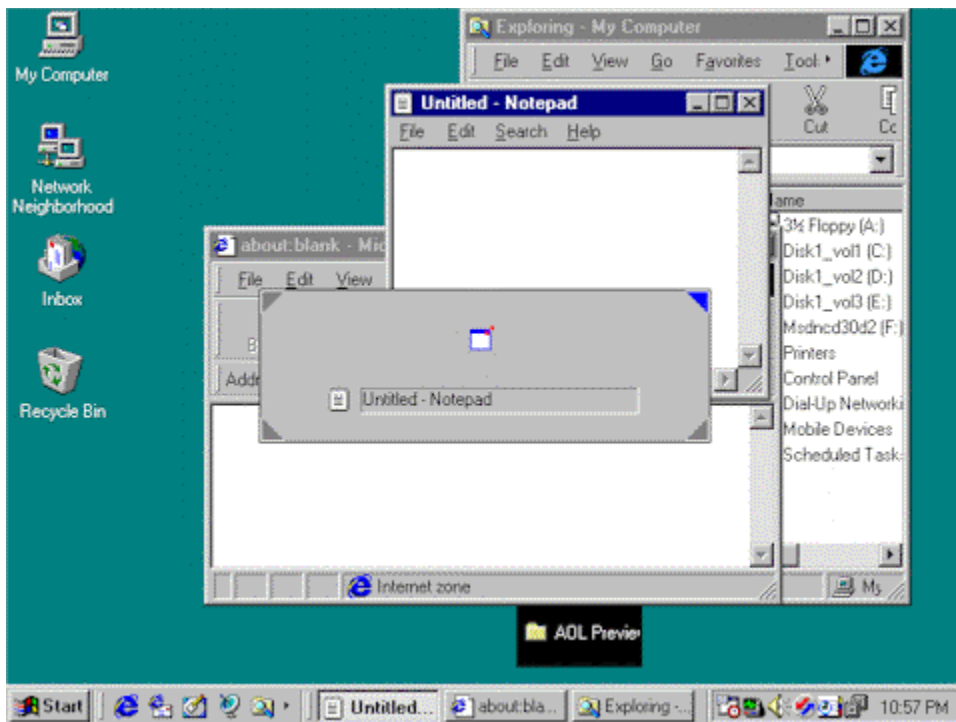
At the beginning, there are three non-minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



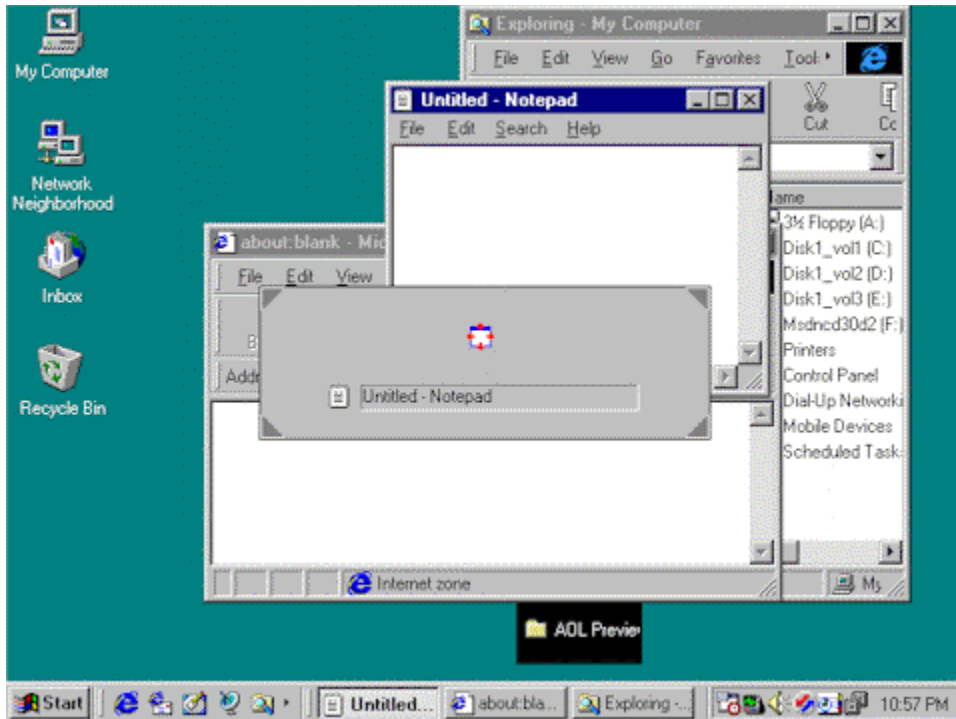
Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. Since Internet Explorer is the active window, it is selected by AltQ task bar first.



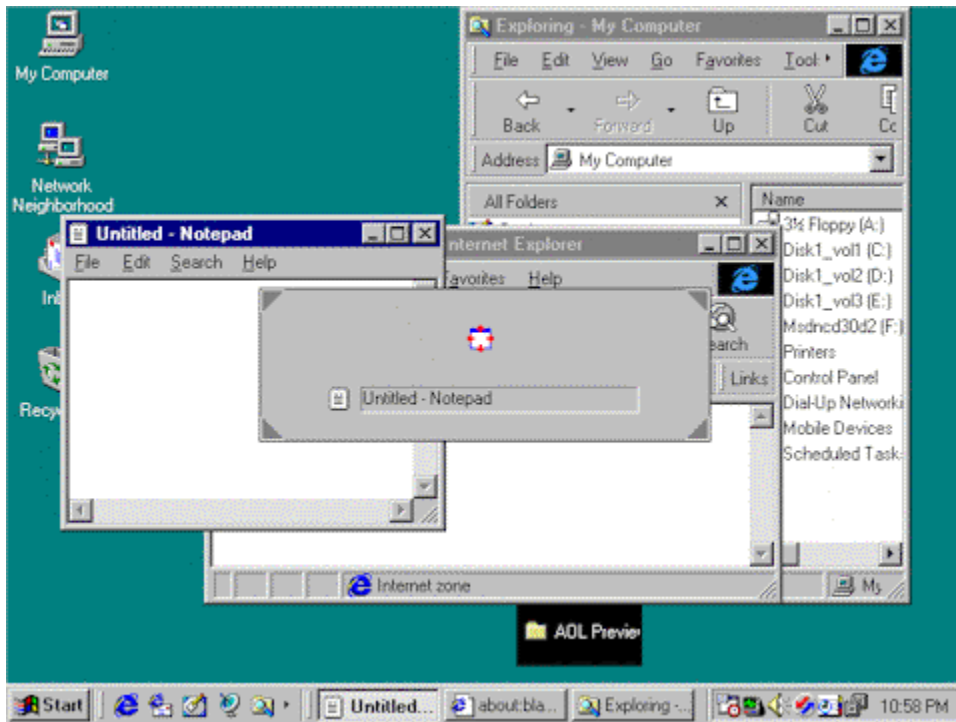
Step 2: Hold the Alt key, and press 'Q' key to select Notepad.



Step 3: Hold the Alt key, press Shift key four times to change AltQ to moving mode.



Step 4: Hold the Alt key, press Up, Down, Left and Right Arrow keys to move the Notepad to the desired position.

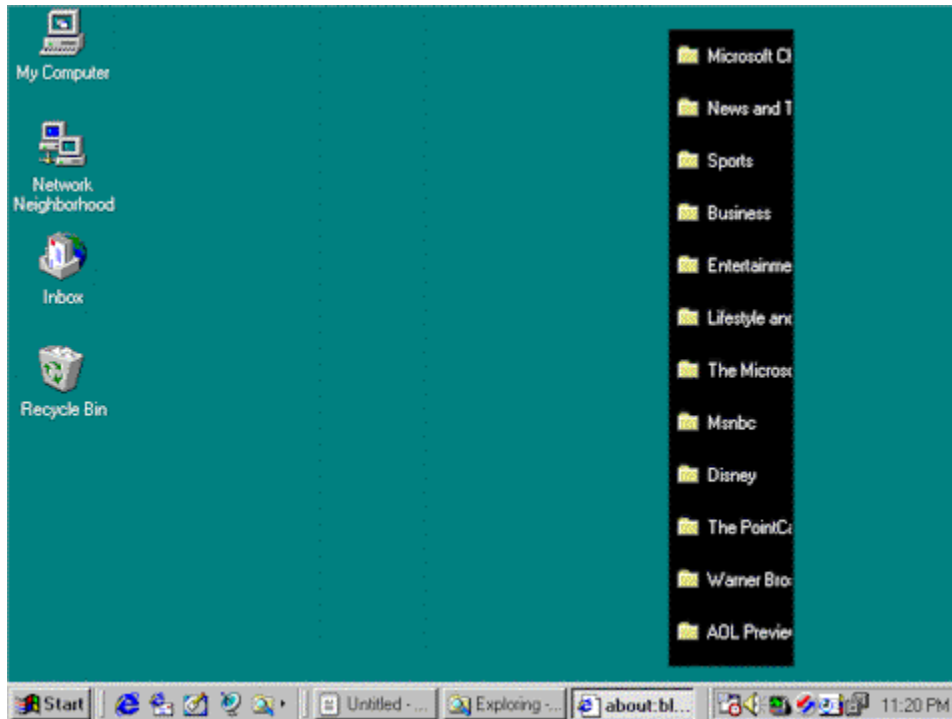


Step 5: Release Alt Key.

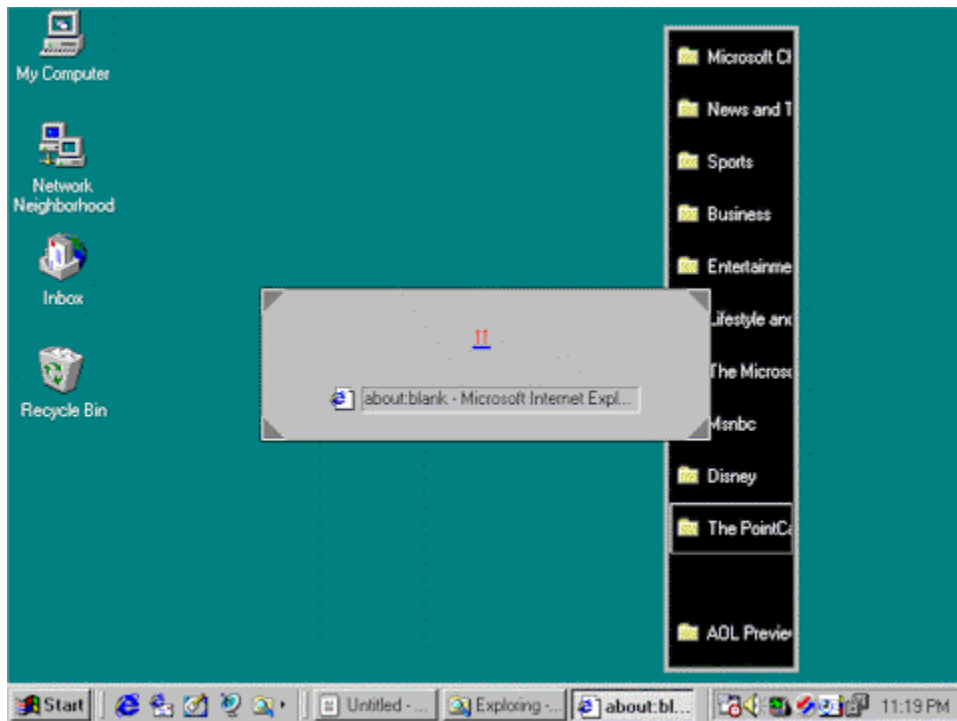
Example: Restore Minimized Window

This example shows you how to restore minimized window to normal state.

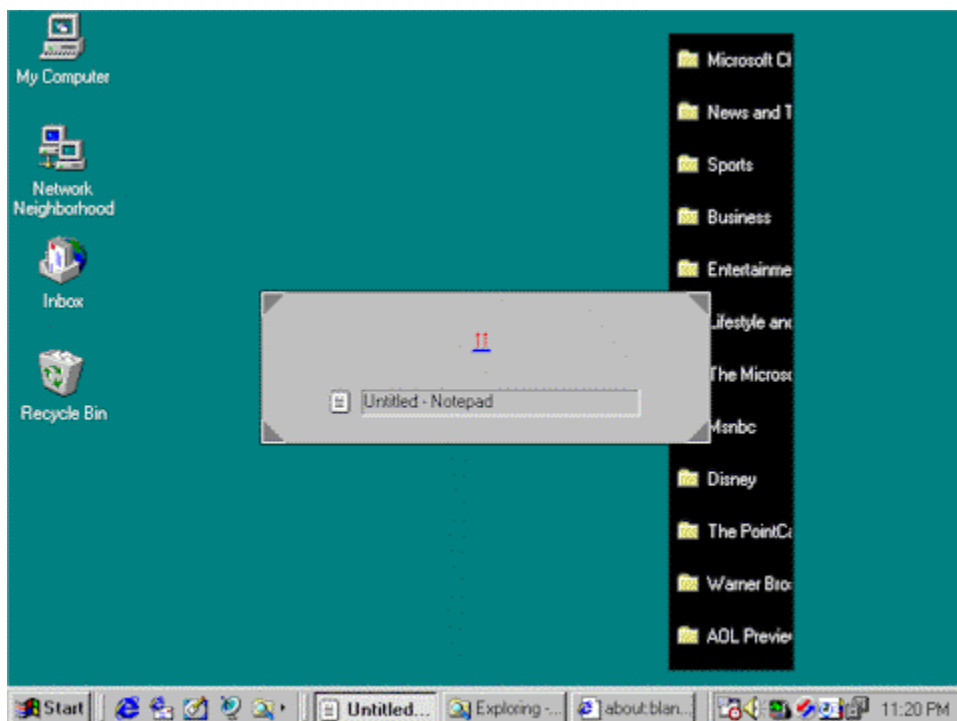
At the beginning, there are three minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



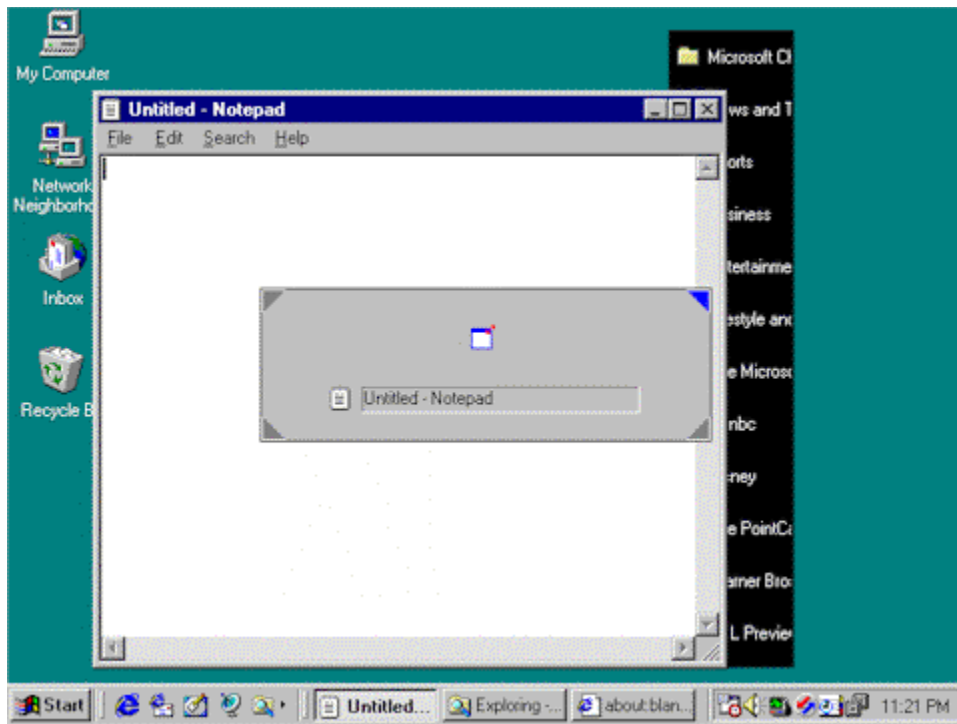
Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The first window being selected by AltQ task bar is Internet Explorer.



Step 2: Hold the Alt key, press 'Q' key multiple times to select the Notepad.



