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## **Desktop Editor Commands**

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### **Related Topics:**

[Using Desktop Editor](#)

[Editor Functions A-Z](#)

[Editor Functions by Functional Groups](#)

## The File Menu

Commands in this menu let you create, open, and print document files and provide menu access to other file-related functions.

<b><u>N</u></b>	<b>Alt+F,N</b>	Create a new document file.
<b><u>O</u></b>	<b>Alt+F,O</b>	Open an existing document file.
<b><u>C</u></b>	<b>Alt+F,C</b>	Close active document window.
<b><u>S</u></b>	<b>Alt+F,S</b>	Save file in active window.
<b><u>S</u></b>	<b>Alt+F,A</b>	Save file in active window using different name.
<b><u>A</u></b>	<b>Alt+F,L</b>	Save all open files.
<b><u>I</u></b>	<b>Alt+F,I</b>	Insert contents of a file at cursor.
<b><u>R</u></b>	<b>Alt+F,V</b>	Undo all changes since last save.
<b><u>W</u></b>	<b>Alt+F,W</b>	Write selected block to a file.
<b><u>P</u></b>	<b>Alt+F,R</b>	Select printer and printer options.
<b><u>S</u></b>	<b>Alt+F,G</b>	Set headers, footers, margins, etc.
<b><u>P</u></b>	<b>Alt+F,P</b>	Print current document file.
<b><u>M</u></b>	<b>Alt+F,M</b>	Send current document file to another user.
<b><u>C</u></b>	<b>Alt+F,E</b>	Compare contents of two documents.
<b><u>(list of files)</u></b>	<b>Alt+F,n</b>	Open or activate recently used file.
<b><u>X</u></b>	<b>Alt+F,X</b>	Close Desktop Editor windows and exit.

## File New Command

Function name: **new\_file**

Default keys: **Alt+F,N**

This command opens a new untitled window. Use the **Save** or **Save As...** command to assign a name to the file.

## File Open Command

Function name: **open\_file**

Default keys: **F3**

This command displays a Standard Browse... dialog box. Use it to select a file to edit.

## File Close Command

Function name: **close\_window**

Default keys: **Alt+F,C**

This command closes the active window.

If you have modified the file since the last time you saved it (and it is not open in any other document window), then Desktop Editor prompts you to save your changes before it closes the file.

## File Save Command

Function name: **save\_file**

Default keys: **F2**

This command immediately saves the file in the active window.

If the file does not yet have a name, a Standard Browse... dialog box appears and prompts you for a path and filename.



## File Save As Command

Function name: (none)

Default keys: **Alt+F,A**

This command displays a Standard Browse... dialog box. Use it to select a new path and filename for the file displayed in the active window.

You can use this command to save the file with a new name; for example, make a "backup" of your file by saving it under a different name.

## File Save All Command

Function name: **save\_all**

Default keys: **Alt+F,L**

This command saves all open files.

If any windows are untitled, a Standard Browse... dialog box appears. Use this to specify a path and filename for any open, untitled files.

## File Insert Command

Function name: (none)

Default keys: **Alt+F,I**

Use this command to insert the contents of one file into another. The file is inserted at the current cursor location.

A Standard Browse... dialog box appears and prompts you for the name of the file to insert.

## File Revert Command

Function name: **revert**

Default keys: **Alt+F,V**

This command undoes all editing changes since the file was last saved. Before reading the file from disk, Desktop Editor displays a confirmation box, allowing you to cancel the operation.

## File Write Block Command

Function name: (none)

Default keys: **Alt+F,W**

This command copies the currently selected text to a file. It is enabled only when text is selected.

Use the Standard Browse... dialog box which appears to specify a path and filename under which to save the text.

## File Printer Setup Command

Function name: (none)

Default keys: **Alt+F,U**

This command displays a Printer Setup dialog box which lets you select a default printer and specify print options.

You can also use the **Page Setup...** commands to select page header, footer, and margin settings before printing a document.

Use the **File Print** command to print the document.

## File Page Setup Command

Function name: (none)

Default keys: **Alt+F,G**

This command displays a Page Setup dialog box which lets you select a font, margins, and header and footer text to be used when files are printed.

You can also use the **Printer Setup...** command to select a printer and specify print options before printing a document.

Use the **File Print** command to print the document.

## File Print Command

Function name: **print**

Default keys: **Alt+P** or **Alt+F,P**

If text is selected in the active window, this command sends the selected text to the default printer.

If no text is selected, the entire file is printed.

Use the **Page Setup...** and **Printer Setup...** commands to select a printer and specify print options before using this command.



## File Mail Document Command

Function name: (none)

Default keys: **Alt+F,M**

This command lets you use Microsoft Mail to send the document to another user. \_

## File Compare Command

Function name: **compare**

Default keys: **Alt+F,E**

This command displays a Compare dialog box which lets you select two files to compare.

If either file is currently open, Desktop Editor uses the version which is in memory, rather than reading the file from the disk. If you want to pinpoint recent changes, first save the open file under a different name (use the **Save As...** command), then compare it to the file on disk.

Desktop Editor performs the comparison on a line-by-line basis. Both files are displayed and the first mismatch is highlighted.

## File Exit Command

Function name: **exit**

Default keys: **Alt+F4** or **Alt+F,X**

This command closes all Desktop Editor windows and exits.

Desktop Editor prompts you to save changes you have made to any open file.

## **File (list of files) Command**

Function name: (none)

Default keys: **Alt+F,1...4**

This command lets you quickly open a recently edited file. The last four files edited appear at the bottom of the **File** menu. To open one of these files, press **Alt+F** then **1**, **2**, **3**, or **4**.

If the selected file is currently in memory, its window is brought to the front. You can also activate any open or minimized window by selecting it from the **Window** menu.

### The Edit Menu

Commands in this menu provide text editing tools, access to the clipboard, and keyboard macro control.

<u>Undo</u>	Alt+E,U	( <b>Alt+BkSp</b> ) Undo the most recent text-editing change.
<u>Cut</u>	Alt+E,T	( <b>Shift+Del</b> ) Copy the current selection to the <u>clipboard</u> and then delete that text.
<u>Copy</u>	Alt+E,C	( <b>Ctrl+Ins</b> ) Copy selected text to the clipboard.
<u>Paste</u>	Alt+E,P	( <b>Shift+Ins</b> ) Paste clipboard contents to the cursor position.
<u>Delete</u>	Alt+E,D	( <b>Del</b> ) Delete current selection.
<u>Select All</u>	Alt+E,A	Select all text in the active file.
<u>Time/Date</u>	Alt+E,D	Insert the current date and time at the cursor.
<u>Wrap Paragraph</u>	Alt+E,R	Reformat the <u>paragraph</u> at the cursor, wrapping at the current margin settings.
<u>Word Wrap</u>	Alt+E,W	Toggle automatic paragraph wrapping on or off.
<u>Record Macro</u>	Alt+E,R	(toggles to <b>Stop Recording Macro</b> ) Record subsequent keystrokes for automatic recall.
<u>Playback Macro</u>	Alt+E,P	Replay the keystrokes saved during the most recent <b>Record Macro</b> command.

By default, Desktop Editor uses standard keystrokes for text selection and clipboard operations. However, you can assign different (perhaps more convenient) keystrokes to these functions. See Customizing Editor Keystrokes for details.

## Edit Undo Command

Function name: **undo**

Default keys: **Alt+BkSp** or **Gray \***

Reverses the effects of a previous editing operation. Each Undo reverses the effects of one editor function or keystroke. The number of operations that can be undone is specified in the Editor Preferences dialog box (from the **Options** Menu).

Only changes made since a document was last saved can be undone.

## Edit Cut Command

Function name: **cut**

Default keys: **Shift+Del** or **Gray -**

Deletes the selected text from the active window and moves it to the clipboard.

If no text is selected, and if the **Cut/Copy Current Line if No Text is Selected** check box in the Editor Preferences dialog box is checked, the current line is cut.

Use the **Edit Copy** command if you want to copy the selection to the clipboard without deleting it. Use **Delete** if you want to discard the line without changing the contents of the clipboard.

