



## Quick Notes Help

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## **Registering Quick Notes**

Quick Notes Version 2.0  
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quiknote.exe  
install.exe  
ctl3d.dll  
appsetup.inf  
quiknote.hlp  
quiknote.ini  
readme.txt  
form.txt  
file\_id.diz  
run\_dial.txt  
clip.001  
clip.002  
clip.003  
clip.004

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## **View Menu**

The view menu includes commands for view the toolbar, the status bar and the palette bar.

For instructions, select the view menu command name.

<u>View Toolbar</u>	Turn on or off the toolbar.
<u>View Status Bar</u>	Turn on or off the status bar.
<u>View Palette Bar</u>	Turn on or off the palette bar.
<u>Change Toolbar</u>	Change the style of the toolbar.
<u>Change Palette</u>	Change the style of the palette bar.
<u>Two Column Palette</u>	Change the number of columns on the palette bar.
<u>Three Column Palette</u>	Change the number of columns on the palette bar.

## **Two Column Palette**

Use this command to change from a three column palette to a two column palette.

### **Three Column Palette**

Use this command to change from a two column palette to a three column palette.

## **View Palette Bar**

Use this command to toggle on/off the palette bar.

## **Change Toolbar**

Use this command to change the style of the toolbar.



## **Change Palette Bar**

Use this command to change the style of the palette bar.

## **Character Menu**

The character menu includes commands for inserting a special character, counting words and changing case.

For instructions, select the character menu command name.

Insert Character

Word Count

Change Text to Upper Case

Change Text to Lower Case

Insert a special character.

Count the words in the active document.

Change the highlighted text to uppercase.

Change the highlighted text to lowercase.

## **Insert Character**

Use this command to insert a character from the character map.

### **Shortcuts**

Keys: F9

## **Edit Menu**

The edit menu includes commands that enable you to move text to and from the clipboard, to delete text, and to undo a previous editing operation.

For instructions, select the edit menu command name.

Undo Cancels a previous operation.

Cut Deletes text and moves it to the clipboard.

Copy Copies text to the clipboard.

Paste Moves text from the clipboard to the edit window.

Delete Deletes text without moving it to the clipboard.

Select All Selects all of the text in the document.

## **File Menu**

The File menu includes commands that enable you to open, save, and create new files, print, and exit.

For instructions, select the File menu command name.

<u>New</u>	Creates a new document.
<u>Open</u>	Open an existing file.
<u>Close</u>	Closes a document.
<u>Save</u>	Saves an open document
<u>Save As</u>	Saves a document with a different name.
<u>Print</u>	Prints a file.
<u>Print Preview</u>	Displays a file as it is going to be printed.
<u>Page Setup</u>	Sets up headers and footers.
<u>Print Setup</u>	Sets up the printer.
<u>Recently Used Files</u>	Open a file recently used file.
<u>Exit</u>	Exits the application

## **Window Menu**

The Window menu includes commands that enable you to arrange and change to open windows.

For instructions, select the Window menu command name.

<u>Cascade</u>	Arrange windows so they overlap.
<u>Tile</u>	Arrange windows as non-overlapping tiles.
<u>Arrange Icons</u>	Arrange icons at the bottom of the window.
<u>Activate Window</u>	Activate this window.

## Help Menu

The Help menu includes commands that enable you to receive help on Quick Notes and help on using help. You can also display program information such as version number and copyright.

For instructions, select the Help menu command name.

<u>Contents</u>	Lists help topics.
<u>Search</u>	Search for a specific topic.
<u>Help on Object</u>	Change to context sensitive help mode.
<u>How To Use Help</u>	Display instructions on how to use help.
<u>About Quick Notes</u>	Display program information, version number and copyright.

## **Help on Object**

Use the help on object command to change to context sensitive help mode. The cursor changes to a help cursor, click on the object you want help on.



## **Search (Help menu)**

Use the search command to use a keyword to find help on a particular topic.

## **Highlighting Text**

To highlight text do the following:

Hold down the shift key then use the arrow keys to make your selection.

or

Hold the left mouse button down and move the pointer over the text you want to highlight.