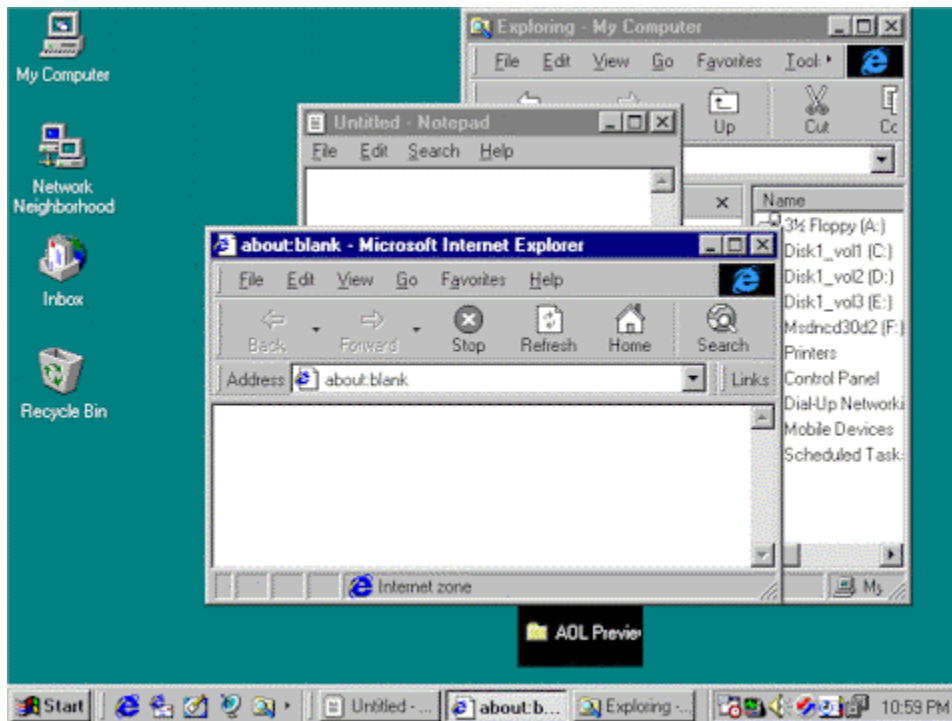
Step 3: Hold the Alt key, press Up Arrow key to restore Notepad window.



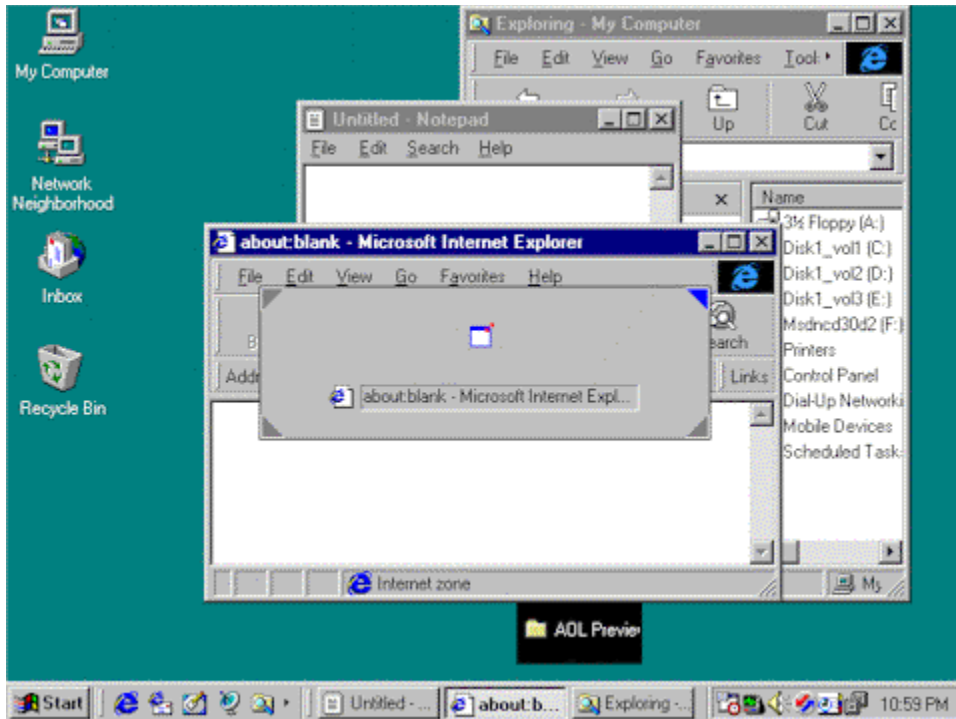
Example: Minimize Windows

This example shows you how to minimize window using AltQ.

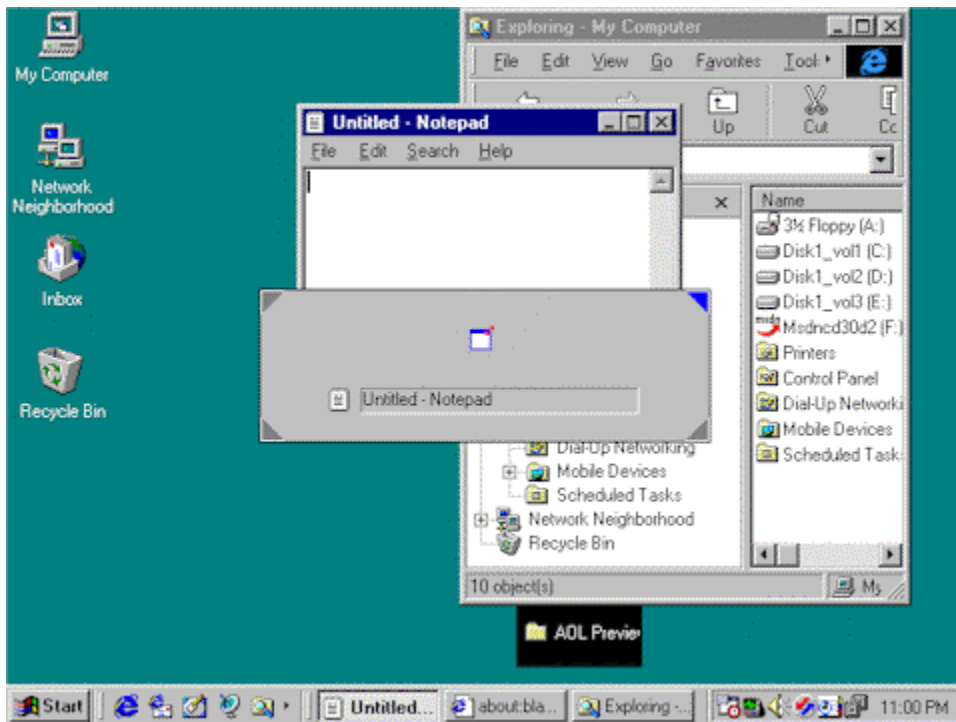
At the beginning, there are three non-minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The first window being selected by AltQ task bar is Internet Explorer.

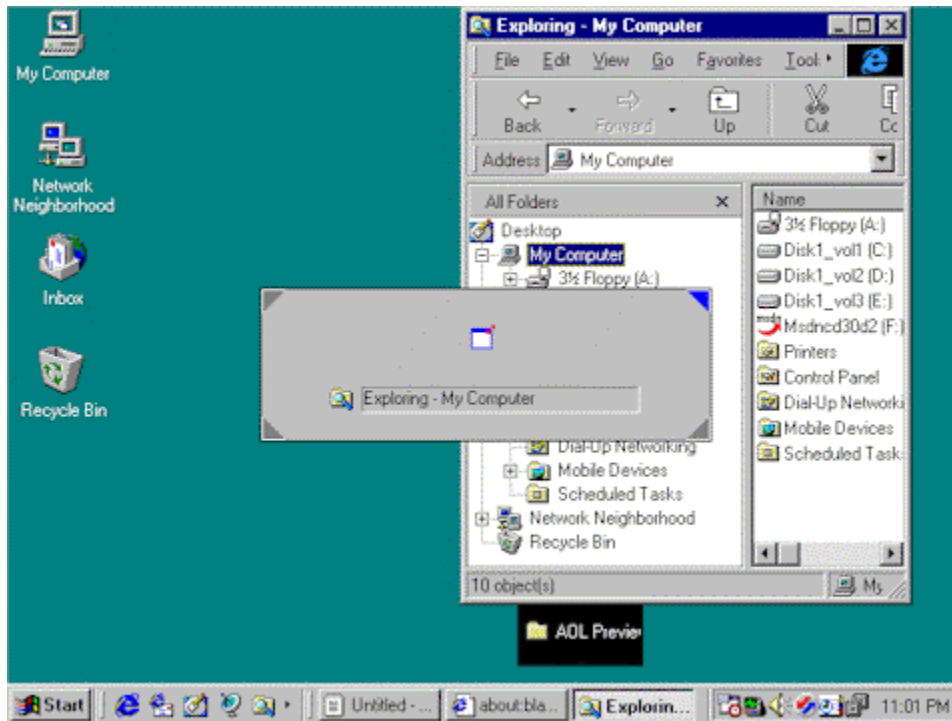


Step 2: Hold the Alt key, press Control key (or Ins key) to minimize the Internet Explorer. The newly selected window is Notepad now.

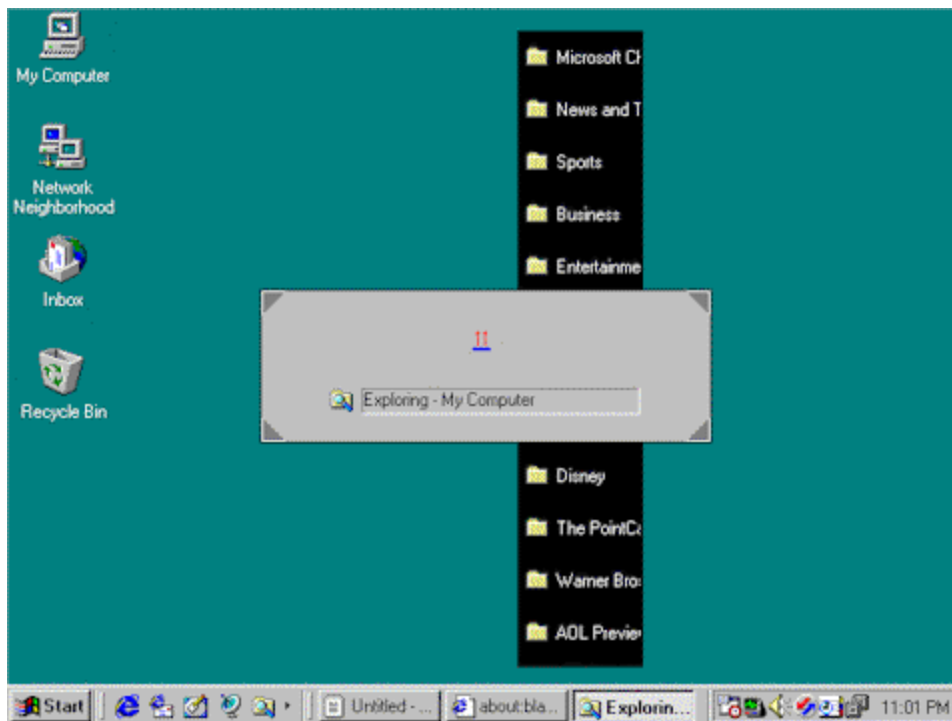


Step 3: Hold the Alt key, press Control key (or Ins key) to minimize the Notepad. The newly

selected window is Explorer now.



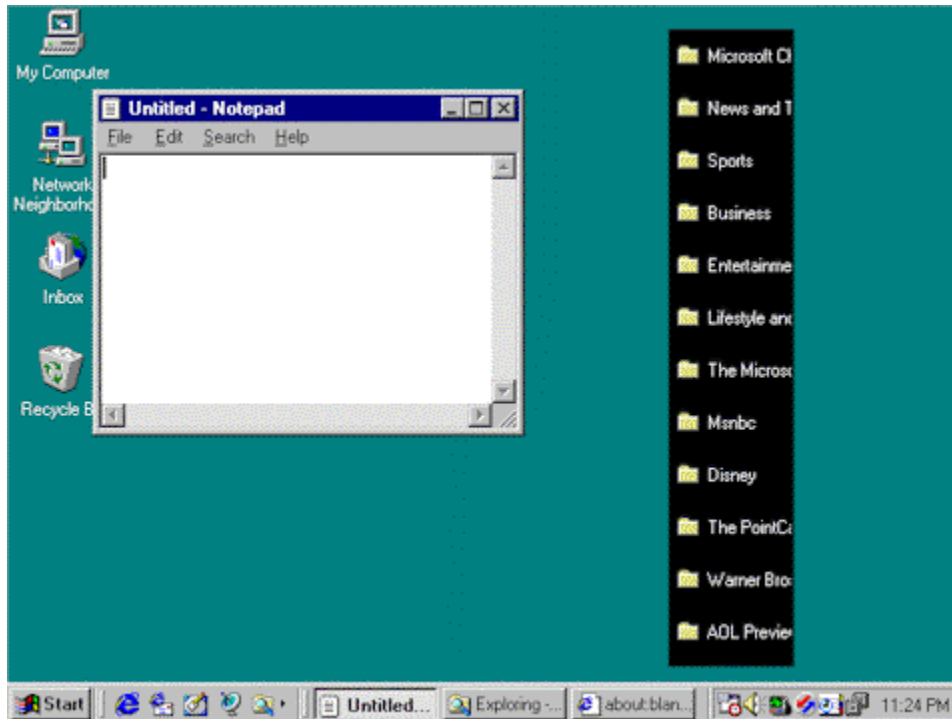
Step 4: Hold the Alt key, press Control key (or Ins key) once again. After this operation, Explorer also becomes minimized.



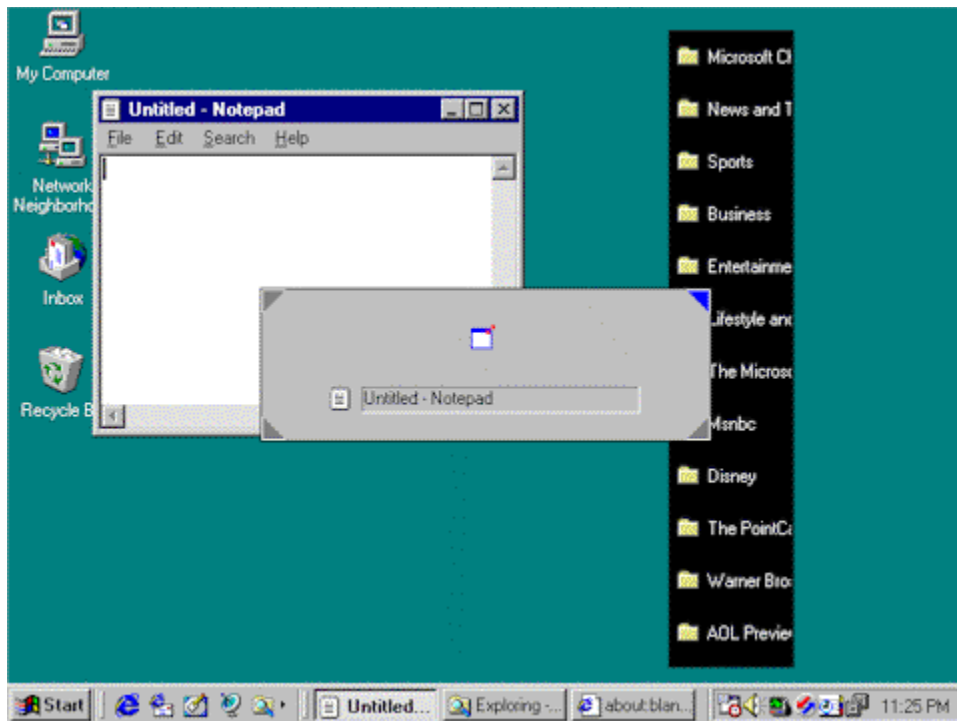
Example: Move a Window to Corners

This example shows you how to move a window to one of the four desktop corners.

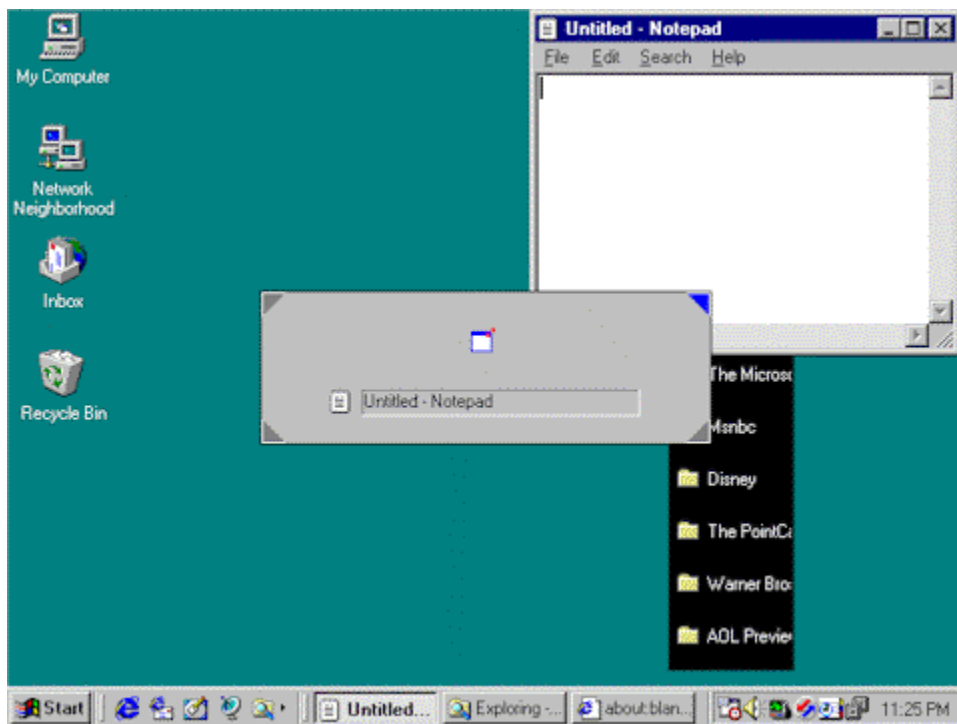
At the beginning, Notepad is the only non-minimized window on the desktop.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The Notepad will be selected by AltQ task bar.