## Edit Copy Command

Function name: **copy**

Default keys: **Ctrl+Insert** or **Gray +**

Copies the selected text from the active window into the clipboard.

If no text is selected, and if the **Cut/Copy Current Line if No Text is Selected** check box in the Editor Preferences dialog box is checked, the current line is copied.



## Edit Paste Command

Function name: **paste**

Default key: **Shift+Insert**

Inserts the contents of the clipboard at the current cursor position.

## Edit Delete Command

Function name: **delete**

Default key: **Del**

Deletes the currently selected text. If no text is selected, deletes the character to the right of the cursor.

Use the **Edit Cut** command if you want to copy the selection to the clipboard and simultaneously delete it from your document.

## Edit Select All Command

Function name: **select\_all**

Default key: **Alt+E,A**

Selects all text in the active window. The cursor is moved to the end of the file.

This is the same as pressing **Ctrl+Home** and then **Shift+Ctrl+End**.

## **Edit Time/Date Command**

Function name: **stamp**

Default key: **Shift+F2**

Inserts the date and time at the cursor location.

## Edit Word Wrap Command

Function name: **toggle\_wordwrap**

Default key: **Ctrl+W**

Enables or disables word wrap in the active window. Word wrap is used when writing narrative paragraphs; turn this feature off when writing program source code or creating formatted tables.

When word wrap is enabled, typing beyond the right margin causes the current word to be moved down to the next line. The word WRAP appears on the status line.

The right margin setting can be changed from the Document Preferences dialog box dialog box on the Options menu.

Use the **Wrap Paragraph** command on the **Edit** menu to reformat a paragraph and wrap all lines at the margin.

**Note:** Desktop Editor displays in a monospaced font, so word wrapping is based on a uniform character width. If you use a proportional-spaced font when you print the document, the right edge will appear more ragged in the printout than it does on the screen.

## Edit Wrap Paragraph Command

Function name: **wrap\_para**

Default key: **F12**

Reformats the current paragraph (or the previous paragraph, if the cursor is between paragraphs) so that all the words fit within the margins. The cursor moves to the end of the paragraph.

This command does nothing if word wrap is turned off. Use the **Edit Word Wrap** command to enable this feature.

Word wrap is used when writing narrative paragraphs. Don't use this feature when writing program source code or creating formatted tables.

Change the margin setting from the Document Preferences dialog box. Choose **Document Preferences** from the **Options** menu.

## Edit Record Macro Command

Function name: **record\_macro**

Default key: **F7**

Begins or ends a keyboard macro definition. While recording a macro, REC appears on the status line, and the menu command toggles to **Stop Recording Macro**. All keystrokes and functions are recorded until you choose **Stop Recording Macro** from the **Edit** menu.

You can use the **Playback Macro** command to replay the recorded sequence.

See Using Keyboard Macros for related details.

**Note:** The Desktop Editor internal macros have certain limitations. If you want to record multiple, named macros, or if you want a macro to work within dialog boxes, use **Macro Builder** on the Norton Desktop **Tools** menu.

## Edit Play Back Macro Command

Function name: **play\_macro**

Default key: **F8**

Replays the sequence of keystrokes and functions saved by the **Record Macro** command.

See [Using Keyboard Macros](#) for related details.

**Note:** The Desktop Editor internal macros have certain limitations. If you want to record multiple, named macros, or if you want a macro to work within dialog boxes, use **Macro Builder** on the Norton Desktop **Tools** menu.



### The Search Menu

Commands in this menu let you search for text in the current file or in a set of files on disk. They also provide a quick way to move to a line given its line number.

- Find** **Alt+S,F** Search for text or a regular expression.
- Find Again** **Alt+S,A** Continue search started with the **F**ind command.
- Replace** **Alt+S,R** Search for and replace text or regular expression.
- Find Files Containing** **Alt+S,C** Generate a list of files which contain specified text or regular expression.
- List Found Files** **Alt+S,L** See a list of files found; choose one to edit.
- Goto Line** **Alt+S,G** Move the cursor to a line specified by its line number.

## Search Find Command

Function name: **find**

Default key: **Ctrl+S**

This command searches the active document for specified text or a regular expression. It displays a Find dialog box which lets you specify search criteria such as what text to find and which direction to search.

**Hint:** If you select text before choosing this command, the selected text appears as the default search string in the dialog box.

The search commences at the current cursor location of the active document. If the search is successful, the matching text is highlighted. If it fails, the status line displays the message "Pattern not found."

**Note:** Desktop Editor cannot find text that spans two lines.

## Search Find Again Command

Function name: **find\_again**

Default key: **Ctrl+A**

This command continues the search begun by the **Search Find** command. The search resumes from the current cursor position in the active document and proceeds in the direction previously specified.

If the search is successful, the matching text is highlighted. If it fails, the status line displays the message "Pattern not found."

## Search Replace Command

Function name: **replace**

Default key: **Ctrl+R**

This command displays a Replace dialog box which lets you find and replace occurrences of text with different text. You can also perform a search and replace on a regular expression.

**Hint:** If you select some text before using this command, that text appears as the default search string in the dialog box.

The search commences at the current cursor location of the active document. If the search succeeds (and if you checked the "Confirm Changes" check box), the matching text is highlighted and you can choose to replace or skip each occurrence. The status line reports how many changes were made.

If the search fails, the status line displays the message "Pattern not found."

**Note:** Desktop Editor cannot find text that spans two lines.

## Search Find Files Containing Command

Function name: **find\_files\_containing**

Default key: **Ctrl+F**

This command displays the Find Files Containing dialog box, which lets you search the disk for files which contain specified text or a regular expression. Specify the text to search for, the types of files to search and a directory.

If one or more files are found to contain the search string, the List Found Files dialog box appears. You can open any of the files from here and edit it.

**Hint:** After opening a found file, the first occurrence of the search text is scrolled into view and highlighted. Use **Ctrl+A** to find other occurrences.

Another way to locate files that match certain criteria is to use SuperFind (on the Norton Desktop's **Tools** menu). Besides finding files that contain a specific string, you can further narrow your search by specifying size, date or attribute filters. To edit the found files, select the files and drag them into the editor window.

### Search List Found Files Command

Function name: **list\_files\_containing**

Default key: **Ctrl+L**

This command displays a List Found Files dialog box containing the files located using the **Search Find Files Containing** command. Use it to examine each file.

As you open each file from this dialog box, it is removed from the list. This makes it easy to process the files one-by-one, examining and/or making changes to each file.

**Hint:** After opening a found file, the first occurrence of the search text is scrolled into view and automatically highlighted. Use **Ctrl+A** to find other occurrences.

## Search Goto Line Command

Function name: **goto\_line**

Default key: **Ctrl+G**

This command displays a Goto Line dialog box which lets you enter the number of the line to jump to.

The active document is scrolled to the requested line. If any text is currently selected, the selection is extended to include that line.

**Hint:** This command is particularly useful to programmers. When a compiler reports an error, you can get to the problem line quickly.

## The Options Menu

Commands in this menu set editor and document preferences.

**Document Preferences** Alt+O,D Set margin, tabs, indent, etc. for current document only or defaults for all documents.

**Editor Preferences** Alt+O,E Set screen font, cursor, backup, autosave.

**Key Assignments** Alt+O,K Customize keystrokes for fast access to editor functions.



## Options Document Preferences Command

Function name: **document\_preferences**

Default key: **F4**

This command displays a [Document Preferences dialog box](#) which lets you select options for the current active document.

**Note:** Document preference settings are used for the current document for the current editing session. They are not saved with the document. However, you can specify default settings, to be used in all session, from the [Editor Preferences dialog box](#).

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### Related Topics:

[Customizing the Desktop Editor](#)

[Document Preferences Dialog Box](#)

[The Editor Preferences Command](#)

[The Key Assignments Command](#)

## Options Editor Preferences Command

Function name: (none)

Default key: **Alt+O,E**

This command displays an [Editor Preferences dialog box](#) which lets you select options to be used by the editor for all documents. These include the display font, cursor style, backup, autosave, and undo level preferences.

**Note:** Editor preference settings are saved and used in the current editing session and remembered for use in future sessions.