## **Clip Boxes**

Clip boxes are for storing text that you use repeatedly. You can edit text in a box then when you need that text again you can copy the text from the box and paste it into your document.

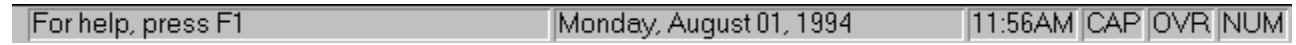
Words in a document.

### **Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

## Status Bar



The status bar is displayed at the bottom of the Quick Notes window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The next two indicators displays the date and time.

The right areas of the status bar indicate which of the following keys are latched down:

<b>Indicator</b>	<b>Description</b>
CAP	The Caps Lock key is latched down.
OVR	Overwrite mode is active. Toggle on/off with the Insert key.
NUM	The Num Lock key is latched down.

### **Cascade command (Window menu)**

Use this command to arrange multiple opened windows in an overlapped fashion.

### **Shortcut**

Keys: F11

**Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

**Shortcut**

Keys: F12



## **Window Arrange Icons Command**

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

## **1, 2, ... command (Window menu)**

Quick Notes displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

## **Contents command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Quick Notes and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.

**About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of Quick Notes.

## Context Help command



Use the Context Help command to obtain help on some portion of Quick Notes. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Quick Notes window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

## Shortcut

Keys:      SHIFT+F1

## Title Bar



The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

To maximize a window, double click on the title bar.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

**Scroll bars**

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.



## **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

### **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### **Shortcut**

Keys: CTRL+F7

### **Minimize command (application Control menu)**

Use this command to reduce the Quick Notes window to an icon.

### **Shortcut**

Mouse: Click the minimize icon  on the title bar.  
Keys: ALT+F9

## **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a document window.

### **Next Window command (document Control menu)**

Use this command to switch to the next open document window. Quick Notes determines which window is next according to the order in which you opened the windows.

#### **Shortcut**

Keys: CTRL+F6

### **Previous Window command (document Control menu)**

Use this command to switch to the previous open document window. Quick Notes determines which window is previous according to the order in which you opened the windows.

#### **Shortcut**

Keys:      SHIFT+CTRL+F6

## **Close command (Control menus)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.

## **Shortcuts**

Keys:      CTRL+F4 closes a document window  
              ALT+F4 closes the program window or dialog box

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.



## **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

### **Shortcut**

Keys: CTRL+ESC

### **Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### **Tile**

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

### **Choose Font dialog box**

Use the choose font dialog box to change the font (style of letters) of the active document.

Choose the font name, style and size to change to the style of letters you want.

Note: Only one font is allowed per document.

## **Find command (Edit menu)**

Use the find command to search for text in the active document.

### **Shortcuts**

Keys: F2

Toolbar:



## **Find dialog box**

Enter the text you are searching for in the Find What box, then choose find next.

If you want your search to be case sensitive (matching capital and lowercase letters) check the Match Case box.

The direction buttons indicate the direction the search is moving. Click on the button to change the direction.

## **Replace command (Edit menu)**

Use the replace command to search for and replace text in the active document.

### **Shortcuts**

Keys: F4

## **Replace dialog box**

Enter the text you wish to replace in the Find What box. Enter the text you want to be substituted in the Replace With box. Choose find next to find an occurrence of the text. If you do not want to replace the currently selected text, choose Find Next again, otherwise choose Replace. Choose Replace All to change all occurrences of the text you are replacing without being prompted.


If you want your search to be case sensitive (matching capital and lowercase letters) check the Match Case box.

## Select All Command

Use the Select All command to highlight all the text in the active document.

### Shortcut

Keys: Ctrl+A.

Toolbar: 

## **Word Count Command (Tools menu)**

Use this command to count the words in the active document.

### **Shortcuts**

Toolbar:






## Execute Highlighted Program Command (Tools menu)

Use this command to run the program whose name is highlighted. You can also execute the following commands:

Keyword:	Description:
1. dos	- run DOS
2. del <filename>	- delete <filename>
3. screen saver	- start the screen saver
4. file manager	- run file manager
5. md <dirname>	- make directory named <dirname>
6. rd <dirname>	- remove directory named <dirname>
7. task list	- show the task list window
8. control panel	- show the control panel
9. clipboard	- show the clipboard.