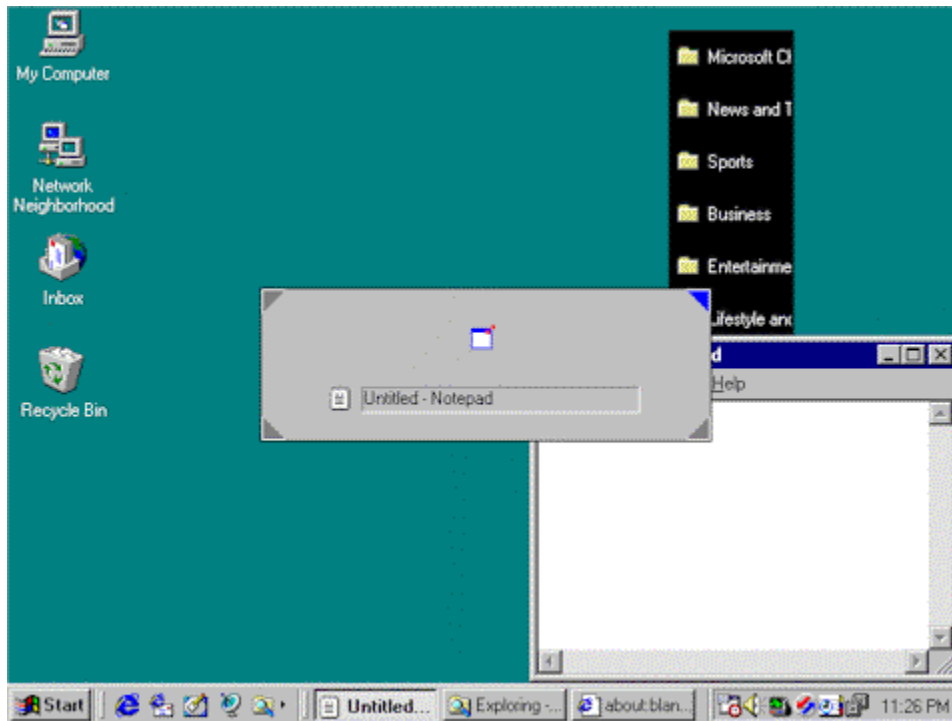


Step 2: Hold the Alt key, press Page Up key. The Notepad will be moved to the upper-right corner of the desktop.

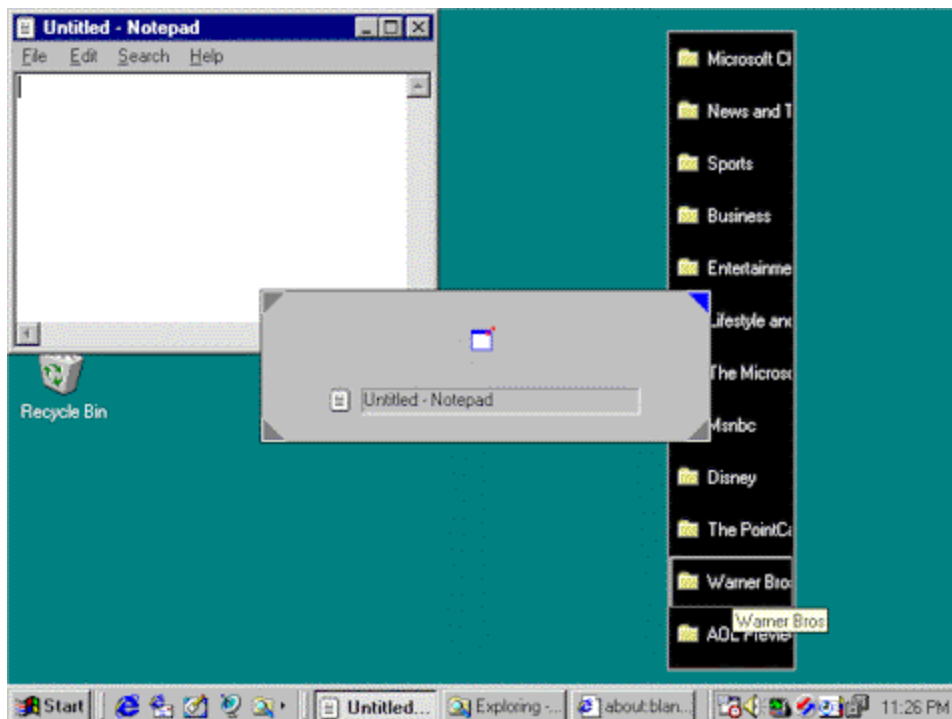


Step 3: Hold the Alt key, press Page Down key. The Notepad will be moved to the bottom-right

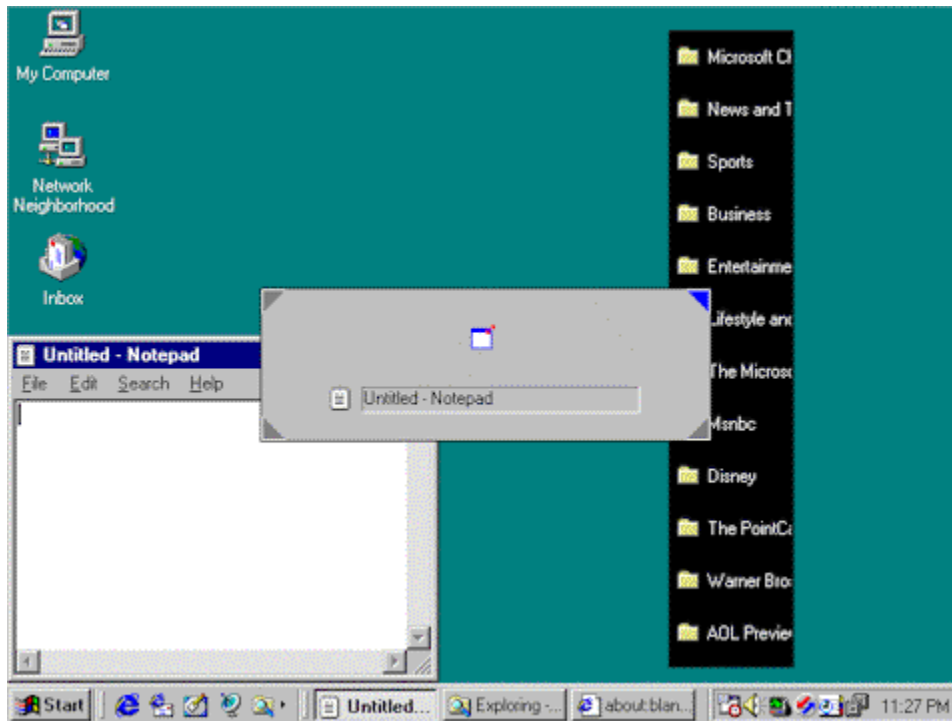
corner of the desktop.



Step 4: Hold the Alt key, press Home key. The Notepad will be moved to the upper-left corner of the desktop.



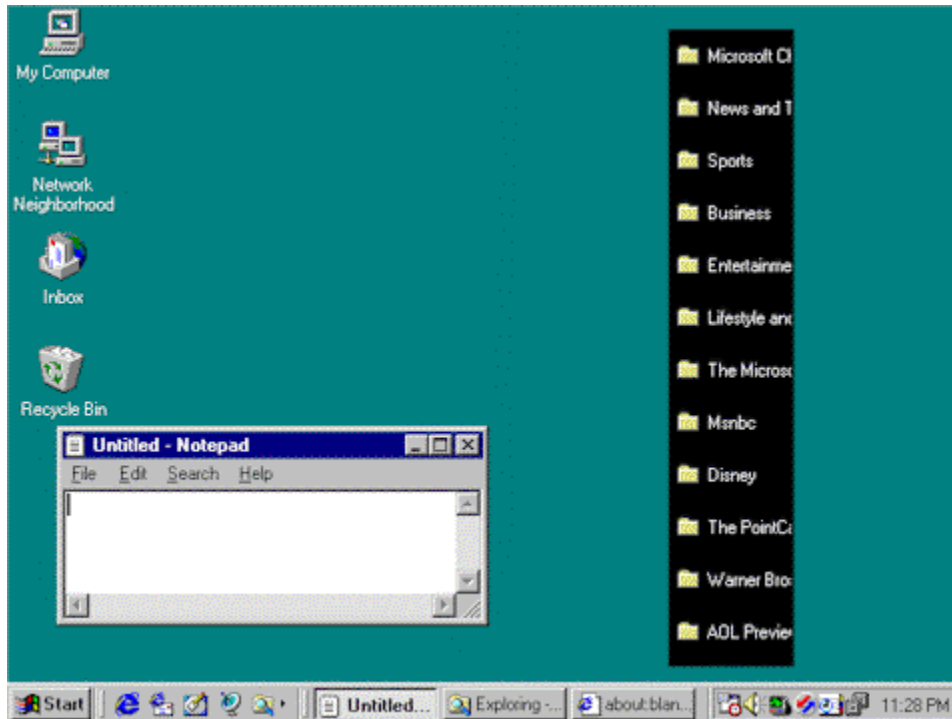
Step 5: Hold the Alt key, press End key. The Notepad will be moved to the bottom-left corner of the desktop.



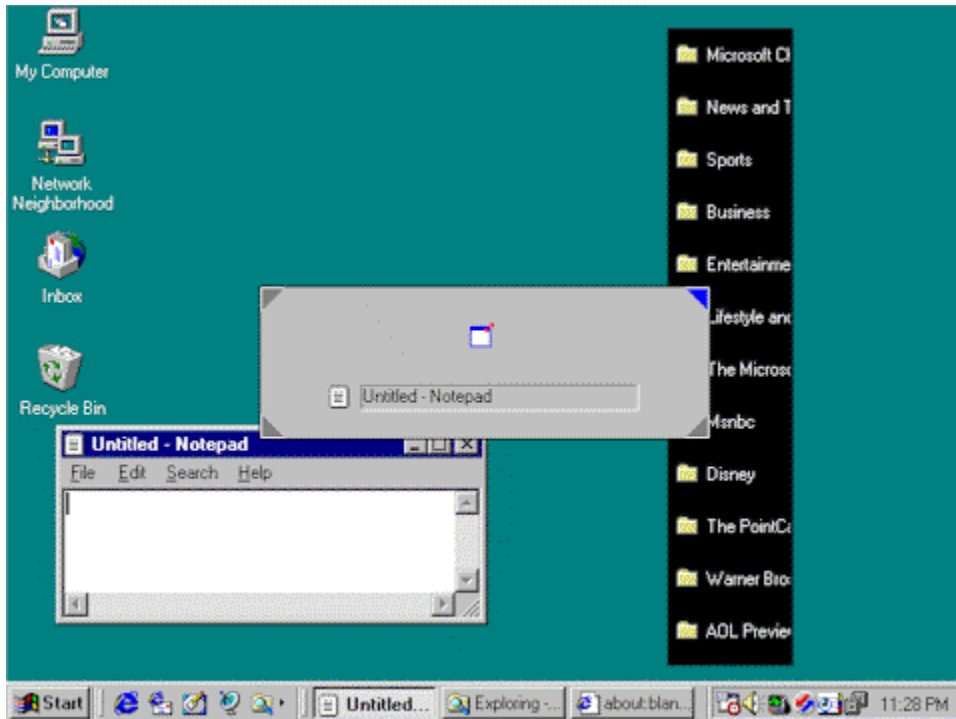
Example: Zoom In a Window

This example shows you how to resize a window using AltQ's Zoom In feature.

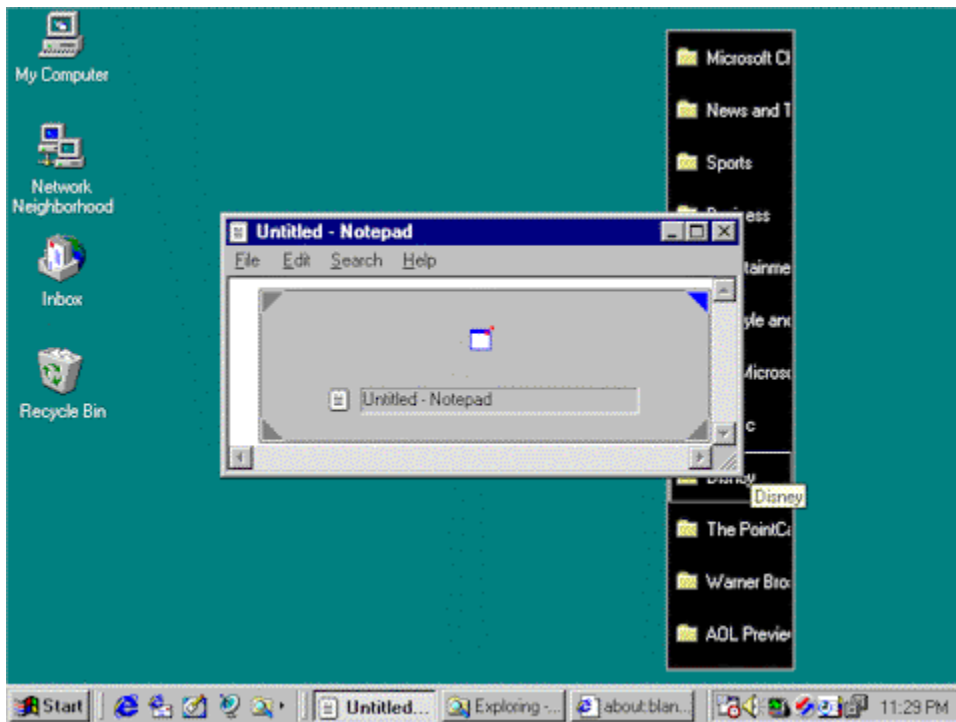
At the beginning, Notepad is the only non-minimized window on the desktop.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The Notepad will be selected by AltQ task bar.

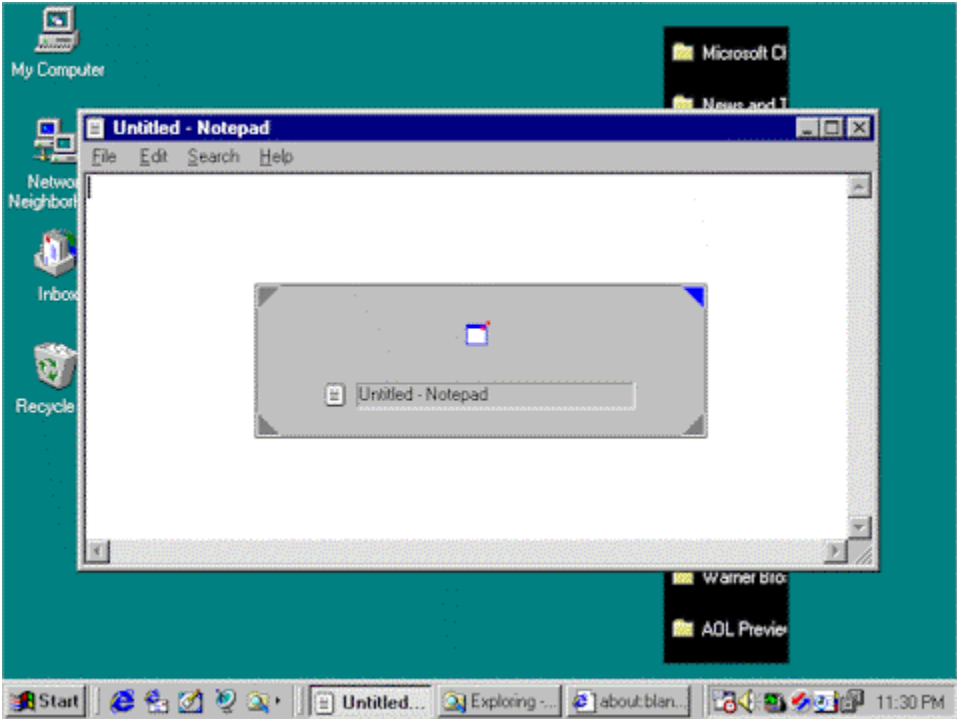


Step 2: Hold the Alt key, press '+' key (or '+' key on the numeric keypad). The Notepad will be centered and enlarged.