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### Related Topics:

[Customizing Desktop Editor](#)

[Editor Preferences Dialog Box](#)

[The Page Setup Command](#)

[The Editor Preferences Command](#)

[The Key Assignments Command](#)

## Options Key Assignments Command

Function name: (none)

Default key: **Alt+O,K**

This command displays a [Key Assignments dialog box](#) which lets you customize the way the editor interprets and acts on keystrokes. You can assign your own favorite shortcut keys to any editor function.

You can also use this command to see what keystrokes are currently mapped to the editor functions.

See [Editor Functions Alphabetically](#)

or [Editor Functions by Functional Groups](#)

for summaries of available editor functions.

**Note:** Be sure to use the Save button in the dialog box if you want your key assignments to be remembered in future editing sessions.

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### Related Topics:

[Customizing Desktop Editor](#)

[Key Assignments Dialog Box](#)

[The Document Preferences Command](#)

[The Editor Preferences Command](#)

## The Window Menu

This menu lets you select, create, and manipulate Desktop Editor's document windows.

<b><u>New Window</u></b>	<b>Alt+W,N</b>	Creates an additional window on the document in the active window.
<b><u>Cascade</u></b>	<b>Alt+W,C</b>	Rearranges windows in a cascading pattern.
<b><u>Tile</u></b>	<b>Alt+W,T</b>	Rearranges windows in a non-overlapping pattern.
<b><u>Arrange Icons</u></b>	<b>Alt+W,A</b>	Tidies up any minimized document windows.
<b>1 to <i>n</i></b>	<b>Alt+W,<i>n</i></b>	Activates one of the document windows, restoring it to its standard size if it is an icon.

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### Related Topics:

[Managing Multiple Windows](#)

[Window Control Functions](#)

## Window New Window command

Function name: **new\_window**

Default key: **Alt+W,C**

Creates a new document window and activates the new window.

If the same document is open in two or more document windows, editing the document in any of the windows affects the contents of the document. Also, any file-related commands, such as changing the name via the **Save As...** command, affect all windows. However, the current cursor position, selection, and similar attributes are tracked separately for each window.

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### Related Topics:

[Managing Multiple Windows](#)

[Window Control Functions](#)

## Window Cascade command

Function name: **cascade**

Default key: **Alt+W,C**

Reorganizes all open document windows in a cascading pattern. This usually makes it possible to see the titles of all the open windows, while making one entire window visible.

Any minimized windows remain as icons.

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### **Related Topics:**

[Managing Multiple Windows](#)

[Window Control Functions](#)

## Window Tile command

Function name: **tile**

Default key: **Alt+W,T**

Reorganizes all open document windows in a tiled (non-overlapping) pattern. This makes it possible to see at least a small part of all of the open windows.

Any minimized windows remain as icons.

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### **Related Topics:**

[Managing Multiple Windows](#)

[Window Control Functions](#)

## Window Arrange Icons command

Function name: (none)

Default key: **Alt+W,A**

Aligns all minimized document windows along the bottom of the Desktop Editor application window.

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### **Related Topics:**

[Managing Multiple Windows](#)

[Window Control Functions](#)



## The Help Menu

Commands in this menu provide help on using Desktop Editor and access to the standard Windows help-for-help information.

<b><u>Index</u></b>	<b>Alt+H,I</b>	Get to the index for the help for this program.
<b><u>Keyboard</u></b>	<b>Alt+H,K</b>	Quick reference to keystrokes for this program.
<b><u>Commands</u></b>	<b>Alt+H,C</b>	Menu commands. You can also get help on a particular menu item by selecting it and then pressing F1.
<b><u>Procedures</u></b>	<b>Alt+H,P</b>	Common procedures and general topics.
Using Help	<b>Alt+H,U</b>	How to use the Windows help system. You can press F1 now if you want to see this help file.
About...	<b>Alt+H,A</b>	Product name, copyright, credits, version of this program, and useful system statistics.

## Find Dialog Box

This dialog box appears when you choose the **Search Find** command. Use it to specify the text you want to find and which direction to search.

### Pattern

Enter the text you want to find. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used search strings.

**Note:** By default, Desktop Editor uses any currently selected text as the search string.

If you check the Regular Expression box, you can include regular expression wildcards in the text.

**Note:** Desktop Editor cannot find text that spans two lines.

### Match Upper/Lowercase

When this check box is checked, Desktop Editor checks the case of the text in the Pattern box and returns only exact matches.

When cleared, the editor considers text a match even when the case is not the same. For example, **goto** matches **GOTO** and **Goto**.

### Regular Expression

Check this if you want to enable the powerful and flexible regular expression pattern matching. Leave this unchecked (for speed) if you simply want to locate a string.

### Next

Click this or press **Enter** to confirm the settings and begin searching **forward** from the cursor location. If a match is found, the found text is highlighted.

### Previous

Confirms the settings and begins searching **backward** from the cursor location.

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### Related Topics:

[Searching with Regular Expressions](#)

[Finding Files that Contain Specified Text](#)

[Search Functions](#)

## Replace Dialog Box

This dialog box appears when you use the **Search Replace** command. Use it to specify the text you want to find and the text which replaces it. The replacement search always proceeds forward from the current cursor location in the active document.

### Search For

Enter the text you want to find. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used search strings.

**Note:** By default, Desktop Editor uses any currently selected text as the search string.

If you check the Regular Expression box, you can include regular expression wildcards in the text.

**Note:** Desktop Editor cannot find text that spans two lines.

### Replace With

Enter the text you want to use as the replacement string. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used replacement strings. You cannot use a text wildcards in this text box.

If you leave this field blank, each occurrence of the search string is deleted (that is, replaced with nothing).

### Match Upper/Lowercase

When this check box is checked, Desktop Editor checks the case of the text in the Pattern box and returns only exact matches.

When cleared, the editor considers text a match even when the case is not the same. For example, **goto** matches **GOTO** and **Goto**.

### Regular Expression

Check this if you want to enable the powerful and flexible regular expression pattern matching. Leave this unchecked (for speed) if you simply want to locate a string.

### Confirm Changes

Check this if you want to be prompted before a change is performed. When unchecked, the editor replaces all occurrences of the Search For text, starting at the cursor location and proceeding to the end of the file, without prompting you.

**Hints:** It is wise to leave this checked and confirm the first one or two changes. When satisfied that all is well, you can uncheck this checkbox let the editor quickly finish the job.

Repeated use of the **Undo** command on the **Edit** menu can repair the effects of undesired changes.

### OK

Click this or press **Enter** to confirm the settings and begin searching forward from the cursor location.

If Confirm Changes is checked, you are prompted to accept or skip each occurrence of the found text. Otherwise, the editor automatically replaces all occurrences from the cursor location onward.

The number of changes made appears on the status line.

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### Related Topics:

[Searching with Regular Expressions](#)

[Finding Files that Contain Specific Text](#)

[Search Functions](#)

## Goto Line Dialog Box

This dialog box appears when you use the **Search Goto Line** command. Use it to specify the line number at which to position the cursor.

### Line Number

Enter a number between 0 and 32,365.

The active document is scrolled to the requested line. If any text is currently selected, the selection is extended to include that line.

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### Related Topics:

[The Goto Line Command](#)

[Cursor Motion Functions](#)

[Search Functions](#)

## Page Setup Dialog Box

This dialog box appears when you use the **Page Setup** command on the **File** menu. It sets page formatting options that take effect the next time you use the **Print** command.

### Header and Footer

Enter one line of text to be centered at the top (a header) and/or bottom (a footer) of each page. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used settings.

You can embed the following special-purpose codes in the text:

- %f Full path and filename of active document
- %d Current date and time
- %p Current page number

To omit a header or footer, leave its text box empty.

### Margins

Set the print margins. The units of measure are the standard units used in your country (inches or centimeters), as set in the Windows Control Panel.

### Font...

Click this to display a [Printer Font dialog box](#) which lets you choose a typeface and size for the printed output. The entire document, including headers and footers, uses the selected font. The specified settings are used for the current session and all subsequent sessions, until changed.

### OK

Click this to confirm your settings. Use the **File Print** command to start printing.

