

Powerline Offline reader for Windows

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Introduction

POW (**P**owerline **O**ffline reader for **W**indows) is a "One QWK at a time" OLR but with the facility to save messages to a database divided into Folders. Replies created with the program are also automatically saved into a special folder reserved for this purpose.

To read a QWK mail packet, a list of files is presented from which to choose, with the ability to alter the search pattern or directory.

Having chosen the QWK packet POW calls PKUNZIP to extract the data. This data is then read and internal tables created which are used later to select conference etc.

If a corresponding REP packet is found in the specified replies directory(see later) it is checked for date/time with respect to that of the QWK pkt, and an option provided to delete it if it's earlier ie. the user may have already uploaded it.

If it exists the REP pkt is then unzipped and the replies made available in the reader for viewing or editing. Replies are rezipped into a REP pkt using PKZIP when a new QWK pkt is chosen to view or on exit. If you are making a lot of replies an option is provided (from the File Menu) to save them back to REP, for safety.

POW was written with Microsoft Visual Basic v3.0 Professional Edition and requires VBRUN300.DLL.

The Conference List

Called from [View Menu](#) or [Button Bar](#).

This is a list of conferences which contain messages in the current QWK packet. The fields comprise the Number, Name, and number of messages. (In future the number of UnRead messages will also be shown). Personal messages also appear in a special PERSONAL section.

Buttons

Read Read messages from first in conference (may be sorted by subject)

List List the messages (may be sorted by subject)

Close Close conference list

The Directories Dialog.

This is used to change directory paths or the search pattern used to find QWK packet files. The input fields are divided into two sections. Changes to fields in the top section will have immediate effect but any changes made in the other will require a program restart.

QWK File Pattern Search pattern for QWK files - eg. *.QW? or *.Q??

QWK Directory Path to the directory containing your QWK pkts

Replies Directory Path to the directory containing your REP pkts

SaveAs Directory Path to the directory for saving text files and messages.

Data Directory Directory for the Folders Data and index files

Work Directory Directory for temporary files. All files in this dir will be deleted on exit or when reading a new QWK packet. The directory itself is removed on exit if on the same drive as the EXE.

Click on the **Save** button (or **Alt-S** on keyboard) to save these settings.

A file, POW.INI, is created in the Windows directory. This contains these and other settings/options. No changes are made to WIN.INI or any other Windows files.

Once created, you may move POW.INI to the program directory (where POW.EXE is) if you want.

The Toggles Dialog

Warning Beep	Turn warning sounds on/off
Show Progress Boxes	Turn Progress Boxes on/off. Users with fast machines may prefer to disable these.
Continue to Next Folder	"Next" continues to next folder (or not) when at last msg in folder and "Prev" goes back to previous folder from first msg.
Allow Msg Text Editing	The Text of an original msg may be edited temporarily. May be used to alter the format for Quoting in a reply. eg. Splitting a paragraph.

These settings may be Saved "Permanently"(in POW.INI) or Temporarily, in which case the change(s) will only apply for this run, reverting to the "permanent" settings when POW is next run.

Sort Options

- | | |
|------------------------|--|
| QWK File | Sets the order in which the QWK files are listed in the File Open dialog. Sort on Name or Date/Time - Ascending or Descending. |
| Conf Msg List | Sort by Subject or Number(unsorted) |
| Folder Msg List | Sort by Subject or Number(unsorted) |

These settings may be Saved "Permanently"(in POW.INI) or Temporarily, in which case the change(s) will only apply for this run, reverting to the "permanent" settings when POW is next run.