Step 3: Hold the Alt key, press '+' key (or '+' key on the numeric keypad) multiple times until

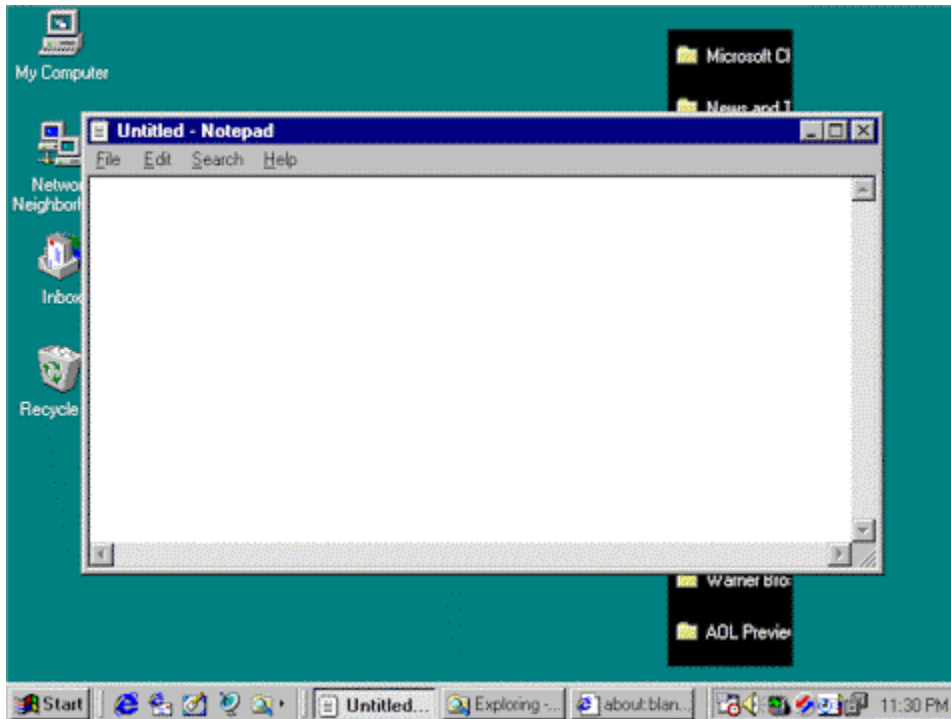
Notepad's size is desirable.



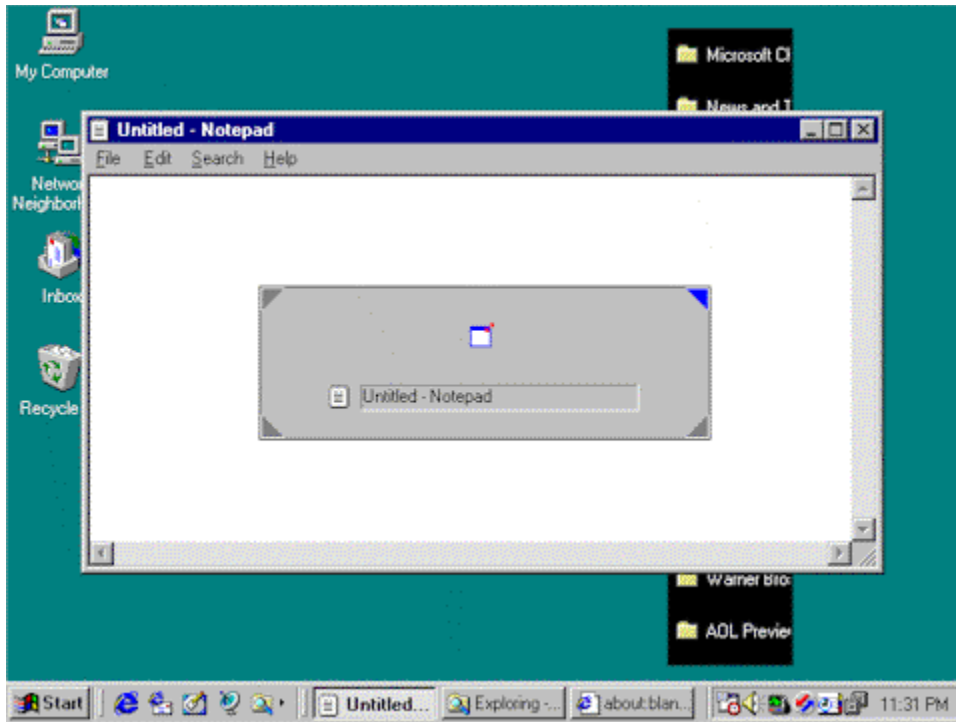
Example: Resize a Window to Fullsize

This example shows you how to resize a window to fullsize.

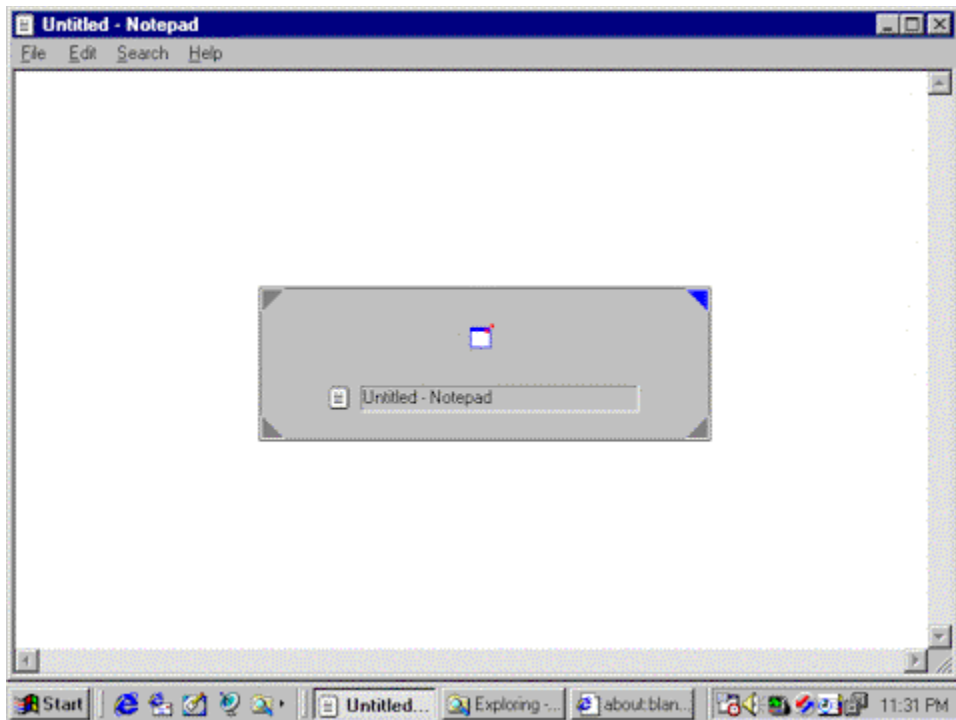
At the beginning, Notepad is the only non-minimized window on the desktop.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The Notepad will be selected by AltQ task bar.



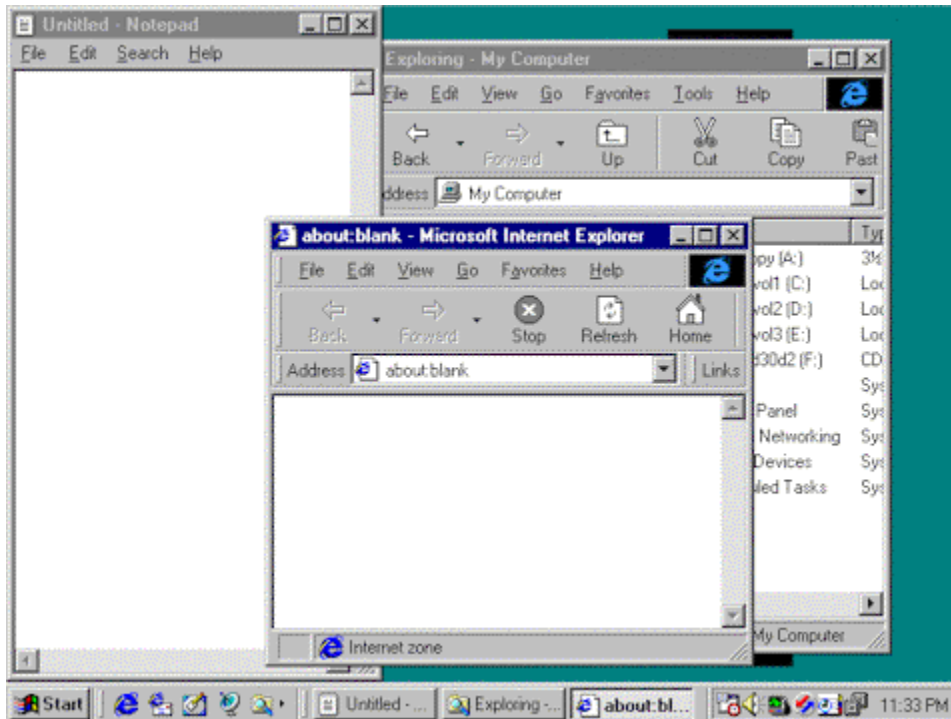
Step 2: Hold the Alt key, press '1' key. The Notepad will be resized to fullsize.



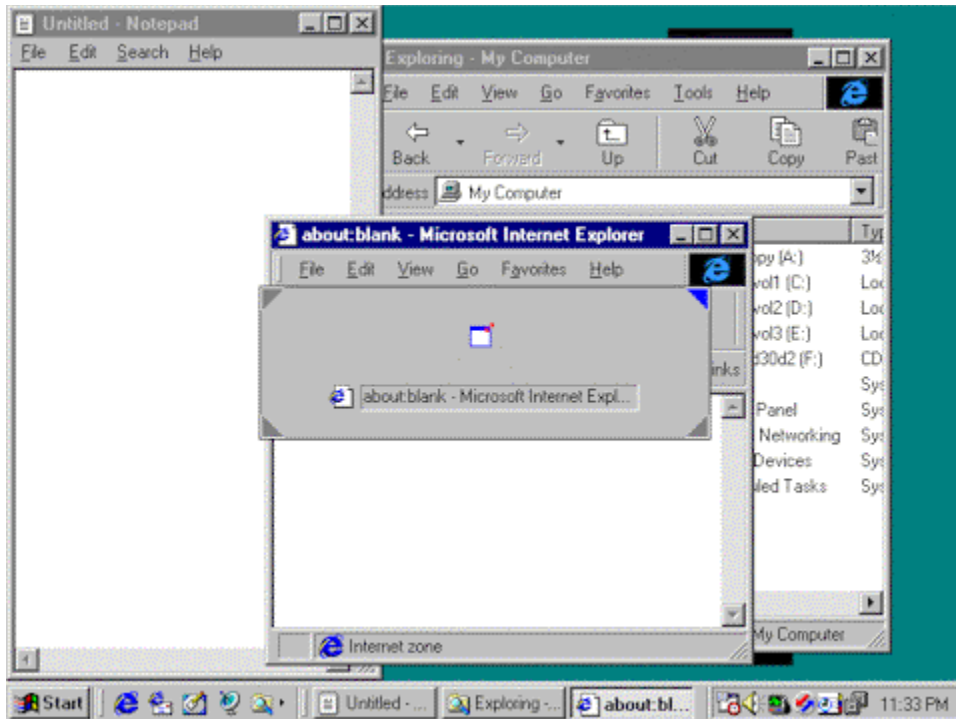
Example: Arrange Windows according to Predefined Patterns

This example shows you how to arrange windows according to predefined patterns.

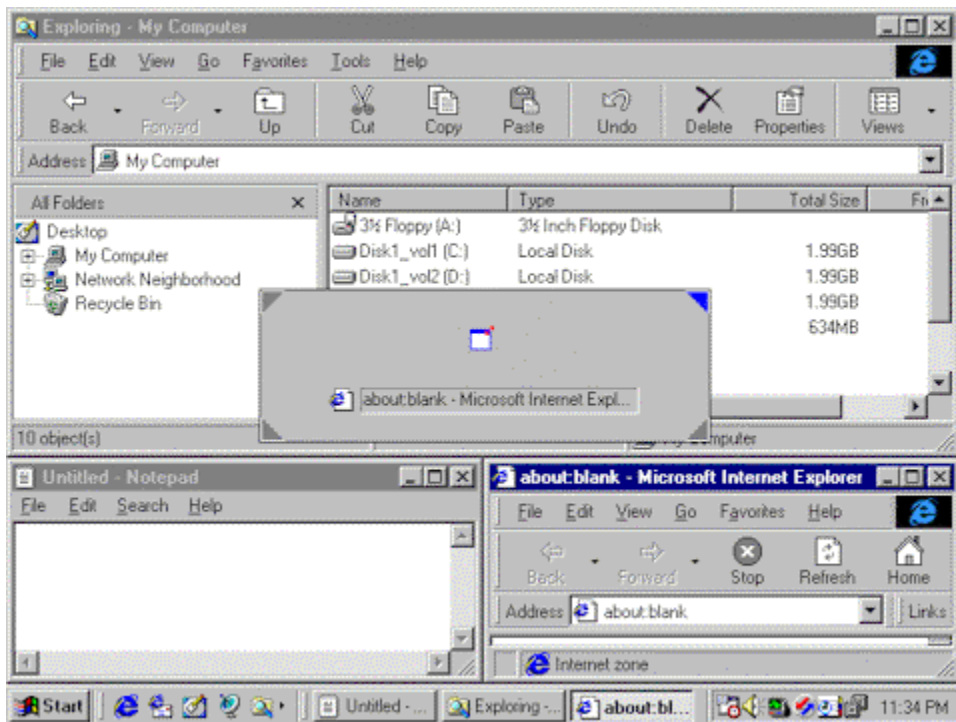
At the beginning, there are three non-minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar.

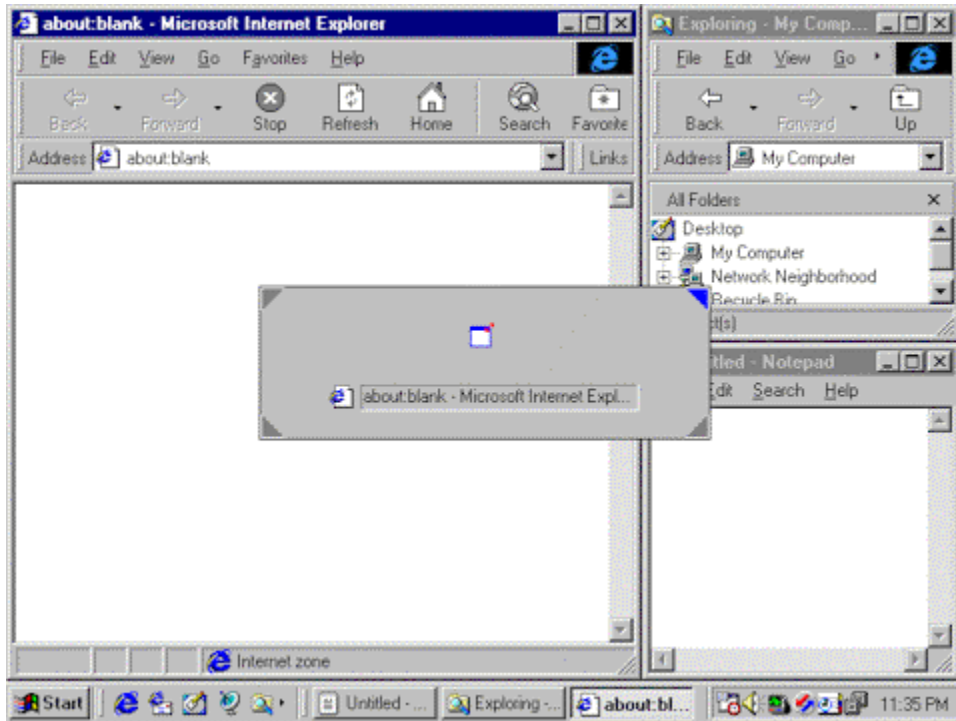


Step 2: Hold the Alt key, press '3' key. Internet Explorer, Notepad and Explorer will be moved and resized.