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### Related Topics:

- [Printing a Document](#)
- [Printing a Block of Text](#)
- [The File Printer Setup Command](#)
- [The File Print Command](#)
- [Printer Font Dialog Box](#)

## Printer Font Dialog Box

This dialog box appears when you click the **Font...** button from the [Page Setup dialog box](#). Use this dialog box to choose a typeface and size for your printed output.

### Font

Choose from the list of available fonts. Only fonts available for the current printer are shown (use the **File Printer Setup** command to choose a different printer and the Windows Control Panel to install additional fonts).

### Size

Select from the list of available sizes for the currently-selected font.

### OK

Click this to confirm you settings. Desktop Editor remembers your settings and uses them in subsequent print jobs.

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### Related Topics:

[Printing a Document](#)

[The Page Setup Command](#)

[The File Printer Setup Command](#)

[The File Print Command](#)

## Compare Dialog Box

This dialog box appears when you use the **Compare** command from the **File** menu. Use it to choose the two files to compare, their starting line numbers, and how to display the output.

### File 1 and File 2

Enter the names of the files to compare.

Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used files.

Or, click **Browse...** to locate the desired files.

### Line

To compare all lines in both files, use the default setting of 1. Otherwise, specify a starting line number for each file.

### Display

\* Horizontal: The files are displayed one above the other.

\* Vertical: The files are displayed side-by-side.

### Browse...

Click this button to display a Standard Browse... dialog box which lets you choose a file to compare.

The selected file is displayed in the **File** text box which is active.

---

### Related Topics:

[Comparing Two Files](#)

[The File Compare Command](#)

## Find Files Containing Dialog Box

This dialog box appears when you use the **Find Files Containing** command from the **Search** menu. It lets you choose what type(s) of files to scan and specify the text you want to find.

### Pattern

Enter the text you want to find. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used search strings.

If you check the Regular Expression check box, you can include regular expression wildcards in the text.

**Note:** Desktop Editor cannot find text that spans two lines.

### Files

Enter one or more wildcard filespecs separated by spaces. Or, click the prompt button (or press **Alt+↓**) to choose from a list of previously-used file specifications.

You can include a drive ID and path in any filespec. If omitted, only files in the current default directory are searched. Use the Directory... button to select a default directory. Examples:

\*.c \*.h \*.asm                      find a variable or function name in several types of program source code files  
c:\wp\ltrs\\*.doc c:\wp\old\\*. \*    look at files in two directories

### Match Upper/Lowercase

When this check box is checked, Desktop Editor checks the case of the text in the Pattern box and returns only exact matches.

When cleared, the editor considers text a match even when the case is not the same. For example, **goto** matches **GOTO** and **Goto**.

### Regular Expression

Check this if you want to enable the powerful and flexible regular expression pattern matching. Leave this unchecked (for speed) if you simply want to locate a string.

### Directory...

Click this to display a Select Search Directory dialog box which lets you select a default directory to search. If you enter a filespec without a path in the **Files** text box, it is assumed to be in this directory.

### OK

Confirms the settings and begins searching. If any files match the search criteria, the List Found Files dialog box appears, displaying the path and name of each file. Double-click on the file to open it for editing. Choose **List Found Files** again to select additional files.

---

### Related Topics:

[Finding Files that Contain Specified Text](#)

[Searching with Regular Expressions](#)

[The List Found Files Command](#)

[Search Functions](#)



## Directory Browse Dialog Box

This dialog box appears when you click the **Directory...** button from the [Find Files Containing dialog box](#). Use it to choose a directory to search.

### Drive

Choose a drive from the drop-down list box or type its drive ID letter.

### Directory

Select the desired directory from the tree.

### OK

Confirms the settings, closes the dialog box, and returns the result.

---

### Related Topics:

[Finding Files that Contain Specified Text](#)

[Searching with Regular Expressions](#)

[The List Found Files Command](#)

[Search Functions](#)

## List Found Files Dialog Box

This dialog box appears when a search started by the **Search Find Files Containing** command locates one or more files. Thereafter, you can use the **List Found Files** command to view the list and choose files to open.

### Pattern and Filter

These are displayed to remind you of the search criteria used to obtain the files in this list.

### Files

This lists the files found by the most recent use of the **Search Find Files Containing** command, less any files that have already been opened for editing.

Scroll through the list to select a file. Click **Open** to open the file and remove it from the list.

### Open

This opens the selected file for editing. On future uses of the **Search List Found Files** command, the opened file does not appear in the list.

---

### Related Topics:

[Finding Files that Contain Specified Text](#)

[Searching with Regular Expressions](#)

[The List Found Files Command](#)

[Search Functions](#)

## Editor Preferences Dialog Box

This dialog box appears when you use the **Editor Preferences** command from the **Options** menu. It lets you customize some Desktop Editor features.

Changes made here are saved automatically and used each time the editor starts.

### Font

Select one of the radio buttons. The font and size that is displayed depends on settings in your SYSTEM.INI file in the [boot] section:

- \* System Fixed Font depends on **fixedfon.fon=**
- \* ANSI Fixed Font depends on **fonts.fon=**
- \* OEM Fixed Font depends on **oemfonts.fon=**

The OEM font contains the IBM text-mode box-and-line drawing characters.

### Cursor

Select a radio button specifying how you want the text cursor to be displayed. Check the Blinking check box to enable a blinking cursor.

- \* Block Covers the current character.
- \* Underline Underlines the current character.
- \* Vertical Bar Standard "insertion point" caret, displayed between characters.
- \* Blinking The cursor blinks when this is checked. You can set the blink rate from the Windows Control Panel.

### Autosave

If you want the editor to automatically save open files, put non-zero values in either or both of the text boxes.

### Undo Levels

Sets how many edit changes are remembered for the undo function. A large number tends to use up memory. Setting this to 0 disables the undo function.

### (other options)

Check or clear any of these checkboxes:

#### Restore Session

When checked, each file that was open last time you exited the editor is opened automatically next time you start the editor.

#### Typing Replaces Selection

When checked, the editor follows the Windows standard convention of replacing any selected text with the first character typed or pasted. When unchecked, typing or pasting inserts the text to the left of the current selection.

#### Make Backup Files

When checked, each time you save a file, the editor makes a copy of the original, giving it the same name, but with an extension of .BAK.

#### File Locking

When checked, the editor locks each file when you open it and unlocks it only when you close its window. When a file is locked, no other program can delete or modify it. It only has an effect if a network is active and/or the program SHARE.EXE has been executed.

#### Cut/Copy Current Line if No Text is Selected

When checked, you can quickly cut or copy the current line using the standard cut or copy keystrokes (without having to first select the line). When unchecked, you can cut or copy a line by using the keys assigned to the cut\_line or copy\_line functions.

#### Remove Trailing Spaces

When checked, the editor discards spaces and tabs characters that are at the end of each line.

### OK

Confirms your settings and remembers them for the current and future editing sessions.

---

### Related Topics:

[Customizing Desktop Editor](#)

[The Editor Preferences Command](#)

The Document Preferences Command  
The Key Assignments Command

## Document Preferences Dialog Box

This dialog box appears when you choose the **Document Preferences** command from the **Options** menu. It lets you customize settings for the current active document.

**Note:** These settings are used for the current document during the current editing session. They are not saved with the document. However, you can set default preferences using the **Options Editor Preferences** command.

### Tab Spacing

Sets your desired tab-stops for the current document. When you press the Tab key, the cursor advances this many character-widths.

### Right Margin

Sets the wrapping-point to be used when word wrap is in effect. Enter a number of columns. The right margin is ignored unless the Word Wrap checkbox is checked (see below).

**Note:** To set the margins for printing, use the **File Page Setup** command.

### (other options)

Check or clear any of these checkboxes:

#### Word Wrap

Check this to enable word-wrap in the current document for the current editing session. You can toggle this setting by using the **Word Wrap** command on the **Edit** menu.

\* When checked, typing beyond the right margin causes the current word to be moved down to the next lower line. Also, this enables the **Wrap Paragraph** command of the **Edit** menu.

\* When cleared, the Right Margin setting is ignored and you can type lines as long as your fingers hold out.

#### Auto Indent

When checked, and you press Enter, the editor positions the cursor directly below the first non-blank character in the previous line. This is handy for programmers.