To execute a command, highlight the keyword and parameter (if a parameter exists) then choose this command.

### Shortcuts

Toolbar: 

Keys: F5

Mouse: Right mouse button. When text is not highlighted and a different window is clicked, the right mouse button activates the clicked on window without moving the cursor position.

Note: Running \*.bat and \*.pif files requires the .bat or .pif extension.

## Dial Highlighted Number Command (Tools menu)

Use this command to dial the telephone number which is highlighted .

### Shortcuts

Toolbar:



## Upper Case Command (Tools menu)

Use this command to change the highlighted text to upper case.

### Shortcuts


Toolbar:



## Lower Case Command

Use this command to change the highlighted text to lower case.

## Shortcuts

Toolbar: 

### **Word Wrap Command (Settings menu)**

Use this command to toggle word wrap (wrapping text so that it fits in the window) on/off.

If Place Returns after Wrap command is on, word wrap places returns at the end of lines when it is chosen.


## **Set Tab Sizes Command**

Use this command to change the sizes of the tabs in the active document.

## **Set Font Command**

Use the set font command to change the font for the active document.

### **Shortcut**

Toolbar:   
Keys: F10.

## **Set Printer Font Command**

Use the set printer font command to change the font used for printing.



## **Set Comm Port Command**

The Set Comm Port command sets the comm. (modem) port used by the Dial Highlighted Number command.


## **Use Same Font Command**

The Use Same Font command is the option to use the same font for printing and the display.

## About Quick Notes Command

Use the about Quick Notes command to display information about Quick Notes.

### Shortcut

Toolbar: 

Keys: Ctrl+W

### **Find Next command (Edit menu)**

Use this command to repeat the search for the last specified text.

### **Shortcuts**

Keys: F3

## **Delete command (Edit menu)**

Use this command to clear the current selection.

### **Shortcuts**

Toolbar: 

Keys: DELETE

**No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.






## **Print command (File menu)**

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

## **Shortcuts**

Toolbar:   
Keys: CTRL+P

## **Print dialog box**

The following options allow you to specify how the document should be printed:

### **Printer**

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

### **Setup**

Displays a Print Setup dialog box, so you can select a printer and printer connection.

### **Print Range**

Specify the pages you want to print:

**All** Prints the entire document.

**Selectio** Prints the currently selected text.

**n**

**Pages** Prints the range of pages you specify in the From and To boxes.

### **Copies**

Specify the number of copies you want to print for the above page range.

### **Collate Copies**

Prints copies in page number order, instead of separated multiple copies of each page.

### **Print Quality**

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

## **Print Progress Dialog**

The Printing dialog box is shown during the time that Quick Notes is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

**Print Preview command (File menu)**

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

## **Print Preview toolbar**

The print preview toolbar offers you the following options:

### **Print**

Bring up the print dialog box, to start a print job.

### **Next Page**

Preview the next printed page.

### **Prev Page**

Preview the previous printed page.

### **One Page / Two Page**

Preview one or two printed pages at a time.

### **Zoom In**

Take a closer look at the printed page.

### **Zoom Out**

Take a larger look at the printed page.

### **Close**

Return from print preview to the editing window.

**Print Setup command (File menu)**

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

## **Print Setup dialog box**

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the document is to be printed on.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.