Step 2: Hold the Alt key, press '3' key multiple times until a desirable pattern is reached (There

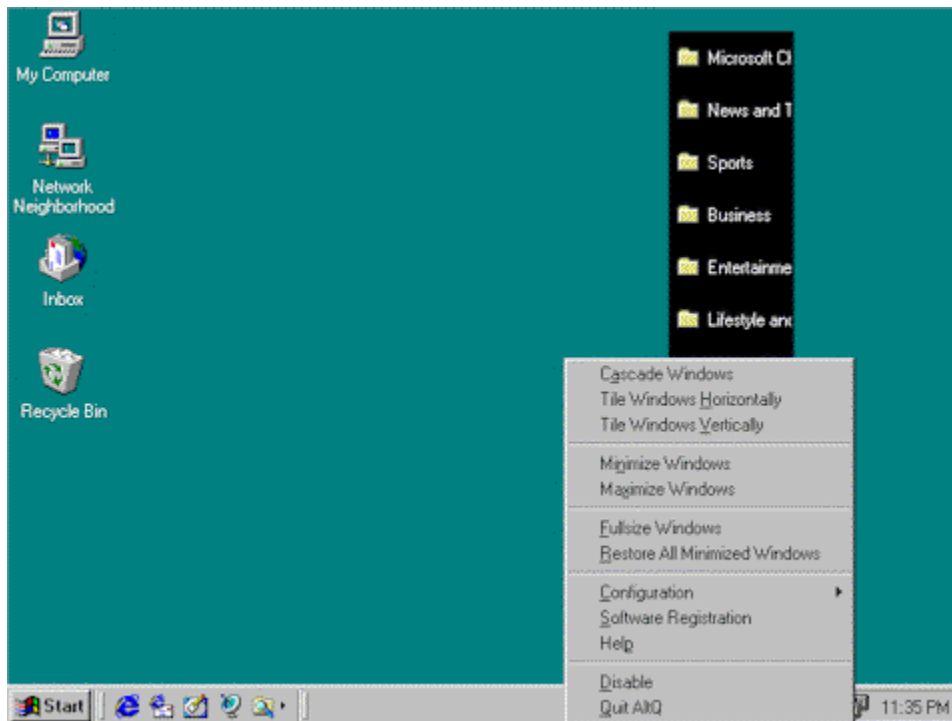
are 4 patterns altogether).



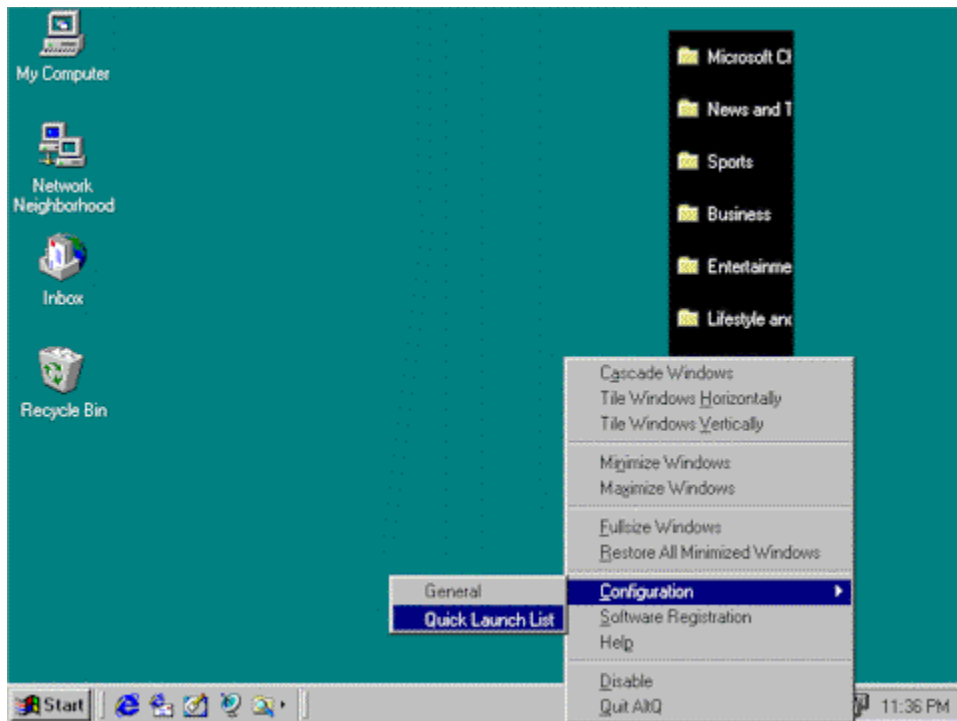
Example: Edit Quick Launch List

This example shows you how to edit Quick Launch List.

Step 1. Right click on AltQ icon in the system tray (or press Alt+M keys together) to invoke AltQ menu.



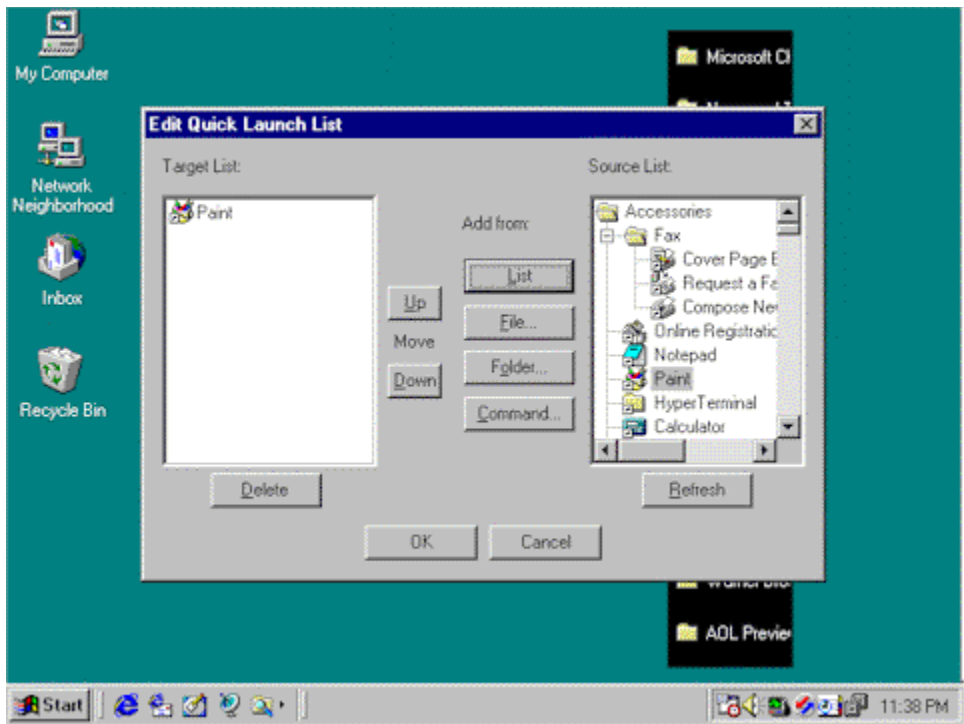
Step 2. Execute **Configure | Quick Launch List** command.



Step 3. Select an application from “Source List” window.

Step 4. Press “List” button.

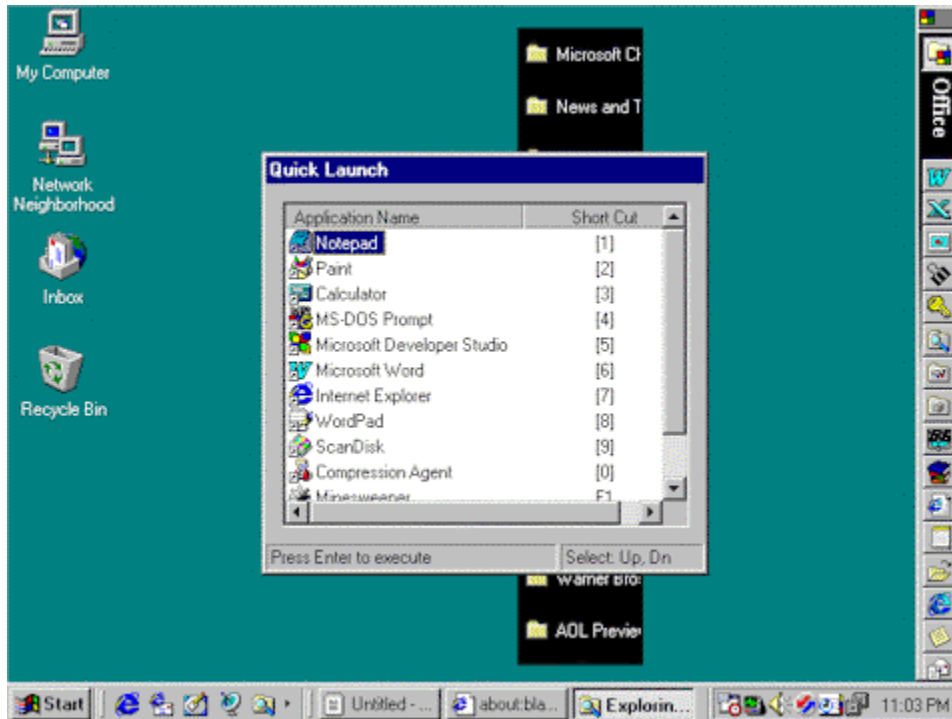
Step 5. Press “OK” button.



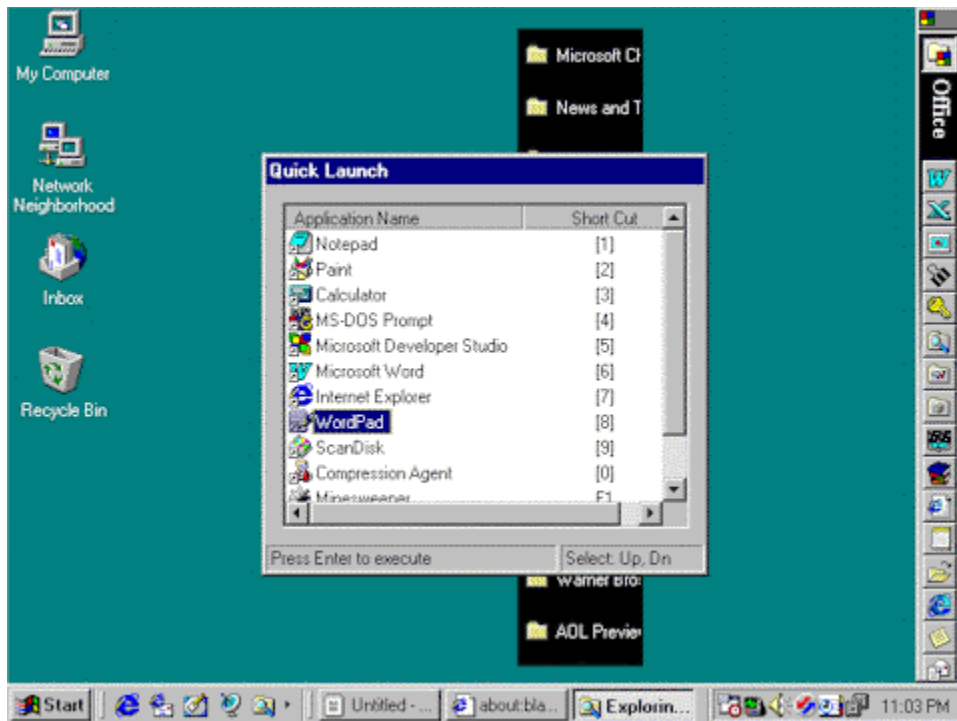
Example: Execute Application from Quick Launch List

This example shows you how to execute an application from Quick Launch List.

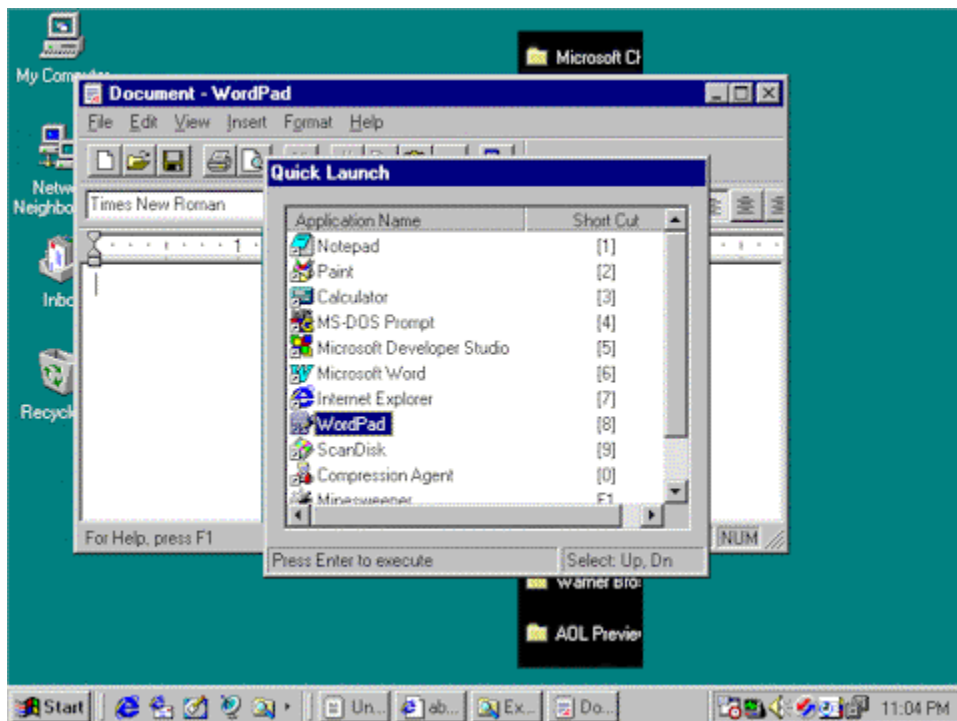
Step 1: Press Alt + 'L' keys together to invoke "Quick Launch List" dialog box.



Step 2: Hold Alt key, use Up and Down Arrow keys to select an application.



Step 3: Press Enter key to execute the selected application.

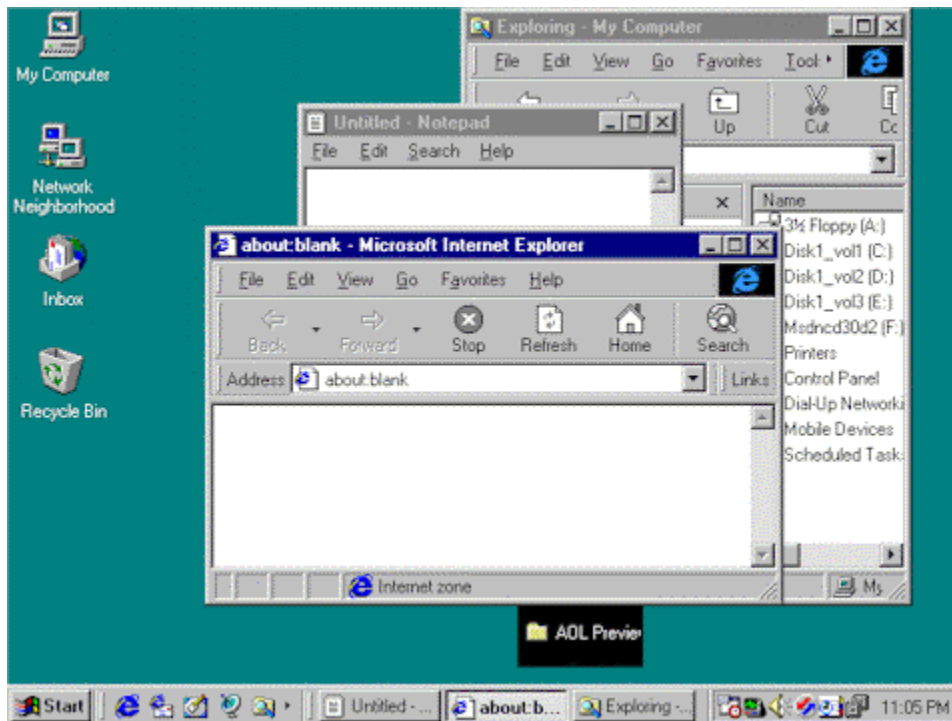


Step 4: Release Alt key.