#### Expand Tabs with Spaces

When checked, the editor replaces TAB characters (0x09) with a series of spaces (0x20) as it reads a file. It uses the tab settings set above. When it saves the file, all TAB characters are gone.

#### Save as Default Settings

When checked, the above settings are used as the defaults for documents opened in the future. Otherwise, the settings are used only for the current document during the current session.

### OK

Confirms your settings and resumes editing the active document with the new settings.

---

### Related Topics:

[Customizing Desktop Editor](#)

[The Editor Preferences Command](#)

[The Document Preferences Command](#)

[The Key Assignments Command](#)

## Key Assignments Dialog Box

This dialog box appears when you use the **Key Assignments** command from the **Options** menu. It lets you associate custom keystrokes with editor functions. This dialog is also handy for looking up the currently-assigned keystroke for an editor function.

**Note:** In order to make a permanent keystroke assignment, you must select a function and a key, click **Assign**, then click **Save**.

### Function

Select a function from the scrolling list. Type a function name or press **↓** to move the focus into the list. As you move the cursor, the current keystroke for that function is displayed in the Current Keys box below.

See [Editor Functions Alphabetically](#)  
or [Editor Functions by Functional Groups](#)  
for summaries.

### Key

Select a keystroke from the scrolling list. Only the listed keystrokes are accepted.

### Assign and Unassign

When a name is in both the Function and Key text boxes, you can click these buttons to associate a keystroke with a function or dissolve the association. You can continue assigning and unassigning until you click **OK**.

**Hint:** You can assign more than one keystroke to a function. For instance, you can add **Alt+C** to the keys for the copy function while retaining the standard **Ctrl+Insert** for compatibility.

### Enable Menu Accelerators

When this is checked, the standard menu accelerator keys such as **Alt+F** (to drop-down the File menu) take precedence over individual keystroke assignments. In general, this is the normal situation in Windows applications.

If you prefer to be able to use the normally preempted keystrokes for editing functions (for instance, if you want **Alt+F** to immediately save a file), you can clear this checkbox. You can still access the menus with the mouse, or by pressing and releasing **Alt**.

### Keyboard Configuration File

#### Load and Save

When Desktop Editor starts, it reads a file named DEFAULT.KEY from its home directory to map keystrokes to functions. If you want to maintain more than one set of keystroke assignments, you can input a new name in this text box and click **Save**. Then, to load that set later, input its name in this box and click **Load**.

### OK

Confirms your settings and resumes editing the active document with the new settings. The changes are in effect only for the current session unless you use the Save button to save the assignments.

---

### Related Topics:

[Customizing Desktop Editor](#)  
[The Key Assignments Command](#)  
[The Editor Preferences Command](#)  
[The Document Preferences Command](#)  
[Editor Functions](#)

## **Desktop Editor Keys**

The Desktop Editor lets you assign your own favorite keystrokes to any of its over 100 editing functions. See [Customizing Editor Keystrokes](#) for details.

For information on default keystroke assignments, review the topics below:

**[Cursor Movement](#)**

**[Selecting Text](#)**

**[Function Keys](#)**

**[Other Keys](#)**

---

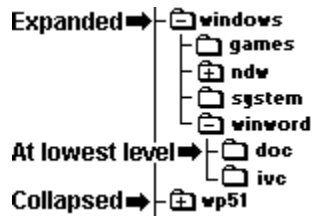
### **Related Topics:**



[The Key Assignments Command](#)

[Editor Functions](#)

[Using Editor Macros](#)

## Expandable/Collapsible Tree



This method of displaying your directory structure lets you expand and collapse branches of the directory tree in the tree pane. To expand a branch, double-click a  folder. To collapse, double-click a  folder.

When using expandable/collapsible trees, you may experience short delays as Norton Desktop reads the disk for directory information. To switch to a faster method of tree display, uncheck the **Use Collapsible Tree** menu item on the **Tree** menu.



### Using Expandable Tree Displays


Norton Desktop features two methods of displaying and utilizing directory tree displays. To toggle between the two methods, choose **Use Collapsible Tree** from the **Tree** menu. When this menu item has a check mark to its left, expandable/collapsible trees are enabled in all drive windows and Standard Browse... dialog boxes.



When using expandable/collapsible trees, you never need to refresh the tree display, but you may have to wait for short periods as Norton Desktop reads your disk for directory information.

Initially, the tree is mostly collapsed, displaying only directories that are at the same level as the current directory.


#### To expand a branch:

- \* Double-click the  icon.
- \* Or, select the branch and press + (plus) on the numeric keypad.
- \* Or, choose the **Tree Expand One Level** command.

#### To expand all branches:

- \* Press **Ctrl+\*** (asterisk)
- \* Or, choose the **Tree Expand All** command.

#### To collapse a branch:

- \* Double-click the  icon.
- \* Or, select the branch and press - (minus) on the numeric keypad.
- \* Or, choose the **Tree Collapse Branch** command.



**word**

For the purposes of word-wrap:

An unbroken sequence of non-blank characters.

As defined for cursor motion, selection, and deletion:

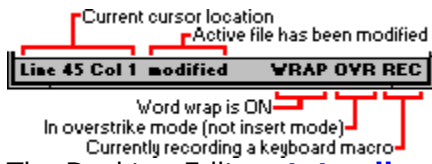
A sequence of characters unbroken by space, tab, or any common programming text delimiters such as ; , { } ( ), etc.

**paragraph**

A sequence of lines of text, containing no blank lines.

When determining how to wrap a paragraph, the editor looks backward from the cursor location until it finds a blank line, then assumes that the paragraph includes all lines after that, down to, but not including, the first blank line.

## status line



The Desktop Editor **status line**, at the bottom of its application window, displays information about the current active edit window.

Information, including error messages and search-and-replace status is displayed momentarily on the left side of the status line, until the next keystroke or mouse click.

**delimiter**

When using editor functions to advance or select by "words," the following characters are considered as word-ending delimiters:

tab (0x09)

space (0x20)

end-of-line

\_ ( ) ' ' , # \$ @ ! % ^ & \* { } [ ] \ ? / | < > ; . + - = ~ :

## regular expression "wildcard" codes

? any single character or space  
\* zero or more characters or spaces  
[chars] any one of the characters between [ and ]  
[~chars] any one character except those after the ~  
[c1-c2] any one of the range of characters c1 to c2  
@ zero or more of the previous character  
% or < the beginning of a line  
\$ or > the end of a line  
\t a tab character (0x08)  
\f a formfeed character (0x0c)  
\c the literal character c; e.g. \\ means \

### wildcard file specification

You can use wildcard characters to specify a set of files which share similar names. The wildcard characters are:

- \* any 1-to-8 character filename (or 0-to-3 character file extension)
- ? any single character

#### Examples:

- \*.\* any filename and any extension
- \*.bak any filename with an extension of .BAK
- \*.? any file that has a 1-character extension
- \*. any file that has no extension
- \*.WK? any filename that has an extension that starts with .WK and then any other single character
- rpt??jul.\* any filename starting with RPT, then any two characters, then JUL, and having any extension





## Cursor Motion Key Defaults

**Key**                      **Default Editor Function**

←  
↩ **cursor\_left**  
Ctrl+←  
↩ **word\_left**  
→  
↘ **cursor\_right**  
Ctrl+→  
↘ **word\_right**  
↑  
↘ **cursor\_up**  
Ctrl+↑  
↘ **window\_down**  
↓  
↘ **cursor\_down**  
Ctrl+↓  
↘ **window\_up**  
PgUp ↘ **page\_up**  
Ctrl+PgUp ↘ **top\_of\_window**  
PgDn ↘ **page\_down**  
Ctrl+PgDn ↘ **bottom\_of\_window**  
Home ↘ **beginning\_of\_line**  
Ctrl+Home ↘ **beginning\_of\_buffer**  
End ↘ **end\_of\_line**  
Ctrl+End ↘ **end\_of\_buffer**  
Tab                      ↘ **tab\_right**  
Enter                    ↘ **enter**  
Ctrl+G                   ↘ **goto\_line**



## Text Selection Key Defaults

Key	Default Editor Function
-----	-------------------------

Shift+↓	
↓ select_line_up	
Shift+↓	
↓ select_line_down	
Shift+↓	
↓ select_char_left	
Shift+Ctrl+↓	
↓ select_word_left	
Shift+↓	
↓ select_char_right	
Shift+Ctrl+↓	
↓ select_word_right	
Shift+PgUp	↓ select_page_up
Shift+PgDn	↓ select_page_down
Shift+Home	↓ select_to_bol
Shift+Ctrl+Home	↓ select_to_top
Shift+End	↓ select_to_eol
Shift+Ctrl+End	↓ select_to_end
Esc	↓ unmark_block

Note: The default keys are assigned so that pressing Shift along with a cursor motion key selects text as the cursor moves.