File Menu

<u>Open QWK Packet</u>	Displays Dialog box from which QWK pkt is selected
Save Replies	Save Rep pkt back to HD (if one exists)
Kill (Delete) REP	Delete REP pkt and any replies held in POW
Save Msg to File	Saves Msg to a File (Appends to existing file). Calls standard File SaveAs dialog
Print Msg	Prints msg using Font as set up in Printer Font from <u>Options Menu</u>
Exit Reader	Save all data and Exit

View Menu

- Folders** Show [list of Folders](#) - select a folder to view
- Conferences** Show [list of conferences](#)
- RepPkt** List of replies in REP pkt. See [Viewing your Replies](#).
- Bulletins** Bulletin list. Selected Bulletin is shown in [Viewing Screen](#).
- NewFiles** New Files list (shown in [Viewing Screen](#)).
- News** BBS News (shown in [Viewing Screen](#)).
- Welcome** Welcome (Hello) screen (shown in [Viewing Screen](#)).
- Goodbye** Goodbye screen (shown in [Viewing Screen](#)).
- Session** Text of the Mailrun Session (shown in [Viewing Screen](#)).

Options Menu

<u>Directories</u>	Set up directories for QWK, REP, Data and temp work
<u>Toggles</u>	Enable or Disable features such as warning beep
<u>Sort Options</u>	Sort field etc. for QWK list, Message lists etc.
<u>Font (msgs)</u>	Select Font (+Size etc.) for message display.
<u>Printer Font</u>	Select the Font used to print text, including Size, Bold etc.
<u>Colors</u>	Calls the <u>Color Change Dialog</u> . Various colors may be Set from a standard Windows color dialog.
<u>Maintain Database</u>	Displays Folders Database Statistics & Maintenance box from which the Folders database file may be packed, purging deleted messages.
<u>Add/Drop Confs</u>	Calls the Mail Door Control dialog which shows a list of conferences from which the user may choose Add , Drop or Reset . The Reset button has an associated Text box into which the message number may be put. Use a negative number to select the last so-many messages to read.

The Font Dialog

Font from the Options Menu brings up a dialog box containing a list of Fonts available on your system from which an alternative font may be chosen for the message display. The size and bold may be changed too. Sample text in the selected font and size etc. is shown so that you can see the effect before pressing the **OK** button to make the changes take effect. A **Cancel** button is also provided.

This allows the user to choose a bigger or nicer looking font than the default Terminal Font.

However, please note that only Terminal Font will produce the correct format for the message and properly display ASCII chars above 128 such as graphics and the pound sign. Unless, of course, you have another fixed font with the ASCII (OEM) character set.

The selected Font etc. is saved in the **POW.INI** file and will be used next time POW is run.

Color Change Dialog

This consists of a **Color to Change** List Box containing a list of colors which may be changed, and buttons **Set** and **Cancel/Close**. Select a color to change from this box by clicking on the item or using the arrow keys. Then use the **Set** button which calls a standard Windows color dialog where you can choose a color. After setting up the colors as desired, the **Close** button will return to the appropriate Window and change the appropriate colors.

Help Menu

Help Contents	Display help at the Contents page
Keyboard	Use of Keyboard
How to use Help	Instructions for using the Windows Help system
<u>Read Documentation</u>	Call Write to read the doc
About	Program Info

Message Header

The message header box shows the following information:-

Conference	Number	Date	Time	Recvd	x of y
From	Refer				
To		Read	Saved	Reply	Private
Subject					

Button Bar

Buttons provide the following functions:-

- Exit** Exit POW.
- QWK** Call the QWK File Open Dialog.
- Conf** Show the Conference List
- REP** Shows replies in REP Pkt. See Viewing your Replies
- Fold** Shows the Folder List
- Art** Calls the Viewing Screen to show msg in Text or Picture (ANSI Art).
- Tag** Copies first line of marked text into a one line text editing box in Tagline Editor dialog. The tagline may be edited before adding it to the Taglines list using the Add button.
- Send** (REPLIES Folder Only) Send reply/msg again. Copies msg from Folder to REP.
- Write** Enter a new message into the REP pkt. Calls the Editor. (see also Reply below)
- Reply** Either marked text or all of the msg is converted to a quote and entered into the internal editor where a reply may be written. Also displayed above the edit box is the reply header. Certain fields of this may be edited or info selected from pick lists.
- Edit** (Replaces Reply for "REP" or "REPLIES Folder") Edit reply/msg.
- Save** Save the message to a folder. A list of folders is shown from which to choose, or a new folder may be created.
- Kill** (Folders & REP only) Kill (delete) the current message in the folder or REP pkt. Msgs marked as deleted are not displayed nor count towards the number of msgs in the Folder. Deleted msgs may be purged from the Folders data file using **Pack Database** from the Folders Statistics & Database Maintenance dialog from Options/Maintain Database menu.
- Index** Displays a list of the messages in the current conference, folder or REP packet. This also shows whether a message has been read, saved, or replied to and if private.
- Prev** Go to previous message in conference/folder/REP if it exists.. In a conference this will go on to the previous conference if at the first msg. An Option provides this feature for Folders also.
- Next** Go to next message. In a conference this will go on to the next conference if at the last msg. An Option provides this feature for Folders also.