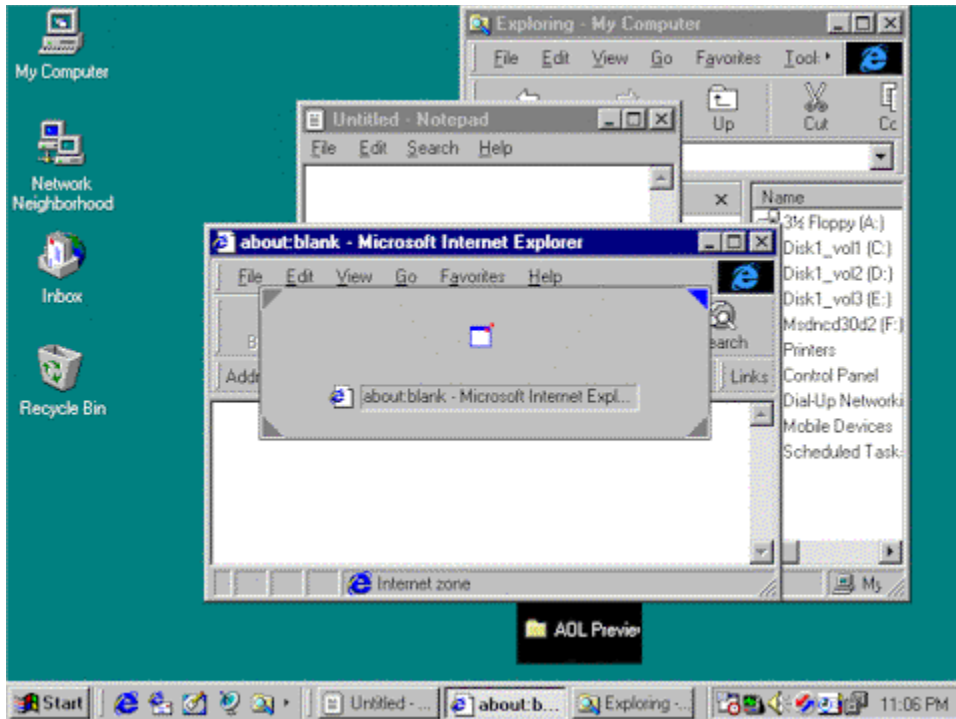
Example: Close Application

This example shows you how to exit applications using AltQ.

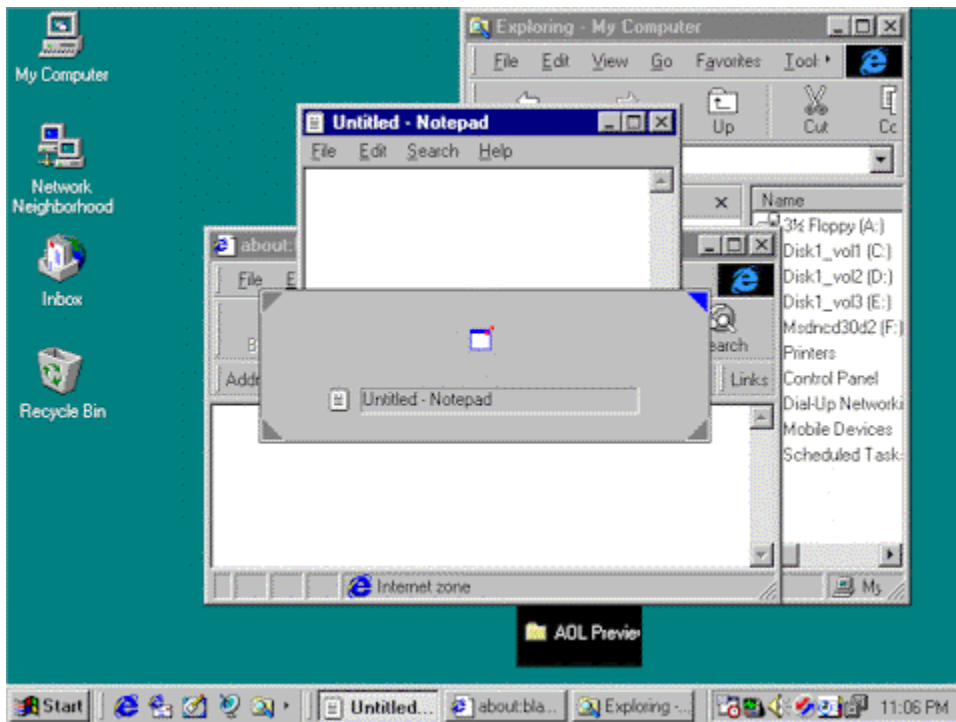
At the beginning, there are three non-minimized windows on the desktop: Internet Explorer, Notepad and Explorer.



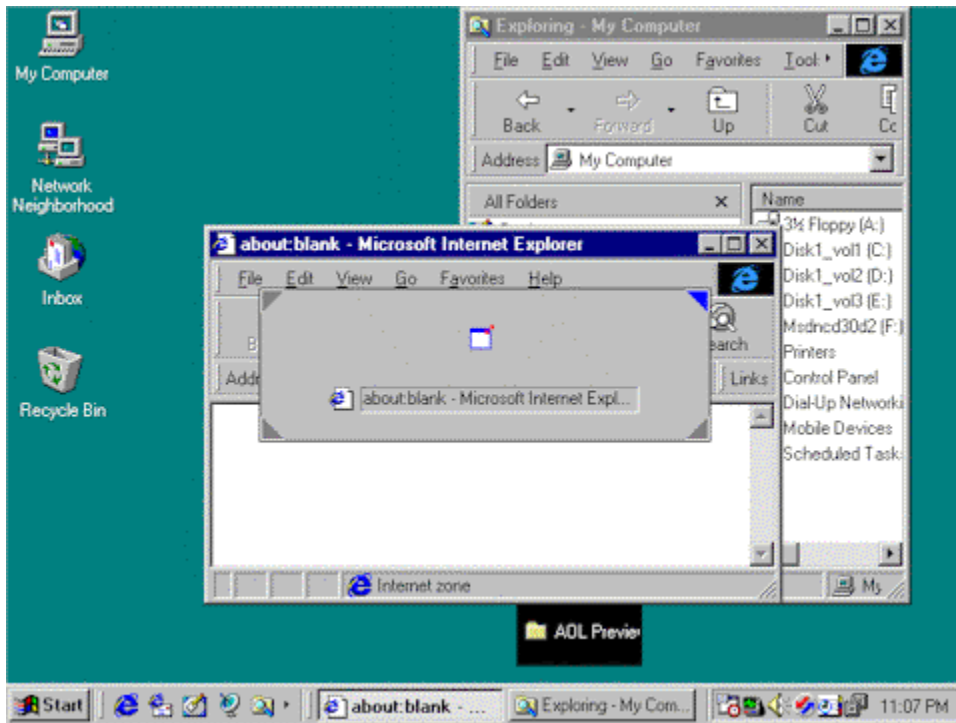
Step 1: Press Alt key and 'Q' keys together, invoke AltQ task bar. The first window being selected by AltQ task bar is Internet Explorer.



Step 2: Hold Alt key, press 'Q' key to select next window. The newly selected window is Notepad.



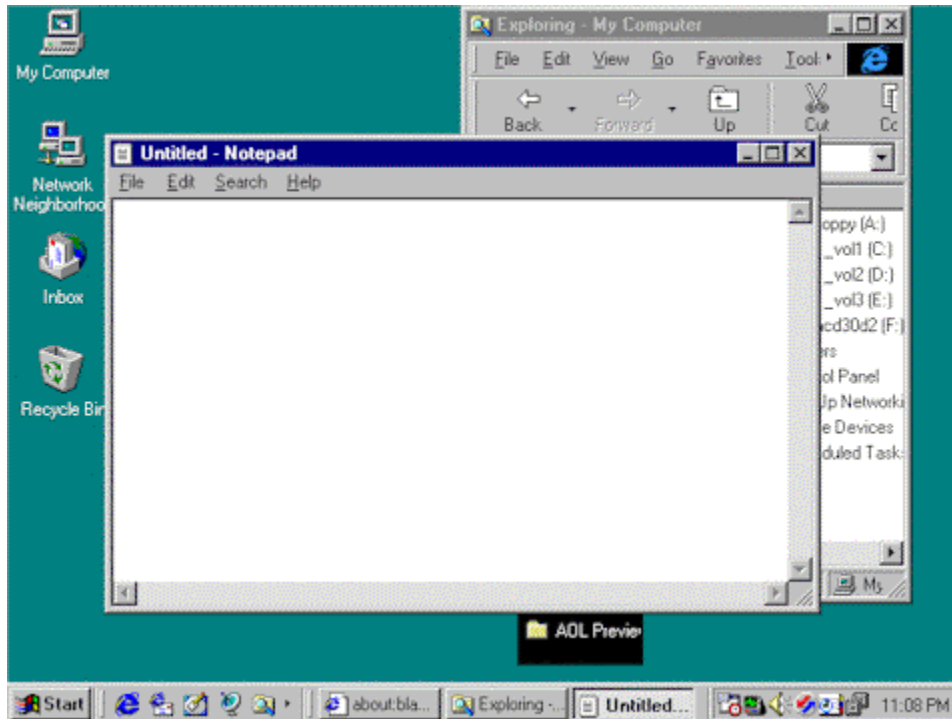
Step 3: Hold Alt key, press 'C' key to close Notepad.



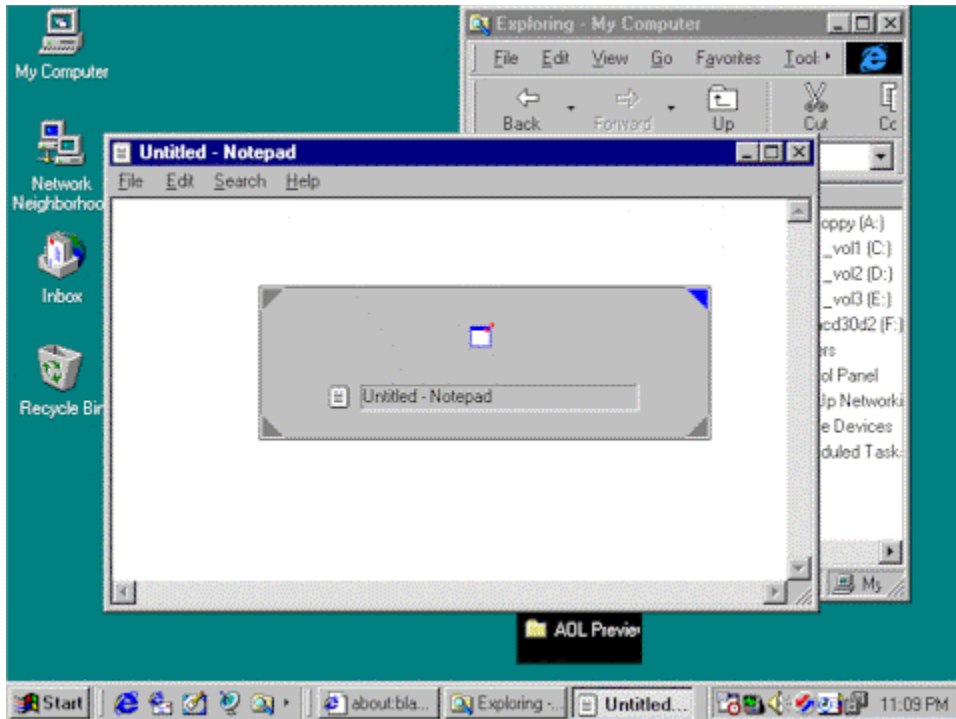
Example: Undo

This example shows you how undo an operation.

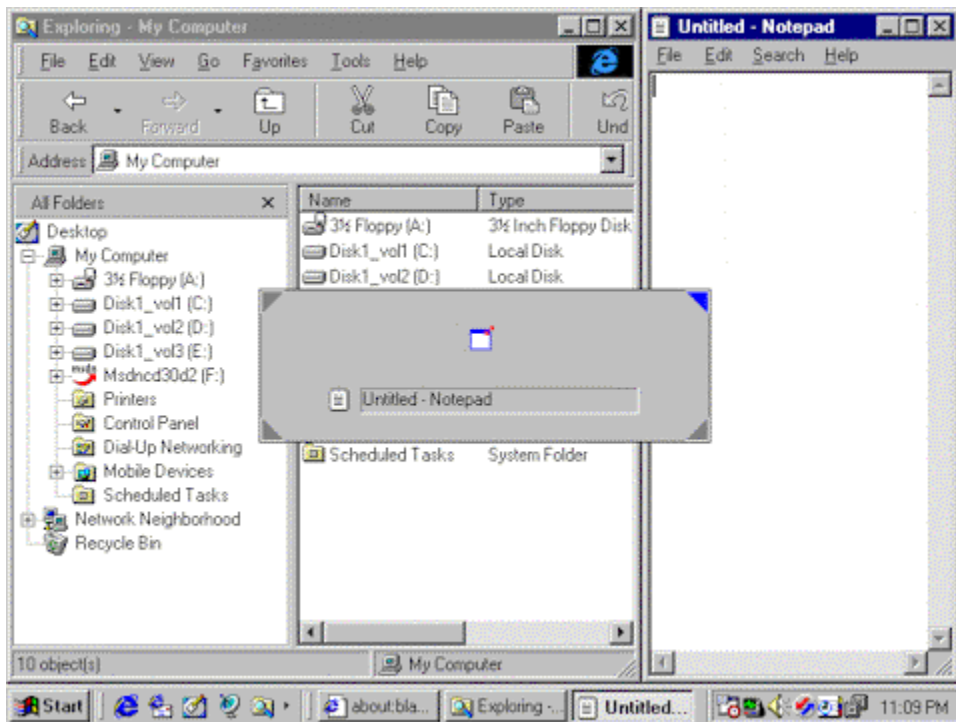
At the beginning, there are two non-minimized windows on the desktop: Notepad and Explorer.



Step 1: Press Alt key and 'Q' keys together, invoke AltQ task bar.

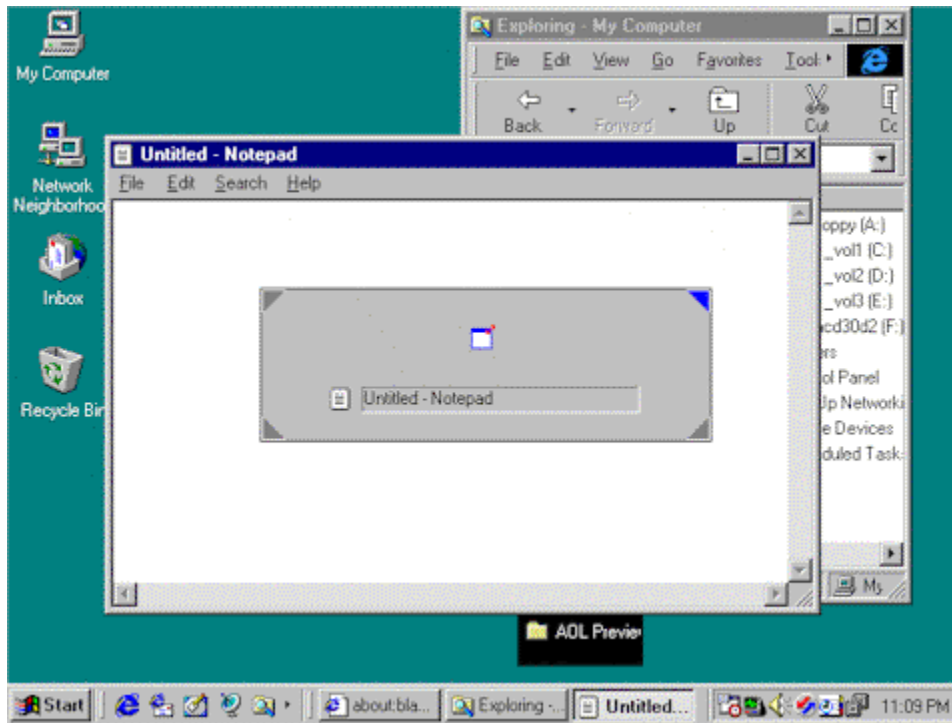


Step 2: Hold Alt key, press '2' key several times to arrange two windows according to predefined patterns.