## F1...F12 Function Key Defaults

<b>Key</b>	<b>Default Editor Function</b>
F1	↓ editor_help
F2	↓ save_file
F3	↓ open_file
F4	↓ document_preferences
Ctrl+F4	↓ close_window
F5	(none)
Ctrl+F5	↓ restore_window
F6	(none)
Ctrl+F6	↓ next_window
F7	↓ record_macro
F8	↓ play_macro
F9	(none)
F10	(none)
Ctrl+F10	↓ zoom_window
F12	↓ wrap_para



## Other Key Defaults

Key	Default Editor Function
-----	-------------------------

BkSp	↓ <b>backspace</b>
Alt+BkSp	↓ <b>undo</b>
Ctrl+BkSp	↓ <b>delete_word_left</b>
Del	↓ <b>delete</b>
Ctrl+Del	↓ <b>delete_word_right</b>
Shift+Del	↓ <b>cut</b>
Ins	↓ <b>toggle_insert</b>
Ctrl+Ins	↓ <b>copy</b>
Shift+Ins	↓ <b>paste</b>
Enter	↓ <b>enter</b>
numpad *	↓ <b>undo</b>
numpad +	↓ <b>copy</b>
numpad -	↓ <b>cut</b>
Tab	↓ <b>tab_right</b>
Alt+ -	↓ <b>close_window</b>
Alt+D	↓ <b>delete_line</b>
Alt+K	↓ <b>delete_to_eol</b>
Alt+N	↓ <b>next_window</b>
Alt+P	↓ <b>print</b>
Alt+R	↓ <b>batch_help</b>
Alt+V	↓ <b>about</b>
Alt+X	↓ <b>save_all_exit</b>





## **Desktop Editor Procedures**

[Using Desktop Editor](#)

[Customizing Desktop Editor](#)

[Customizing Editor Keystrokes](#)

[Comparing Two Files](#)

[Finding Which Key Performs an Editor Function](#)

[Printing All of or Part of a Document](#)

[Searching for Files that Contain Specific Text](#)

[Searching for Specified Text in an Open Document](#)

[Searching with Regular Expressions](#)

[Using Editor Macros](#)

[Using Multiple Edit Windows](#)



## Using Desktop Editor

**Desktop Editor** is the default text editor supplied with Norton Desktop for Windows. It is used automatically when you select the **Edit** command on the Norton Desktop's **File** menu and it is the editor for the **Batch Builder** and **Macro Builder** applications.

Features of Desktop Editor include:

- \* Customizable keyboard; assign keystrokes to over 100 editing functions.
- \* Employs MDI; you can open many edit windows, tile, cascade, and iconize windows. You can open more than one window on a document.
- \* Uses as much memory as it needs for fast editing of large files.
- \* Flexible find and replace, including use of "regular expression" text wildcards; remembers recently-used search strings.
- \* Search for files containing specified word or phrase and easily open them for inspection or editing.
- \* Customizable auto-save and automatic backup options.
- \* Compare two files.
- \* Auto-indent (handy for programmers).
- \* Supports word wrapping and paragraph reformatting for simple word processing tasks.
- \* Remembers recently-edited files; can reopen the set of files used in last edit session.

### Ways to start Desktop Editor:

- \* Select **Desktop Editor** from the Norton Desktop **Tools** menu. Then choose **File Open** on the editor's menu to select a file to edit.  
Desktop Editor is automatically started when you use the **Batch Builder** or **Macro Builder** commands on the **Tools** menu.
- \* Or, double-click its icon in a Quick Access or Program Manager group window.
- \* Or, select one or more files in a desktop drive window and choose the **Edit** command from the desktop's **File** menu.
- \* Or, if the .TXT file extension is associated with Desktop Editor, just double-click any .TXT file from a drive window or File Manager.

### Opening files when Desktop Editor is running:

- \* Choose the editor's **File Open** command.
- \* Or, you can [drag files from a drive window](#) into the editor application window or into its minimized application icon.
- \* Or, to open a file that you recently edited, choose it from the list at the bottom of the editor's **File** menu.
- \* Or, after using the editor's **Find Files Containing** command, use the **List Found Files** command to open any of the found files.

### To automatically reload a set of files next time you start:

- 1** Use the **Options Editor Preferences** command and check the "Restore Session" check box.
- 2** Open the files you want to load the next time you start the editor.
- 3** Use the **File Exit** command to quit the editor (Note: don't close the files individually).
- 4** Next time you start the editor, it automatically opens the same files, arranging the windows in a cascading pattern.



## Using Desktop Editor Macros

The Desktop Editor allows you to record and play back a single keyboard macro. You can use this to automate simple, repetitive tasks.

### To record an editor macro:

- 1** Press **F7 (Alt+E,R)** to start recording. The status line displays the word REC to indicate it is recording.
- 2** Type text and use menu commands and keystroke functions to accomplish the desired task.
- 3** Press **F7** again (**Alt+E,S**) to stop recording. The status line displays "Keyboard macro defined."

### To play back the editor macro:

- 1** Make sure the desired window is active and the cursor is positioned correctly.
- 2** Press **F8 (Alt+E,P)** to begin replaying the macro.

**Notes:** Events that take place in dialog boxes are NOT recorded.  
Up to 256 editing events can be recorded.  
The current macro is not saved between editing sessions.

**Hint:** The Macro Builder utility, found of the Norton Desktop **Tools** menu, is far more flexible than this editor-internal feature. It provides a full-blown programming language, including looping constructs, custom dialog boxes, variables, and more. In addition, you can add "named macros" to the editor's Control Menu.



## Using Multiple Edit Windows

Desktop Editor conforms to the Multiple Document Interface (MDI) standard to display and interact with document files. This interface lets you see more than one document at a time and provides standard ways to access the documents.

### To activate a window (bring it to the front):

Click any part of it, select it from the window list under the **Window** menu, or press **Ctrl+F6** until it moves to the front.

### To enlarge a window to see more text:

First maximize the application window (click the maximize button or press **Alt+spacebar,X**), then maximize the individual document window (click the maximize button or press **Alt+hyphen, X**).

### To see two parts of a document simultaneously:

Activate the desired window. Use the **Open Window** command of the **Window** menu. You can scroll the windows independently.

### To see as much as possible of two documents:

First maximize the application window, then choose the **Window Tile** command (**Alt+W,T**).

### To see the title bars of all windows:

Choose the **Window Cascade** command (**Alt+W,C**).

### To iconize a window:

Minimize the window into an icon (click the minimize button or press **Alt+hyphen,N**). It is now displayed at the bottom of the application window.

### To restore an icon to a normal-size window:

Double-click the icon, or press **Ctrl+F6** until it is highlighted, then press **Alt+Hyphen,X** to maximize it. You can also select it from the **Window** menu.

### To tidy up window icons:

Use the **Window Arrange Icons** command (**Alt+W,A**).





## Searching with Regular Expressions

The **Find**, **Replace**, and **Find Files Containing** commands of the **Search** menu provide a powerful text wildcard search capability called "regular expression" searching.

Although not the full-blown "grep" utility known to UNIX programmers, this feature can be useful in many situations. For instance, it can be used for locating:

- \* Text in formatted layouts, such as phone numbers, zip codes, text in parentheses, quoted strings, etc.
- \* Programming elements and idioms; for instance, locating the start of any procedure.
- \* Proper names or the start of a sentence (i.e., first letter capitalized).
- \* Blank lines.
- \* A sequence of digits.
- \* Lines beginning or ending with some specified text.
- \* Alternate spellings of a word or name (e.g., Kathy or Cathy).
- \* Leading or trailing blanks in a line.