Viewing Screen

Called from View Menu or Button Bar **Art** button.

This is a Window containing a box for viewing text or picture (ANSI colour etc.) plus Option Buttons to choose **Text** or **Picture** and **Colors**, **File**, **Print**, **Stop** and **Close** Buttons. It is called from the Bulletin List, View Menu to display various Info files in the QWK or from **Art** on the Button Bar to show ANSIART msgs.

If **Text** is selected any ANSI code sequences are stripped from the text and the remaining plain text displayed in a scrolling Text Box.

If **Picture** is selected the ANSI code sequences are obeyed to give colour and cursor positioning and displayed in a Picture Box. Scrolling is available by using the **PgUp** or **PgDn** key to page up/down by two lines less than the window and the **up/down cursor keys** to scroll up or down by two lines. RIP graphics files are detected and a warning given. This version of POW will only display ANSI graphics or TEXT.

Colors allows changing the Window and text colors.

File provides the facility to save text to a file via a SaveAs dialog where an existing file may be selected for Appending or a new file name entered.

Print allows printing a text file using the Font etc. set up in the Printer Font in the Options Menu.

Stop allows the user to stop the display of a Picture before completion.

The Folder List

Called from View Menu or Button Bar.

This is a list of Folders which the user has created plus the special REPLIES folder which contains copies of replies created with POW. This is used either to view messages already saved or to select a folder in which to save the currently displayed message.

Fields are:- Number, Name, number of messages saved in each folder.

Buttons:-

Read Read messages from first in folder (may be sorted by subject)

List List the messages in the folder (may be sorted by subject)

Save Available when saving message to a folder

Add Add a new folder

Edit Edit the name

Delete Delete all messages in this folder (not yet implemented)

Close Close the Folder List and return to Main Window

Message Lists

A list of the messages may be displayed for either conference, folder or REP pkt.

The fields are:- MsgNum, From, To, Subject, Flags.

In the case of the conference list the flag column shows whether the msg has been Read, Saved to folder, Replied to, or is Private.

The QWK File Open Dialog

Called from File Menu or Button Bar.

This Dialog is used to select a QWK mail packet for viewing (or deleting).

A table gives the following information:-

Filename
Size
Date & Time
% Read (of messages)
Number of **Personal** msgs
Number of msgs **Replied** to

The directory and drive may be changed in the usual way and also the file search Pattern. This uses the usual DOS wildcards. To change settings "Permanently" use the Directories Dialog from the Options Menu

To select a file select it and click on OK or double-click on the table entry.

Buttons:-

- | | |
|---------------|--|
| OK | Read selected QWK pkt or enact change of Pattern, Directory or Drive. |
| Update | Update file list (if you've altered things by switching out to File Manager etc.) |
| Hide | Hides selected file by renaming to BBSID.!01. Where BBSID is the name the BBS uses for QWK & REP pkts. Earlier renamed files are renumbered to make room - up to 99. When 99 files have been renamed/renumbered the BBSID.!99 file is deleted and all others moved up. |
| Kill | Kill (Delete) selected QWK file. |
| Cancel | Return to Main Window. |

Replying to Messages (and creating new ones)

You may create a Reply to a message showing in the main window. Using the mouse or keyboard, mark the text you wish to quote, then click on the **Reply** button or press the **R** key. The built-in Editor is then loaded and the selected text will be displayed in the Edit Box, reformatted if necessary and with leading Quote markers at the beginning of each line. The text cursor is placed below the quoted text.

