The Hordes Help Index

Using The Hordes is a very straightforward process.   Use the File commands from the main menu to open or create a Deck, use the options listed under the Deck menu to manipulate your Deck, and the View to change the way things look.   A few highlights...

Use the Deck|Add Cards to add pre-generated or create new Cards for your Deck. One of the nifty features of The Hordes is its ability to associate a Windows .BMP file with any Card you create!   This picture will pop up in the Picture Box anytime you are viewing a card, and can be changed at any time.   Although reproducing the actual artwork on the cards is obviously a copyright infringement, you can still come up with some nice effects (check out the sample deck for some ideas).   Note that an assigned bitmap should be 165 x 132 pixels, and all color depths are supported (access to a good image processing program is very handy.) It is generally a good idea to run Windows in at a color depth of greater than the standard 256 colors, as otherwise the color palettes of the backgrounds and the pictures themselves may look rather odd.   In some cases, changing one characteristic of a Card has effects on other parts of the Dialog (modifying a Cards Color, for example, updates the background of the associated Picture).   Finally, your Card will not be added to your Deck until you select Add Next or Ok - simply loading the card will not add it to your deck!

The Hordes can be used as either a Card inventory program, or as a rudimentary Deck Builder.   Naturally, there is little chance a shareware program could understand the strategies involved in creating a Deck, so Ive kept the Building Aids simple:

Deck|Statistics gives a breakdown of the percentages foreach type of card in your deck.   This shows you at a glance if, for example, you have an overbalance of Enchantments and not enough critters to Summon.

Deck|Suggest Mana will give you a ballpark figure for how much mana is required to make a particular Deck reasonably playable.   However, playing styles differ widely, so use common sense when stocking your Deck.   This particular formula for determining Mana requirements is based on the Mana requirements of each card, NOT on the number of cards of a given color in the Deck.   Therefore, any Land cards you have in your Deck are ignored, as they should be.   Colorless Mana requirements are split among the other color groups in a reasonably intelligent fashion.

Deck|Tournament Check will scan your Deck for anything that violates the official Wizards of the Coast Tournament Rules, as published in the Pocket Players Guide.   Included are checks for tournament-banned cards, more than one of a Restricted card, more than four of any given card (except basic lands), and the minimum of 60 total cards.

The options under the View command let you change the way your Deck is displayed. You can select which attributes of each card to display, sort them by any attribute, and choose a font for the display.

Commands
File menu
Edit menu
Record menu
View menu
Window menu
Help menu

File menu commands

The File menu offers the following commands:

New	Creates a new document.
Open	Opens an existing document.
Close	Closes an opened document.
Save	Saves an opened document using the same file name.
Save As	Saves an opened document to a specified file name.
Print	Prints a document.
Print Preview	Displays the document on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
Exit	Exits The Hordes.

Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Paste Link</u>	Pastes from the clipboard a link to data in another application.
<u>Insert New Object</u>	Inserts and embeds an object, such as a chart or an equation in a document.
<u>Links</u>	List and edit links to embedded documents.

View menu commands

The View menu offers the following commands:

Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

New Window	Creates a new window that views the same document.
Cascade	Arranges windows in an overlapped fashion.
Tile	Arranges windows in non-overlapped tiles.
Arrange Icons	Arranges icons of closed windows.
Window 1, 2, ...	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index   Offers you an index to topics on which you can get help.
Using   Provides general instructions on using help.
Help
About   Displays the version number of this application.

New command (File menu)

Use this command to create a new document in The Hordes.

You can open an existing document with the <u>Open command</u>.

Shortcuts

Toolbar:
Keys: CTRL+N

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:
Decks: *.DEK

Drives
Select the drive in which The Hordes stores the file that you want to open.

Directories
Select the directory in which The Hordes 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.   The Hordes 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, The Hordes displays the <u>Save As dialog box</u> 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, The Hordes displays the <u>Save As dialog box</u> 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 <u>Save As command</u>.

Shortcuts

Toolbar: 🖫
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document.   The Hordes displays the <u>Save As dialog box</u> so you can name your document.

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

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.   The Hordes 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 The Hordes session.   You can also use the Close command on the application Control menu.   The Hordes prompts you to save documents with unsaved changes.

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

Keys: ALT+F4

Undo/Can't Undo command (Edit menu)
This option is not supported by The Hordes.

Redo command (Edit menu)
This option is not supported by The Hordes.

Cut command (Edit menu)
This option is not supported by The Hordes.

Copy command (Edit menu)
This option is not supported by The Hordes.

Paste command (Edit menu)
This option is not supported by The Hordes.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in The Hordes, 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 The Hordes,

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.   The Hordes displays the Open dialog box, in which you can locate and open the desired file.

     Save the active document or template with its current name.   If you have not named the document, The Hordes displays the Save As dialog box.

     Print the active 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

	CAP		

The status bar is displayed at the bottom of the The Hordes 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 right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

New command (Window menu)

Use this command to open a new window with the same contents as the active window.   You can open multiple document windows to display different parts or views of a document at the same time.   If you change the contents in one window, all other windows containing the same document reflect those changes.   When you open a new window, it becomes the active window and is displayed on top of all other open windows.

Cascade command (Window menu)

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

Tile command (Window menu)

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

Tile Horizontal command (Window menu)

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

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

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)

The Hordes 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.

Index 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 The Hordes 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 The Hordes.

Context Help command

Use the Context Help command to obtain help on some portion of The Hordes.   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 The Hordes 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.

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 The Hordes 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.   The Hordes 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.   The Hordes 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.   You can close all windows at once with the Close command on the File menu.

Shortcuts
   Keys: CTRL+F4 closes a document window
               ALT+F4 closes the current 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.

Ruler command (View menu)
This option is not supported by The Hordes.

Choose Font dialog box

This option is not supported by The Hordes.

Choose Color dialog box

This option is not supported by The Hordes.

Find command (Edit menu)

This option is not supported by The Hordes.

Find dialog box

This option is not supported by The Hordes.

Replace command (Edit menu)

This option is not supported by The Hordes.

Replace dialog box

This option is not supported by The Hordes.

Repeat command (Edit menu)

This option is not supported by The Hordes.

Clear command (Edit menu)

This option is not supported by The Hordes.

Clear All command (Edit menu)

This option is not supported by The Hordes.

Next Pane

This option is not supported by The Hordes.

Prev Pane

This option is not supported by The Hordes.

Modifying the Document

Use the Deck|Add Cards, Deck|View/Delete Cards, or Deck|Name Deck options to modify your Deck.

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 <u>Print dialog box</u>, 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 <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

All	Prints the entire document.
Selection	Prints the currently selected text.
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 The Hordes 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 <u>print preview toolbar</u> 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 command (File menu)