Step 3: Hold Alt key, press 'Z' key. Both Notepad and Explorer will resume their original size

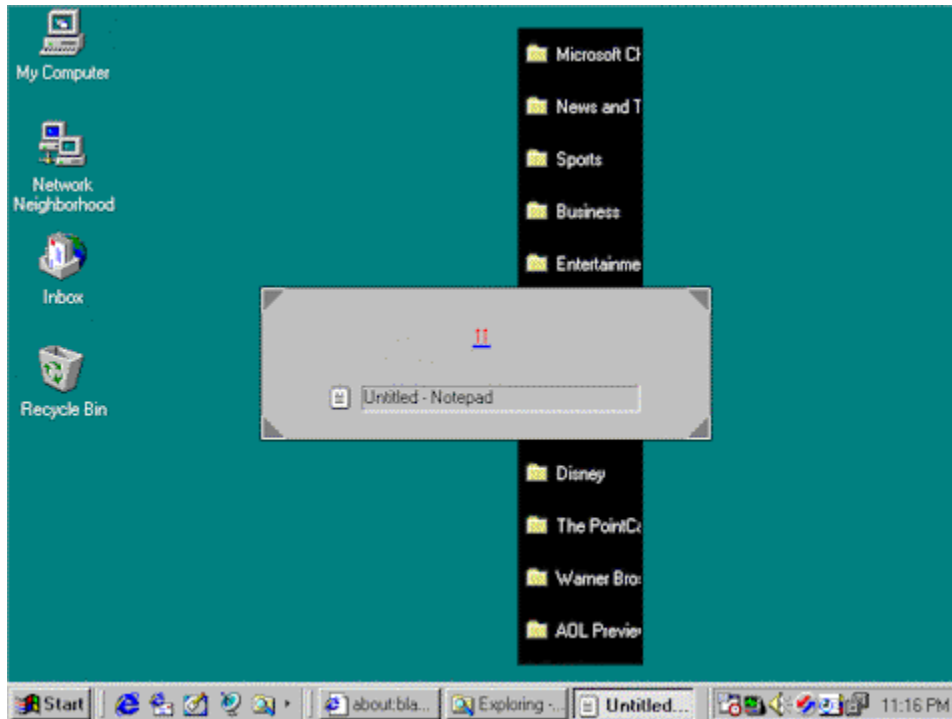
and position.



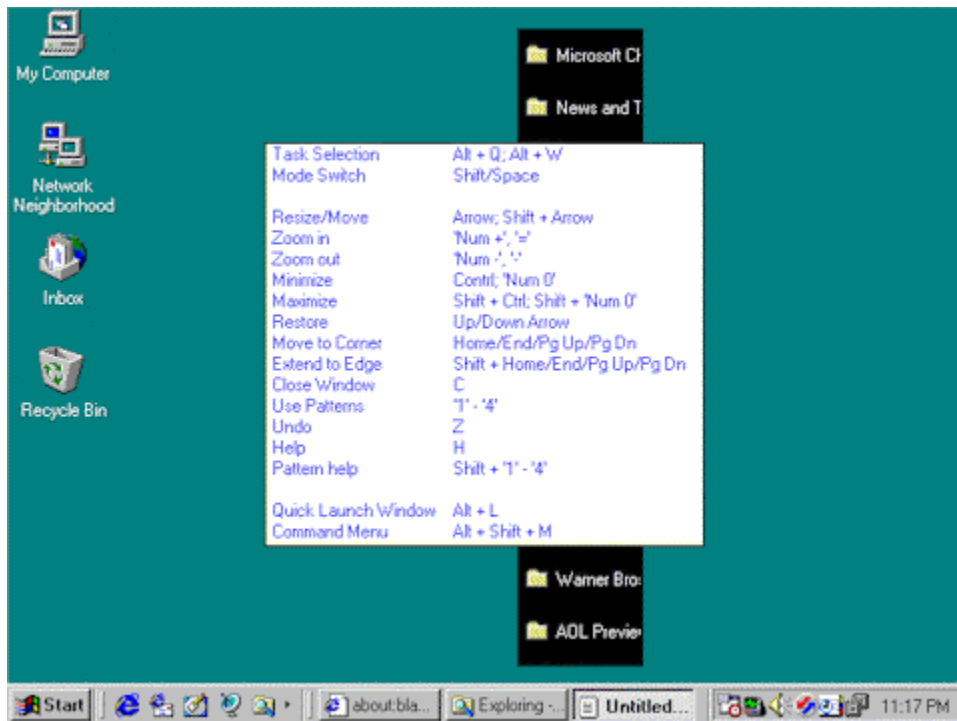
Example: Obtain Quick Help

This example shows you how to obtain quick help while using AltQ.

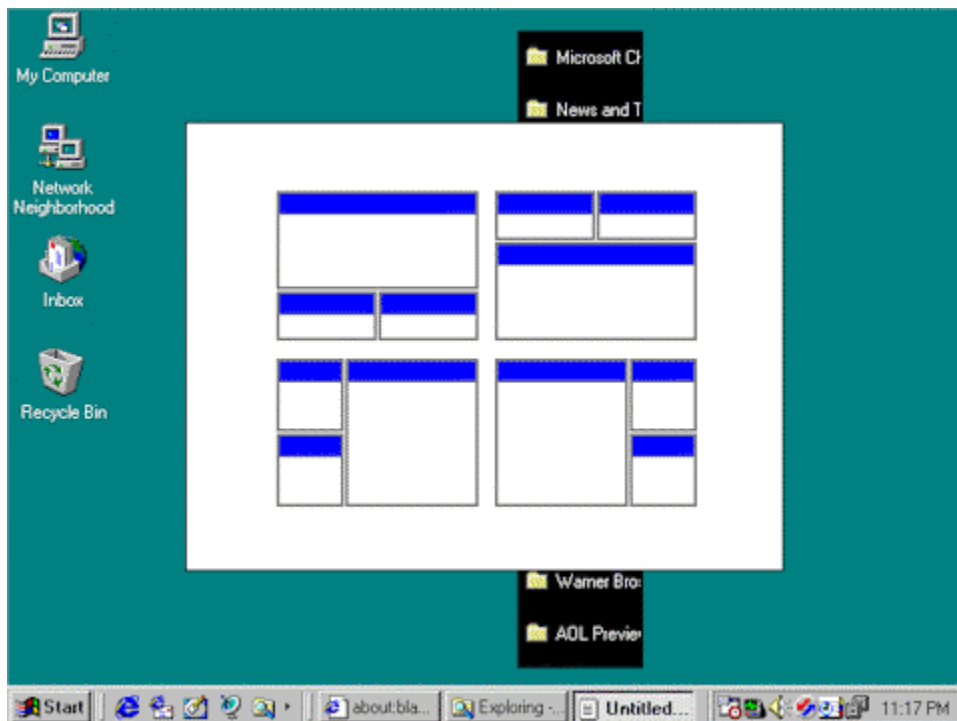
Step 1. Press Alt+'Q' keys together to invoke AltQ task bar.



Step 2. Hold Alt key, press 'H' key. The AltQ quick help window will pop up.

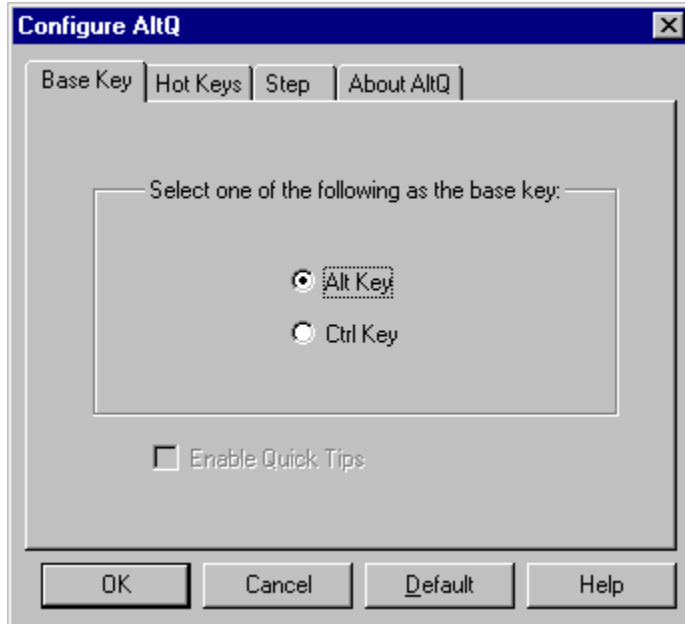


Step 3. Release 'H' key. Press Shift along with any of the '1' - '4' keys. Now pattern help window will pop up.



Configuration: Define Base Key

Both Alt and Control keys can be selected as the base key of AltQ. By default, Alt key is used as the base key. To change this, execute **Configuration | General** command from AltQ menu (by right clicking on AltQ icon in the system tray or pressing Alt + 'M' keys together). From the popped up tabbed dialog box, select "Control Key" radio button on "General" page. Finally, press "OK" button.



Configuration: Customize Hot Keys

The following AltQ hot keys are customizable:

Key Definition	Default Assignment
Task Selection Key	Alt + 'Q'
Non-minimized Window Selection Key	Alt + 'W'
Zoom In Key	Num + or +
Zoom Out Key	Num - or -
Help Key	Alt + 'H'
Quick Launch Key	Alt + 'L'
Menu Access	Alt + 'M'
Arranging Windows Using Pattern	'1' - '4'

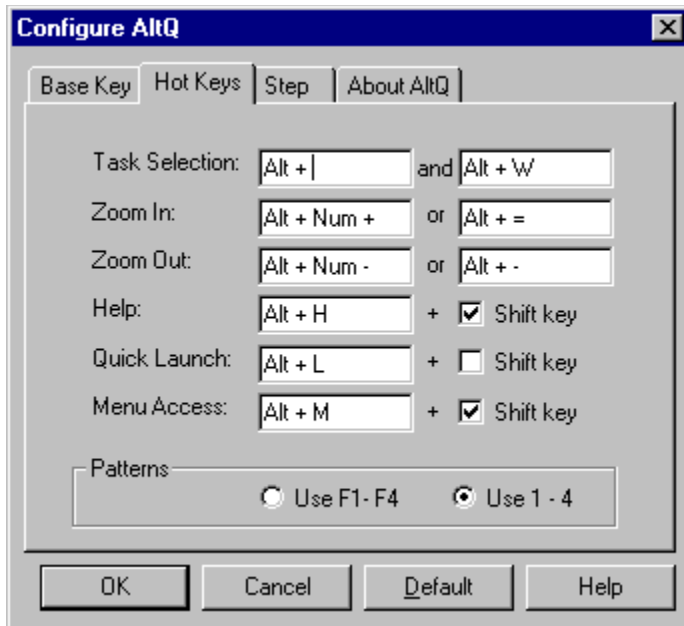
The following is a list of possible configuration:

- Base key can be configured to either Alt or Control Key.
- Task selection key can be Base Key + User Selected Key.
- Active task selection key can be Base Key + User Selected Key.
- Zoom in and zoom out keys can be Base Key + User Selected Key. Two sets of keys can be defined.
- Help key can be Base Key + User Defined Key. Shift can be used in the combination.
- Quick Launch key can be Base Key + User Defined Key. Shift can be used in the combination.
- Menu Access Key can be Base Key + User Defined Key. Shift can be used in the combination.
- Pattern Keys can be either '1' - '4' or F1 - F4 keys.

To customize resizing steps, first invoke AltQ menu. Then execute **Configuration | General** command. From the popped up tabbed dialog box, go to "Hot Keys" page. Now select one of the hot key windows, press desired key from the keyboard, and press OK button.

The following keys are not customizable:

Definition	Assigned Keys
Window Resizing or Moving	Up, Down, Left, Right Arrow
Mode Changing	Shift or Space
Move to Desktop Corner	Page Up, Page Down, Home, End
Window Close	Base Key + 'C'
Undo	Base Key + 'Z'



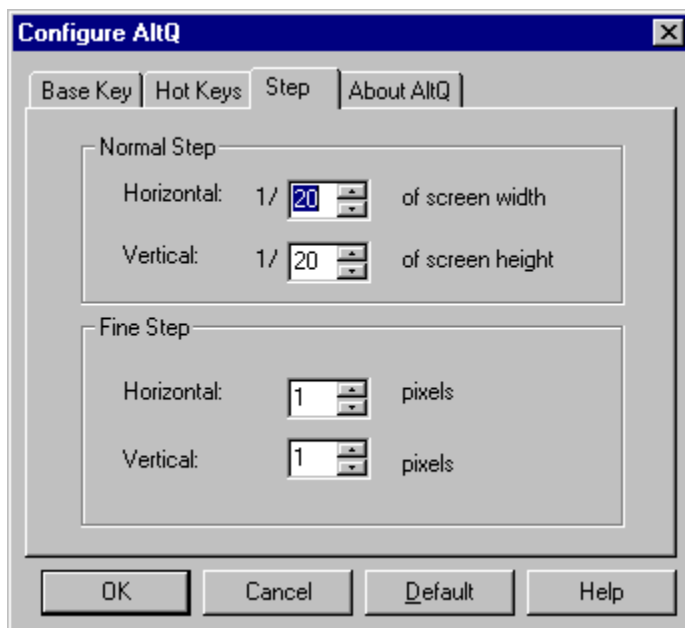
Configuration: Customize Resizing Steps

Both small and large resizing steps are customizable.

The range of large resizing step can be from 1/48 to 1/4 of the desktop width and height respectively.

The range of small resizing step can be from 1 -12 pixels in the horizontal direction and 1 - 9 pixels in the vertical direction.

To customize resizing steps, first invoke AltQ menu. Then execute **Configuration | General** command. From the popped up tabbed dialog box, go to “Step” page. Use spin controls to change the current settings. Finally, press OK button.



Configuration: Quick Launch List

The following can be launched from Quick Launch List:

- Applications added from the System Start Menu.
- Documents that have associated programs to open them.
- Folder.
- User defined commands, such as an URL.

DOS command (for instance, delete *.*) can't be launched from Quick Launch List.

To customize Quick Launch List, first invoke AltQ menu. Then execute **Configuration | Quick Launch List** command.

- Use “List” button to add an application from “Source List” (which is the same with system “Start Menu”).
- Use “File” button to add a file to Quick Launch List.
- Use “Folder” button to add a folder to Quick Launch List.
- Use “Command” button to add user-defined command to Quick Launch List.

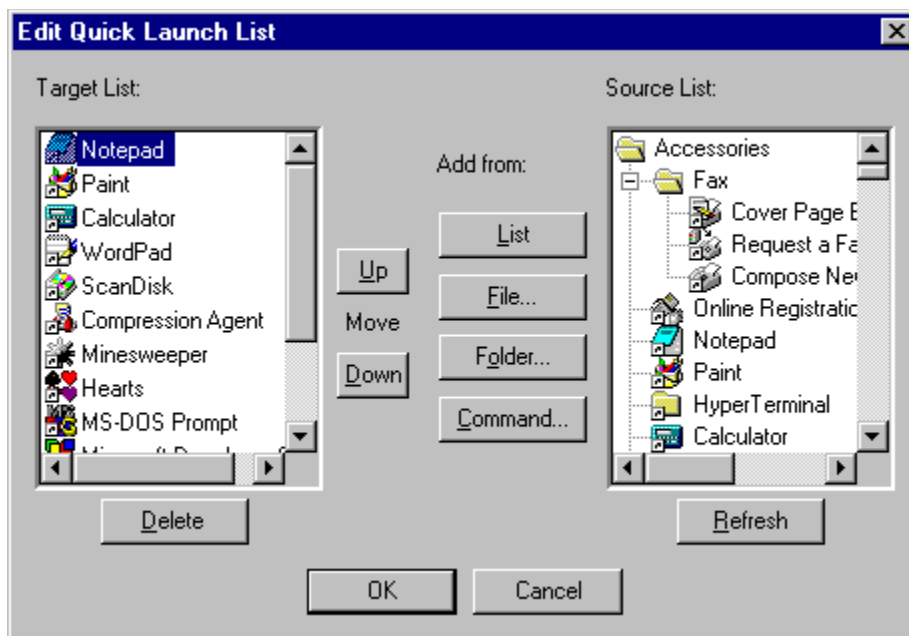
Use “Up” and “Down” button to move the position of an application in the Quick Launch List.

Use “Delete” button (or press “Delete” key) to delete the current selected application from Quick Launch List.

If system start menu has been updated after AltQ is launched, press “Refresh” button to update the source list.

To confirm the modifications made to Quick Launch List, press “OK” button.

To cancel the modifications made to Quick Launch List, press “Cancel” button.



Configuration: Disable Quick Tips Window

By default, “Quick Tips” windows will pop up each time AltQ is started. To disable this feature, execute **Configuration | General** command from AltQ menu. Go to “Base Key” page from popped up tabbed dialog box, and unselect “Enable Quick Tip” check box.

This feature is only available in registered version.

DOS Prompt Window

Under Windows 95/98, DOS prompt is a special type of window. When this type of window is active, all the key strokes will not be sent to other applications. To avoid this situation, AltQ has been specially designed to prevent DOS prompt window from becoming active window. For example, if you press Alt + 'Q' keys when the current active window is a DOS prompt window, a message will pop up ask you to release Alt key and press Alt + 'Q' keys again.

If DOS window happens to become active when AltQ task bar is present, AltQ will not be able to detect Alt key releasing event. If this happens, AltQ task bar will stay on the desk top and block further key-stroking. If this situation happens, you can press Alt + Tab or Alt + Escape keys to switch the active window. This will cause AltQ task bar to be dismissed.

This is a rare situation. One way to make this happen is to click on DOS prompt window with the mouse pointer while AltQ task bar is present.

Key Conflict

Some times the hotkeys used by AltQ may be conflicting shortcut key of another program. In this case, you can remap hotkeys of AltQ to resolve the conflict.