As an alternative, you may "quote" the whole original message into the editor and then delete parts not needed. This occurs if no text is selected (marked). The **Reply** button or **R** key will invoke the Editor as above.

To create a new message or reply without quoting from the original, click on the Write button or press the **W** key to call the Editor.

Text may now be entered and edited using all the usual Windows editing functions. See The Internal Editor for more information.

Saving Replies

Having created your msg/reply as above it is saved to a Replies file for adding to the REP pkt later and also copied to the REPLIES Folder, from where it may be recovered if required and re-sent (Send) or edited as the basis of another message. This is achieved by selecting **Save & Exit** from the Editor File Menu.

If you want to send the same or similar message to more than one person you may select **Carbon Copy** from the Editor File Menu, which saves the message as above but remains in the Editor. The recipient's name (and any other particular) may then be changed and the message saved as above. To send to several people use the **Carbon Copy** as required.

Replies created with the Replies Editor are packed into a REP packet file when a different QWK packet is selected for viewing or when Exiting the program. Also, a menu option is provided to let the user save replies to the REP pkt at any time (for peace of mind when making a lot of replies). See also Viewing your Replies

Viewing your Replies

Replies either already in the REP pkt or waiting, may be viewed from either the View Menu or the REP Button on the Button Bar. A list is displayed from which a reply may be selected for viewing. Once the message is displayed, it may be edited and saved back if desired.

The Main Menu

File

View

Options

Help

The Mail Door Control dialog

This shows the complete list of conferences available on the BBS (at the time the QWK packet was created) from which the user may choose **Add**, **Drop** or **Reset**. The Reset button has an associated Text box into which a message number may be put. This is the message number from which to start. If you want to read the last N messages without knowing the current msg number then use a negative number.

eg. -50 will select the latest 50 messages to read in the next QWK pkt.

Several mail doors are currently supported, and more are planned for future releases.

If you have the Session Text feature enabled and present in your QWK pkts, this may be checked to see which conferences you have currently enabled on the BBS. Use **Session** from the **View Menu** to view it.

The Folders Database Statistics & Maintenance Window

This displays Folders database information and provides buttons for showing the **QWK File Info** and accessing the **Pack Database** feature.

The following info about the Folders Database is displayed :-

- Number of Folders.
- Total msgs in Folders (excluding deleted msgs).
- Msgs in REPLIES Folder.
- No. of Deleted msgs.

The disk space used is also shown:-

- Size of Folders Data file
- Bytes used by index (.FDX) files. (And number of index files)
- Estimated extra disk space required to Pack the database.

The **QWK File Info** shows the information that POW has accumulated about the QWK packets read. This includes the BBS ID, Date/Time of file, No. of msgs in pkt, % msgs read, No. of Personal msgs, No. of msgs Replied to. This data is stored in the BOOKMARK.POW file in the Data Directory.

Pack Database reads the Folders data file and removes all messages marked as deleted, closing up the gaps and building a new file. At the same time, the Folders index (.FDX) files are rebuilt from info in the Folders Data file.

Acknowledgements

My thanks to Janet Barkaway for help with the original concept and for help and support in the subsequent development and testing of this program.

I am also grateful for ideas and suggestions from users of other offline readers and discussions in the ILink Shareware and other international conferences.

Powerline Offline reader for Windows was written in Microsoft Visual Basic for Windows.
POW.HLP was created using Help Edit by James Herron of Aciran Software.

APPENDIX - Limits & Sizes

Number of QWK Files per Dir	200
Size of QWK files	4Mb
Conferences per QWK pkt	10,000
Highest Conference Number	9999
Messages per Conference	1,000
Messages per QWK pkt	10,000
Messages per REP pkt	1,000
Characters per Message	30,000
Bulletins per QWK pkt	1,000
Characters per Bulletin	30,000
Number of Folders	1,000
Messages per Folder	1,000

ANSI Code Sequences

These are special sequences of characters which in the right circumstances can change the colour of text or move the cursor around the screen. Also known as "Escape Sequences" because they start with an Escape code.