One of the powers of this feature over simple text-matching is that you can use it to select entire words or lines that contain a match. For instance,

goto            selects just that single word when found  
<\*goto\*>      selects the entire line that contains the word

You can use this feature in editor macros to automate some operations. For instance, you can easily copy the matching line or word to the clipboard and paste it to a second file.

### Examples

(click ↓ for special code definitions)

[KC]athy	Kathy or Cathy
[KC]athy [A-Z][~ ]@	Kathy or Cathy and her last name
[A-Z][a-z]@ [A-Z][~ ]@	any two-word proper name
[2-9]??-[0-9]???	any phone number
<*[2-9]??-[0-9]???*>	a line that contains any phone number
<*[A-Za-z]@(*){>	a line that defines a C function; e.g., int Dolt(x,y){
<{	finds "{" when at the start of a line
<[ \t][ \t]>	any line containing only blanks or tabs
\\[nrt]	finds "\n" or "\r" or "\t"

(for special code definitions, click ↓)



## Printing

The Desktop Editor provides printing capabilities that will more than satisfy your needs when you are working with text files, including font selection, and generation of page headers and footers. For more complex formatting, you may need to open the file using a full-featured word processor.

### To print an entire document:

- 1** Activate the document you want to print by clicking its window title.
- 2** Deselect any selected text by pressing Esc.
- 3** Choose the **File Printer Setup** command to specify a printer.
- 4** Choose the **File Page Setup** command to select printing options. You can type text to be displayed at the bottom and/or top of each page, as well as select a font for the printout.
- 5** Choose the **File Print** command to send the file to the printer.

### To print a partial document

- 1** Select the portion of the document you want to print.
- 2** Follow the steps above. You can modify the header or footer to indicate that this is a partial printout. All lines having any text selected are printed.



## Comparing Two Files

Desktop Editor provides a handy file-comparison feature. This is especially useful for programmers who wish to check for differences between versions of program source code.

### To compare two files:

\* (optional) Maximize the editor window and minimize all open documents. This provides screen space to show larger document windows when displayed.

**1** Choose the **Compare** command of the **File** menu to bring up the Compare dialog box.

**2** Select the two files you wish to compare.

**3** Leave the "Line" input box set at "1" for both files.

**4** Choose the "Horizontal" option if you wish the files to be displayed one-above-the other, or choose "Vertical" for a side-by-side display.

**5** Click **OK**. The editor displays both files, highlighting the first difference it finds. If no differences are found, it displays a message on the status line.

**6** The editor displays a small dialog box. Click **Find Next...** to advance through the files, or click **Cancel** when satisfied.



## Finding Text in an Open Document

Desktop Editor can search for simple text strings or for special text wildcards. See [Searching with Regular Expressions](#) for a description of the latter capability. See [Searching for Files](#) for a way to locate all files which contain a specified text string.

### To search an entire document:

- 1 Open and activate the document you want to search.
- 2 Press **Ctrl+Home** to get to the top of the document (the search always starts at the current cursor location).
- 3 Press **Ctrl+S** or use the **Find** command of the **Search** menu to bring up the [Find dialog box](#).
- 4 Enter the text you want to find into the Pattern text box.  
Or, press **Alt+**{bmp symDnAro.Bmp} to choose from a list of recently-used search strings.  
Or, you can select text before opening the dialog and the selected text is placed into the text box automatically.
- 5 Uncheck the Match Upper/Lowercase check box to provide the best chance of finding a similar match. Leave the Regular Expressions check box unchecked to speed up the search.
- 6 Click **Next** to start searching. If any match is found, it is displayed and highlighted. Otherwise, "Pattern not found" is displayed in the [status line](#).

### To continue a search:

- \* Press **Ctrl+A** or use the **Find Again** command on the **Search** menu. If another match is found, it is displayed and highlighted. Otherwise, "Pattern not found" is displayed in the [status line](#).

### To search backward through a document:

- 1 Position the cursor where you want the search to start.
- 2 Press **Ctrl+S**, and follow the steps described above, except use the Previous button in the dialog box to begin the search.
- 3 Pressing **Ctrl+A** continues the search backward through the document until it hits the top of the file.





## Finding Files that Contain Specified Text

Desktop Editor can search the disk for files containing a specified string of text. This is particularly useful for programmers wishing to inspect or modify all source code files that use a particular function or variable.

### To find files containing a search string:

- 1** Use the **Find Files Containing** command on the **Search** menu to bring up the Find Files Containing dialog box.
- 2** In the Pattern text box, enter the search string (it can contain regular expression wildcard characters).  
Or, select from the list of previously-used search strings.
- 3** In the Files text box, enter one or more wildcard file specifications separated by spaces.  
Or, select from the list of previously-used filespecs.  
Or, click **Directory...** and select the directory from the tree display.
- 4** Clear the Match Upper/Lowercase check box, unless you want the search to be case-sensitive.
- 5** Check the Regular Expression check box only if you have used text wildcards in the Pattern text box.
- 6** Click **OK** to start the search.
- 7** If any files containing the specified string are found, a list of filenames appears. Just double-click a filename to open it. The first occurrence of the found text is displayed.

### To inspect or edit other files that contain the found string:

- 1** Use the **List Found Files** command on the **Search** menu to display the List Found Files dialog box.
- 2** Select a file from the scrolling list and click **Open**.
- 3** As you open files from this dialog, they are removed from the list.



## Customizing Editor Keystrokes

Desktop Editor lets you customize the keyboard; you can assign any keystroke to any of over 100 [editor functions](#).

Most users are satisfied with the default key assignments. However, when you are accustomed to another editor, you may find it convenient to change some Desktop Editor keystrokes to match your old habits (so your fingers can do the thinking...).

### To add a keystroke to a function:

- 1 Peruse the [Editor Functions by Groups](#) help topic to familiarize yourself with the available functions.
- 2 Use the **Key Assignments** command on the **Options** menu to display the [Key Assignments dialog box](#).
- 3 Press **↓** and scroll through the Functions list box until you highlight the function you want to access; its name appears in the box on top.  
The Current Keys box at the bottom displays what key or keys are currently assigned to the function. You are about to add another keystroke to those assigned to the function.
- 4 Press **Tab** and scroll through the Keys list box until you find the keystroke you want to use to access that function.  
The Current Function box at the bottom of the dialog box displays what function (if any) is currently assigned to that keystroke. If you proceed, you lose that assignment, since a key can be assigned to only one function.
- 5 Click **Assign**.
- 6 Click **Save** to save the changes to the file, DEFAULT.KEY.
- 7 Click **OK**.

### To change a keystroke assignment:

- 1 Use the **Key Assignments** command on the **Options** menu to display the [Key Assignments dialog box](#).
- 2 Press **Tab** and **↓** and scroll through the Keys list box until you find the keystroke you want to change.  
The Current Function box at the bottom displays what function (if any) is currently assigned to that keystroke. If you proceed, you lose that assignment, since a key can be assigned to only one function.
- 3 Press **Shift+Tab** and **↓** and scroll through the Functions list box until you find the editor function you want to map to the selected keystroke.
- 4 Click **Assign**.
- 5 Click **Save** to make the assignment permanent.
- 6 Click **OK**.



## Finding Which Key Performs an Editor Function

Desktop Editor features over one hundred editing functions. You can use this on-line help to learn the default keystroke assignments. Just peruse either of the topics:

[Editor Functions Alphabetically](#)

[Editor Functions by Group](#)

Since some keystrokes may have been reassigned (or if you wish avoid this help system), you can find the current key assignments as follows:

### To see what key performs a function:

- 1** Use the **Key Assignments** command on the **Options** menu to bring up the [Key Assignments dialog box](#).
- 2** Press **↓** and scroll through the Functions list box until you highlight the function you want to access; its name appears in the box on top.  
The Current Keys box at the bottom displays what key or keys are currently assigned to the function.
- 3** Click **Cancel** to avoid changing any settings.



## Customizing Desktop Editor

Desktop Editor lets you customize many of its features. If you are already familiar with another text editor, you can modify Desktop Editor to conform to your editing habits. And, as you become comfortable with Desktop Editor, you can make minor adjustments to speed up common operations.