## Page Setup

The Page Setup Command allows you to specify a per-page header and/or footer and margins. If you don't want a header or footer, leave the header or footer blank. You can specify any text in the header and footer. You can also specify the following format codes:

<b>Format</b>	<b>Description</b>
&f	File name
&p	Page number
%a	Abbreviated weekday name
%A	Full weekday name
%b	Abbreviated month name
%B	Full month name
%c	Date and time representation appropriate for the locale
%d	Day of the month as a decimal number (01-31)
%H	Hour in 24-hour format (00-23)
%I	Hour in 12-hour format (01-12)
%j	Day of the year as a decimal number (001-366)
%m	Month as a decimal number (01-12)
%M	Minute as a decimal number (00-59)
%p	Current locale's AM/PM indicator for a 12-hour clock
%S	Second as a decimal number (00-59)
%U	Week of the year as a decimal number, with Sunday as the first day of the week (00-51)
%w	Weekday as a decimal number (0-6; Sunday is 0)
%W	Week of the year as a decimal number, with Monday as the first day of the week (00-51)
%x	Date representation for current locale
%X	Time representation for current locale
%y	Year without the century as a decimal number (00-99)
%Y	Year with the century as a decimal number
%Z	Time zone name or abbreviation; no characters if time zone is unknown
%%	Percent sign

A window that accepts typing.

## **Search Menu**

The Search menu includes commands to find text and to replace text.

For instructions, select the Search menu command name.

<u>Find</u>	Searches for text.
<u>Find Next</u>	Repeats the last search.
<u>Replace</u>	Replaces text when found.

## Tools Menu

The Tools menu includes commands that enable you to execute commands and programs, dial highlighted telephone numbers, and view clip boxes.

For instructions, select the Tools menu command name.

<u>Insert the Time and Date</u>	Insert the current time and date.
<u>Execute Highlighted Program</u>	Execute the program whose name is highlighted.
<u>Dial Highlighted Number</u>	Dial the number highlighted.
<u>Execute Screen Saver</u>	Start the screen saver.
<u>Execute Command</u>	Execute the highlighted command.
<u>Run Clipboard</u>	Run the clipboard.
<u>Run Control Panel</u>	Run the control panel.
<u>Clip Boxes</u>	Show the clip boxes.

## **Insert the Time and Date**

Use this command to insert the time and date in the following format:  
9:27AM Monday, October 24, 1994

### **Shortcuts**

Keys: F8

## **Run Control Panel**

Use this command to start the control panel.

## **Execute Screen Saver**

Use this command to start the screen saver.

### **Shortcuts**

Keys: F6



## Execute Command

Use this command to execute on of the following commands:

- | Keyword:          | Description:                       |
|-------------------|------------------------------------|
| 1. dos            | - run DOS                          |
| 2. del <filename> | - delete <filename>                |
| 3. md <dirname>   | - make directory named <dirname>   |
| 4. rd <dirname>   | - remove directory named <dirname> |

The following needs only the specified letter:

5. s - start the screen saver
6. t - show the task list
7. c - show the control panel
8. b - show the clipboard
9. f - run the file manager
10. p - run the file dosprmt.pif (execute DOS)

To execute a command, highlight the keyword and parameter (if a parameter exists) then choose this command.

## Shortcuts

Keys: F8

## **Place Returns on Wrap Command**

When this command is set, returns are placed at the end of the lines where the Word Wrap command has ended the line.

Note: returns are only placed when the Word Wrap command is chosen after this command is set.

## **Run the Clipboard Command**

Use this command to view the clipboard.

## Settings Menu

The Settings menu includes commands that enable you to wrap lines, change tab sizes, fonts, and the comm. port and change other settings.

For instructions, select the Settings menu command name.

<u>Word Wrap</u>	Turn on or off word wrap.
<u>Place Returns After Wrap Command</u>	Return will be placed where wrapped lines end.
<u>Set Tab Sizes</u>	Set tab sizes for the active window.
<u>Set Font</u>	Select the font for the active window.
<u>Set Printer Font</u>	Select the font for printing.
<u>Use Same Font</u>	Use same font for printing as for display.
<u>Set Comm Port</u>	Choose your comm. (modem) port.
<u>Delete Selection after Command</u>	Delete the highlighted word after the command is run.
<u>Turn On/Off File Filter</u>	Toggle the specifications for *.bat and *.ini files on/off.
<u>Location of Clip Box Files</u>	Change the location of the Clip Box files.

## **Location of Clip Box files**

Use this command to specify the location of the files for the Clip Boxes.

### **Delete Selection after Command**

When this command is set, the highlighted text is automatically deleted when the Execute Highlighted Program or Execute Command is used.