The Internal Editor

An editor is provided in which to create replies or enter new messages. In addition to a text editing box, the message header is also displayed with the option to change certain fields. These are **To, Subject, Conference & Tagline**.

The **To, Subject** and **Tagline** fields have associated "Pick Lists". New items may be added to a list by clicking on the adjacent **Add** button, or an existing item may be selected from the drop-down list. The text in these fields may be edited in the usual way.

The **Conference** may be changed by selecting from the drop-down list.

Check boxes may be used to make the message **PRIVATE** or **Request Return Receipt**, or the tagline may be made "Fido compliant"

When finished the message may be saved to the REP pkt from the Menu.

Editor Menu

- File** **Carbon Copy** (no exit), **Save & Exit** or **Exit Editor** (Abort - no save).
- Edit** This provides **Windows Clipboard** functions plus **Undo** and **Select All**, and access to the Signatures dialog box.
- Options** This provides the facility to configure the main Edit Box **Font** and **Colors** of the various parts of the editor display.
- Help** Shows the appropriate Help sections.

Editor File Menu

- Carbon Copy** Saves the message without leaving the Editor. This allows the To name to be changed and the message saved again if the same or similar message is to be sent to more than one person. For more than two recipients, the Carbon Copy feature may be used as often as required.
- Save & Exit** Saves the message and exits the Editor. This is the normal means of saving messages.
- Exit Editor** Leaves the Editor without saving, providing an Abort message facility. If a message has been edited and not saved (with Carbon Copy), a warning message is displayed, with the option to return to Editor.

Edit Box

When the editor is first entered from the **Reply** button, either selected text or the complete original message is reformatted and quoting characters added to the start of each line. The text cursor is placed below the quoted text. If a new message is to be created (from the **Enter** button) the Edit Box is empty, ready for the text of the new message.

In entering text all the usual Windows editing functions are available. Text may be cut/copied/pasted to/from any other window including other Windows apps or another window in the Reader (eg. the original msg). Most of this information is in the Windows manuals or in the on-line Help (see Windows Keys).

Terminal font is used by default, to provide compatibility with other message readers (uses the ASCII char set as opposed to the Windows ANSI set). The Edit Font may be configured to any font available but only a fixed pitch font will word wrap correctly.

NOTE:- This editor (and message viewer) supports the Tab function. (Use Ctrl+Tab to insert a Tab - the Tab key alone changes field). Some other readers do not support the Tab character and other users may not receive your message correctly formatted.

The Signatures Dialog

The signatures features provides the facility to have multiple "signature blocks". These are blocks of text held in files which may be appended to the message. These are normally used to "sign" a message with extra bits such as Internet address, where you live etc., but any text may be used. (Even a whole msg if you like as an alternative to the Carbon Copy feature.)

The dialog box contains an editing **Text Box** with option buttons to select the source of the text, a **Table of Signature Files** listing the files available with descriptions, a **Description** box and buttons for **Save**, **Paste & Close**.

Text in a msg currently in the Edit Box in the Editor may be marked for use as a "signature block" and be copied into a text box in the Signatures Dialog, or new text may be entered directly.

Having copied or entered text into the **Text Box** and entered a **Description**, the text may be saved to disk using the **Save** button. A text file is created in the Data Directory.

Blocks of text saved in this way (or created using another editor if you like) may be viewed in the **Text Box** and inserted at the end of the message in the Editor's Edit Box using the **Paste** button. A signature block may also be entered by using keys **F2** to **F10** whilst in the Editor. These keys are listed in the **Table of Signature Files** with the description. Note, **F1** is used for on-line **help**.

Main Window Keyboard Usage

Underlined letters on the Button Bar indicate keys to press as an alternative to clicking on the button with the mouse.

PgDn/PgUp keys page down and up in msg.

Space bar pages down till the bottom of the msg then goes to next msg (same as Next button).