The following keys may cause conflict:

Description	Default Key Assignment
Task Selection Key	Alt + 'Q'
Quick Launch Key	Alt + 'L'
Menu Access Key	Alt + 'M'

Other keys (such as window resizing keys) will not cause conflict, because they are available only when AltQ task bar is present.

To resolve key conflict, you may either redefine the key causing problem or change base key from Alt to Control key.

AltQ Task Bar Won't Disappear

Under rare situations, AltQ task bar will not disappear after you released Alt key. This may be because the current active task has been intercepting keyboard messages (A valid application should not do so). If this happens, press Alt + Tab or Alt + Escape to switch active task to AltQ (or click on AltQ taskbar using mouse pointer). This will cause AltQ to work correctly once again.

Windows That Can't be Resized

Some windows do not have resizable border (For example, Calculator) and can't be resized by mouse. When a window of this type is being selected by AltQ task bar, AltQ can't change to resizing mode.

If you arrange this type of windows according to predefined patterns, only the window's position will be changed.

Also, DOS prompt window is treated as non-resizable by AltQ.

Resume Default Settings

If you tried to customize the default hot key definitions but didn't find a good key setting, you can resume default hot keys by executing **Configuration | General** command and press "Default" button from the popped up tabbed dialog box.

Quick Tips

Tip 1: Restore a minimized window

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q' key multiple times to select the minimized window.
- Hold Alt key, press Up Arrow key.

Tip 2: Maximize/minimize a window

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press Control or Ins key to minimize the selected window.
- Hold Alt key, press Shift + Control or Ins keys together to maximize the selected window.

Tip 3: Move a window

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press Shift key multiple times to select moving mode.
- Hold Alt key, use four Arrow keys to move the selected window.

Tip 4: Resize a window

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press Shift key multiple times to select appropriate resizing mode.
- Hold Alt key, use four Arrow keys to resize the selected window.
- Repeat last two steps to resize other borders.

Tip 5: Zoom in/out a window

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press '+' key (or '+' key on the numeric keypad) to zoom in the selected window.
- Hold Alt key, press '-' key (or '-' key on the numeric keypad) to zoom out the selected window.

Tip 6: Move a window to corner

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press Page Up, Page Down, Home, End keys to move the selected window to desktop corners.

Tip 7: Extend a window's borders to desktop edges

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press Shift key together with Page Up, Page Down, Home, End keys to extend the borders of the selected window to desktop edges

Tip 8: Resize a window to fullsize

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press 'Q'/'W' key multiple times to select the task.
- Hold Alt key, press '1' key to resize the selected window to fullsize.

Tip 9: Arrange windows according to predefined patterns:

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, press one of the '2', '3', '4' keys to arrange non-minimized windows.
- Hold Alt key, repeat previous step until a desirable pattern is reached.

Tip 10: Access AltQ menu

AltQ menu can be invoked by either right-clicking on the AltQ icon in the system tray or pressing Alt + 'M' keys together.

Tip 11: Undo through hot key

- Press Alt + 'Q' keys together, invoke AltQ task bar.
- Hold Alt key, perform window resizing/moving.
- Hold Alt key, press 'Z' key to undo the previous operations.

Tip 12: Undo through menu command

- Invoke AltQ menu.
- If there is an undoable operation, the undo command will be listed on the AltQ menu.
- Execute “Undo” command.

Tip 13: Seek quick help

- Press Alt + ‘Q’ keys together, invoke AltQ task bar.
- Hold Alt key, press ‘H’ key to see help of hot key definitions.
- Hold Alt key, press Shift key together with ‘1’ - ‘4’ keys to see pattern help.

Tip 14: Launch application

- Press Alt + ‘L’ keys together, invoke the “Quick Launch” dialog box.
- Hold Alt key, press Up Arrow and Down Arrow keys to select a task.
- Hold Alt key, press Enter key to launch the application.

Tip 15: Quit application

- Press Alt + ‘Q’ keys together, invoke AltQ task bar.
- Hold Alt key, press ‘Q’/‘W’ key multiple times to select the task.
- Hold Alt key, press ‘C’ key to quit the application.

Tip 16: Tile non-minimized windows

- Invoke AltQ menu.
- Execute “Tile Windows Horizontally”/ “Tile Windows Vertically” command.

Tip 17: Cascade non-minimized windows

- Invoke AltQ menu.
- Execute “Cascade Windows” command.

Tip 18: Resize all non-minimized windows to fullsize

- Invoke AltQ menu.
- Execute “Fillsize Windows” command.

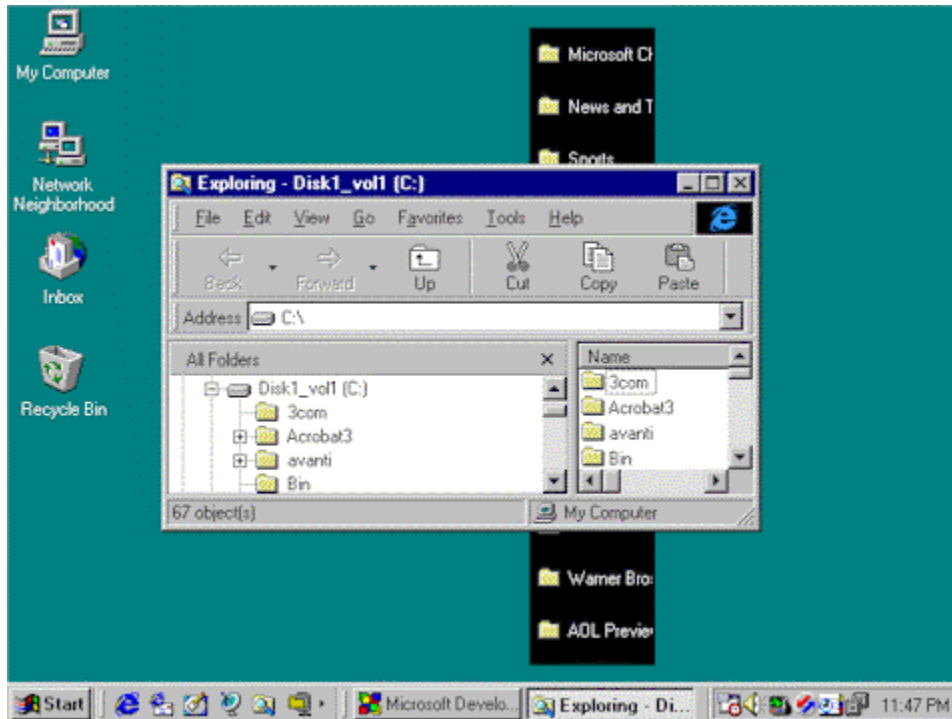
Tip 19: Restore all minimized windows

- Invoke AltQ menu.
- Execute “Restore Windows” command.

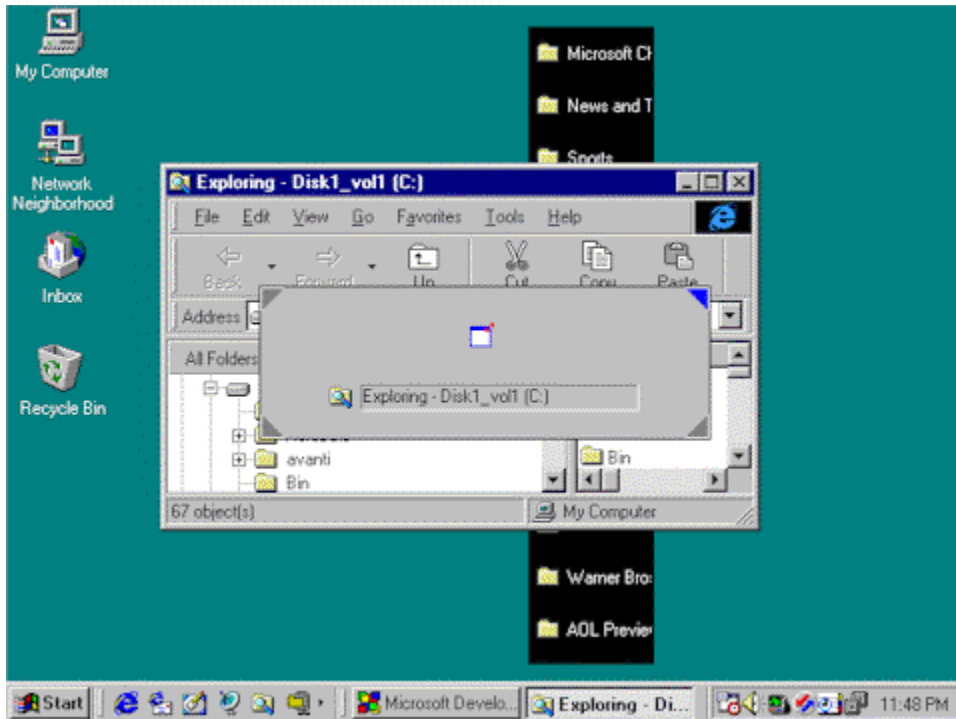
Example: Extend a Window's Borders

This example shows you how to extend a window's borders to desktop edges.

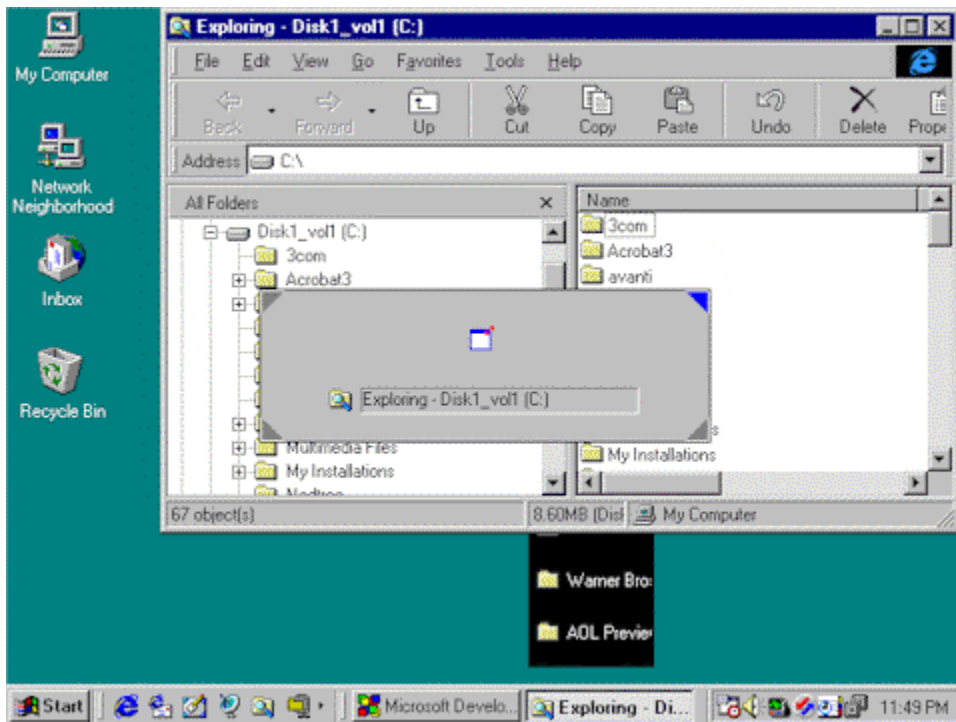
At the beginning, Explorer is the only non-minimized window on the desktop.



Step 1: Press Alt key and 'Q' key together, invoke AltQ task bar. The Explorer will be selected by AltQ task bar.

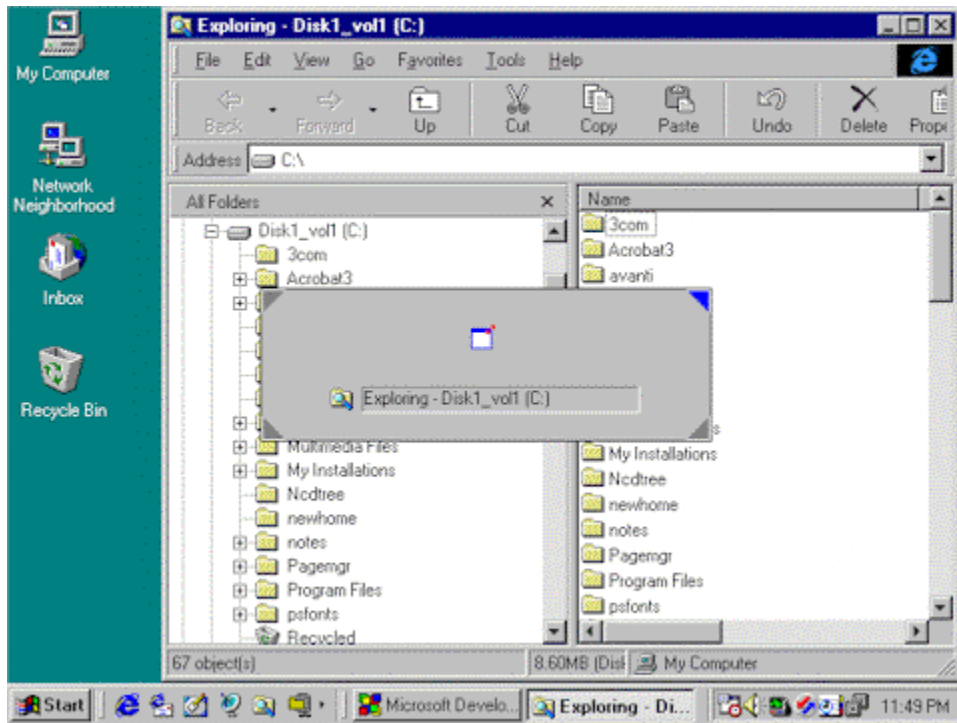


Step 2: Hold the Alt key, press Shift key along with Page Up key. The Notepad's top and right borders will be extended to the top and right edges of the desktop.



Step 3: Hold the Alt key, press Shift key along with Page Down key. The Notepad's bottom and left borders will be extended to the bottom and left edges of the desktop.

right borders will be extended to the bottom and right edges of the desktop.



Shortcut Keys Under Windows

Select the menu bar of the active application	F10
Close the active child window of Multiple Document Interface (MDI) program	Ctrl + F4
Close the active window or program	Alt + F4
Display the current window's system menu	Alt + Space
Minimize active window	Alt + Space + 'N'
Maximize active window	Alt + Space + 'X'
Restore active window	Alt + Space + 'R'
Close active window	Alt + Space + 'C'
Display the Context menu for a selected item	Shift + F10
Display the Start menu	Control + Escape
Display the system menu for MDI programs	Alt + - (hyphen)
Display the Properties dialog box for a selected item	Alt + Enter
Cycle through taskbar programs or windows	Alt + Escape
Use Task Switcher to cycle through open programs or windows	Alt + Tab
Reverse direction of cycle through Task Switcher	Alt + Shift + Tab
Open a selected folder or program	Control + Enter
Open a selected folder as a two-paned Explorer window	Control + Shift + Enter
Display Close Program Dialog box	Control + Alt + Del
Display Find: All Files	Windows Key + 'F'
Display Find: Computer	Control + Windows Key + F1
Display Help	Windows Key + F1
Display Run command	Windows Key + 'R'
Display the Start menu	Windows Key
Display the System Properties dialog box	Windows Key + Pause
Display Windows Explorer	Windows Key + 'E'
Minimize or restore all windows	Windows Key + 'D'
Minimize all open windows	Windows Key + 'M'
Undo minimize all open windows	Shift + Windows Key + 'M'
Cycle through buttons on the taskbar	Windows Key + Tab
Open an item's Context menu	Application Key

AltQ Summary

To	Step 1	Step 2 (Note 1)	Step 3	Step 4
Restore a minimized window	Alt+'Q' once (to invoke AltQ)	'Q' or 'W' (Note 2)	Up Arrow	
Restore a	Same above	Same above	Down Arrow	

maximized
window

Minimize a
window

Same above

Same above

Ctrl/Ins

Maximize a
window

Same above

Same above

Shift + Ctrl/Ins

Resize/Move a
window

Same above

Same above

Space or Shift
(Note 3)

Arrow keys

Zoom in a
window

Same above

Same above

'+'

Zoom out a
window

Same above

Same above

'-'

Fullsize a
window

Same above

Same above

'1'

Quit an
application

Same above

Same above

'C'

Arrange windows
according to
predefined
patterns

Same above

Same above

'2'/'3'/'4'

Undo

Alt+'Z'

Applications
quick lunch

Alt+'L' Up/Down
arrow

Enter (or press
shortcut key
directly)

Note:

1. Alt key should be held in Step 2, 3, and 4.
2. Press 'Q' or 'W' multiple times to select window.
3. Press Space or Shift to select proper resizing or moving mode.