### **Turn On/Off File Filter command**

When the file filter is on, the file new command brings up a dialog box to choose which file type you wish to create, \*.bat, \*.ini or \*.txt. When the file filter is off, a file with a txt extension is automatically created by the file new command.

## **Movement Commands**

Use the arrow keys to move over one letter.

To move over one word, hold down Ctrl and press the arrow key in the direction you wish to move.

Use the END key to move to the end of a line.

Use the HOME key to move to the beginning of a line.

Use the PAGE UP key to move up a document.

Use the PAGE DOWN key to move down a document.



## **Activating Menus with the Keyboard**

Press the ALT key.


To activate an item, hold down the ALT key and press the underlined letter of the item you wish to activate.

## **New command (File menu)**

Use this command to create a new document in Quick Notes. If the file filter is toggled on, select the type of new file you want to create in the [File New dialog box](#).

You can open an existing document with the [Open command](#).

## **Shortcuts**

Toolbar:   
Keys: CTRL+N

## **File New dialog box**

Specify the type of document you wish to create:

- \*.txt files: files with a .txt extension.
- \*.bat files: files with a .bat extension.
- \*.ini files: files with a .ini extension.


Note: Only enabled when the file filter is on.

## **Open command (File menu)**

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See Window 1, 2, ... command.

You can create new documents with the New command.

## **Shortcuts**

Toolbar:   
Keys: CTRL+O

## **File Open dialog box**

The following options allow you to specify which file to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **List Files of Type**

Select the type of file you want to open (if the file filter is on):

- \*.txt: text files
- \*.bat: batch files
- \*.ini: initialization files
- \*.\*: all files

### **Drives**

Select the drive in which Quick Notes stores the file that you want to open.

### **Directories**

Select the directory in which Quick Notes stores the file that you want to open.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

## Close command (File menu)

Use this command to close all windows containing the active document. Quick Notes suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, Quick Notes displays the Save As dialog box and suggests that you name and save the document.


You can also close a document by using the Close icon on the document's window, as shown below:



## Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, Quick Notes displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

## Shortcuts

Toolbar:   
Keys: CTRL+S

### **Save As command (File menu)**

Use this command to save and name the active document. Quick Notes displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.



## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Quick Notes adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the document.

### **Directories**

Select the directory in which you want to store the document.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## **Exit command (File menu)**

Use this command to end your Quick Notes session. You can also use the Close command on the application Control menu. Quick Notes prompts you to save documents with unsaved changes.

## **Shortcuts**


Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

## **Undo command (Edit menu)**

Use this command to reverse the last editing action, if possible.

### **Shortcuts**


Toolbar:   
Keys: CTRL+Z or  
ALT-BACKSPACE

## **Cut command (Edit menu)**

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

## **Shortcuts**


Toolbar:   
Keys: CTRL+X

## **Copy command (Edit menu)**

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.


## **Shortcuts**

Toolbar:   
Keys: CTRL+C

## **Paste command (Edit menu)**

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

### **Shortcuts**

Toolbar:   
Keys: CTRL+V

### **Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Quick Notes, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.











## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Quick Notes,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
▪	Open a new document.
▪	Open an existing document.
	Save the active document with its current name.
	Save the active document with a different name.
▪	Remove selected data from the document and stores it on the clipboard.
	Copy the selection to the clipboard.
▪	Insert the contents of the clipboard at the insertion point.
▪	Select all the text in the document.
▪	Delete the selected text.
▪	Reverse the last editing. Note: You cannot undo some actions.
▪	Find text in a document.
▪	Change the selected text to uppercase.
▪	Change the selected text to lowercase.
▪	Dial the highlighted telephone number. Note: requires modem.
▪	Execute the highlighted program.
▪	Count the number of words and characters in the active document.
	View the clip boxes.
▪	Change the font in the active document.
	Toggle on/off word-wrap.
	Print preview the active document.
▪	Print the active document.
▪	Display information about Quick Notes.
	Change to help mode to choose help on a particular item.
	Quit Quick Notes; prompts to save the modified documents.