P , **<** - keys go to **P**revious msg. **N** . **>** **+** keys go to **N**ext msg.

Tagline Editor

An edit text box and 2 buttons.

Clicking on **Tag** on the Button Bar (or pressing T) copies 1st line of selected text in msgs box to a one line **edit box**, where tagline may be edited. **Add** to Taglines List or **Cancel** to abort, and return to Main Window.

Registration Details Dialog

This is accessed from the **Shareware Registration Reminder Screen** at startup from the **Enter Reg Code** button.

When you register **Powerline Offline** reader for **Windows** you quote the name which you would like displayed as your **Registered Name** and you will be given a **Registration Code** to enter into the **POW Registration Details Dialog**.

The Registration Details Dialog consists of two text boxes and two buttons. Enter your **Registered Name** and **Registration Code** in the text boxes exactly as specified.

Press **OK** to make POW check the details. If the code has not been entered correctly an error message is displayed and the entry must be re-edited or choose **Cancel** to close and return to the **Shareware Registration Reminder Screen**.

Registration & Contact Details - Benefits of Registering

To register Powerline Offline reader for Windows print out and complete the registration form **REGISTER.TXT** (this may be done from within POW from a Shareware Registration Reminder) and send to:-

UK/Europe

Cheque or Postal Order for £20 plus VAT (£23.50) made out to:-

Powerline Systems Ltd
44 Rydal Way
Ruislip
Middx.
HA4 ORU
ENGLAND

USA/Canada

Check/Money orders for \$35(US) made out to:

Southland Trading Company
900-91 Howard Avenue
Escondido
CA. 92029
USA

Support may be obtained by contacting the author, Gina Davis, as follows:-

1. Direct Line BBS, London. Call 081 845 8228 (10 Lines) - 8/N/1 - All speeds - Ansi or RIP terminal recommended.
2. Internet:- gina.davis@ps.com
3. UKCOMMS on CompuServe, address messages to Gina Davis
4. Mail on CompuServe ID 70374,1277

For site registration or marketing related information please contact Powerline Systems:-

1. at the address above
2. Direct-Line message to 'Sysop'
3. Internet:- sysop@ps.com
4. CompuServe UKCOMMS forum addressed to Steve Manners on CompuServe ID 70007,4737

Benefits of registering POW include removal of the Registration Reminders and your Registered Name appears in the About window. The tagline has "On trial" replaced by your registered serial number. Also, registered users receive highest priority for requests for improvements. Income from registrations enables continued support and development of POW.

See ReadMe.Txt for last minute changes and further information.

Disclaimer

This is the Shareware version of POW. It has been in general use for several weeks and in Beta Test for several months before that, and bugs corrected when found, but no guarantee is given or implied that there are no further problems waiting to be found. Please report any problems to the author (see above). Any feedback is much appreciated.

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Using the Keyboard

When viewing messages, keys corresponding to the underlined letters on the Button Bar activate the appropriate functions.

Menu functions are accessed by Alt plus letter key in the usual way. See Menu Keys.

See also Windows Keys.
Navigation Keys

Windows Keys

The keyboard topics below come from Help for Windows. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

Cursor Movement Keys

Key(s)	Function
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
PageUp or PageDown	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
Ctrl+SLASH	Selects all the items in a list box.
Ctrl+BACKSLASH	Cancels all selections except the current selection.
Shift+ DIRECTION key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
---------------	-----------------

Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
-----------	--

Delete	Deletes the character to the right of the cursor. Or, deletes selected text.
--------	---

Help Keys

Key(s)	Function
---------------	-----------------

F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics. In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
----	--

Menu Keys

Key(s)

Alt

Letter key

Alt+letter key

Left or Right Arrow

Up or Down Arrow

Enter

Function

Selects the first menu on the menu bar.

Chooses the menu, or menu item, whose underlined letter matches the one you type.

Pulls down the menu whose underlined letter matches the one you type.

Moves among menus.

Moves among menu items.

Chooses the selected menu item.

System Keys

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

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

Text Selection Keys

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
Alt+SPACEBAR	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