Some customization is automatic. For instance, Desktop Editor automatically remembers:

- \* Files that you have recently edited (they are placed on the **File** menu).
- \* Search strings you have previously used.
- \* File types recently used when finding files.
- \* Files that you have recently compared.
- \* Page printing settings, including margins, font face and size, headers, and footers.

Here are some other features and the menu commands that let you customize them:

<b>Feature</b>	<b>Menu command</b>
Automatic file backups	<b>Options Editor Preferences</b>
Automatic file saving	<b>Options Editor Preferences</b>
Automatic line indenting	<b>Options Document Preferences</b>
Automatic file loading	<b>Options Editor Preferences</b>
Convert tabs to spaces	<b>Options Document Preferences</b>
Cursor shape	<b>Options Editor Preferences</b>
Features not on menus	<b>Options Key Assignments</b>
File locking	<b>Options Editor Preferences</b>
Header/Footer text	<b>Options Document Preferences</b>
Keyboard macro	<b>Edit Record Macro</b> (see <a href="#">Using Macros</a> )
Keystroke assignments	<b>Options Key Assignments</b>
Line indenting	<b>Options Document Preferences</b>
Printer Font	<b>Options Document Preferences</b>
Printer Margins	<b>Options Document Preferences</b>
Programmer's indenting	<b>Options Document Preferences</b>
Reload recent files	<b>Options Editor Preferences</b>
Remove trailing spaces	<b>Options Editor Preferences</b>
Screen Font	<b>Options Editor Preferences</b>
Screen margin settings	<b>Options Document Preferences</b>
Tab settings	<b>Options Document Preferences</b>
Typing replaces selected text	<b>Options Editor Preferences</b>
Undo levels	<b>Options Editor Preferences</b>
Word wrapping	<b>Options Document Preferences</b>

Although Desktop Editor does not remember keystroke macros between sessions, it is possible to use the Norton Desktop's Macro Builder to [create any number of complex and sophisticated keyboard macros](#) which you can access via the [application Control-Menu](#) or by using a single custom keystroke.

You can even use Norton Desktop's Batch Builder to display and choose from a list of your custom editor macros.



## Editor Functions: Alphabetical List

- A** ↓ about
- B** ↓ backspace
- ↓ batch\_help
  - ↓ beginning\_of\_buffer
- ↓ beginning\_of\_line
  - ↓ bottom\_of\_window
- C** ↓ cascade
- ↓ change\_case
  - ↓ close\_window
- ↓ compare
  - ↓ copy
- ↓ copy\_block
  - ↓ copy\_line
- ↓ cursor\_down
  - ↓ cursor\_left
- ↓ cursor\_right
  - ↓ cursor\_up
- ↓ cut
  - ↓ cut\_block
- ↓ cut\_line
- D** ↓ delete
- ↓ delete\_line
  - ↓ delete\_to\_eol
- ↓ delete\_word\_left
  - ↓ delete\_word\_right
- ↓ document\_preferences
- E** ↓ editor\_help
- ↓ end\_of\_buffer
  - ↓ end\_of\_line
- ↓ enter
  - ↓ exit
- ↓ exit\_windows
- F** ↓ find
- ↓ find\_again
  - ↓ find\_files\_containing
- G** ↓ goto\_line
- H,I,J**
- L** ↓ list\_files\_containing
- ↓ lowercase
- M**
- N** ↓ new\_file
- ↓ new\_window
  - ↓ next\_window
- O** ↓ open\_file
- P** ↓ page\_down
- ↓ page\_up

- ↓ paste
- ↓ play\_macro
- ↓ prev\_window
- ↓ print

## Q

- R** ↓ record\_macro
- ↓ replace
- ↓ restore\_window
- ↓ revert

## S

- ↓ save\_all
- ↓ save\_all\_exit
- ↓ save\_all\_exit\_windows
- ↓ save\_file
- ↓ save\_file\_close\_window
- ↓ select\_all
- ↓ select\_char\_left
- ↓ select\_char\_right
- ↓ select\_line
- ↓ select\_line\_down
- ↓ select\_line\_up
- ↓ select\_page\_down
- ↓ select\_page\_up
- ↓ select\_to\_bol
- ↓ select\_to\_end
- ↓ select\_to\_eol
- ↓ select\_to\_top
- ↓ select\_word
- ↓ select\_word\_left
- ↓ select\_word\_right
- ↓ split\_line
- ↓ stamp

## T

- ↓ tab\_right
- ↓ test\_batch
- ↓ tile
- ↓ to\_bottom
- ↓ to\_center
- ↓ to\_top
- ↓ toggle\_backup
- ↓ toggle\_insert
- ↓ toggle\_wordwrap
- ↓ top\_of\_window

## U

- ↓ undo
- ↓ unmark\_block
- ↓ uppercase

## V

## W

- ↓ window\_down
- ↓ window\_up
- ↓ word\_left
- ↓ word\_right
- ↓ wrap\_para

**X,Y**

**Z**    ↓ zoom\_window

## **Editor Functions: Functional Groups**

**Cursor Motion**

**Cut, Copy, and Paste**

**Deleting Text**

**File Control**

**Lines**

**Paragraphs and Word Wrap**

**Searching and Replacing**

**Selecting Text**

**Window Control**

**Miscellaneous**

## Cursor Motion Functions

- ↓ **beginning\_of\_buffer**
- ↓ **end\_of\_buffer**
- ↓ **top\_of\_window**
- ↓ **bottom\_of\_window**
- ↓ **beginning\_of\_line**
- ↓ **end\_of\_line**
- ↓ **page\_up**
- ↓ **page\_down**
- ↓ **cursor\_up**
- ↓ **cursor\_down**
- ↓ **word\_left**
- ↓ **word\_right**
- ↓ **cursor\_left**
- ↓ **cursor\_right**
- ↓ **window\_up**
- ↓ **window\_down**
- ↓ **to\_top**
- ↓ **to\_bottom**
- ↓ **to\_center**
- ↓ **goto\_line**
- ↓ **tab\_right**
- ↓ **enter**
- ↓ **split\_line**

## Cut, Copy, and Paste Functions

- ↓ copy
- ↓ copy\_block
- ↓ copy\_line
- ↓ cut
- ↓ cut\_block
- ↓ cut\_line
- ↓ paste
- ↓ undo

## Delete Functions

- ↓ **backspace**
- ↓ **delete**
- ↓ **delete\_word\_left**
- ↓ **delete\_word\_right**
- ↓ **delete\_line**
- ↓ **delete\_to\_eol**
- ↓ **cut**
- ↓ **cut\_line**
- ↓ **replace**
- ↓ **undo**

## **File Functions**

- ↓ **new\_file**
- ↓ **open\_file**
- ↓ **save\_file**
- ↓ **close\_window**
- ↓ **save\_file\_close\_window**
- ↓ **save\_all**
- ↓ **save\_all\_exit**
- ↓ **save\_all\_exit\_windows**
- ↓ **compare**
- ↓ **find\_files\_containing**
- ↓ **list\_files\_containing**
- ↓ **revert**
- ↓ **toggle\_backup**



## Line Functions

- ↓ cursor\_down
- ↓ cursor\_up
- ↓ goto\_line
- ↓ beginning\_of\_line
- ↓ end\_of\_line
- ↓ select\_line
- ↓ select\_line\_down
- ↓ select\_line\_up
- ↓ select\_to\_bol
- ↓ select\_to\_eol
- ↓ copy\_line
- ↓ cut\_line
- ↓ copy
- ↓ cut
- ↓ delete\_line
- ↓ delete\_to\_eol
- ↓ to\_bottom
- ↓ to\_center
- ↓ to\_top
- ↓ window\_down
- ↓ window\_up
- ↓ enter
- ↓ split\_line

## Miscellaneous Functions

- ↓ about
- ↓ editor\_help
- ↓ test\_batch
- ↓ batch\_help
- ↓ record\_macro
- ↓ play\_macro
- ↓ print
- ↓ stamp
- ↓ tab\_right
- ↓ enter
- ↓ split\_line
- ↓ undo
- ↓ change\_case
- ↓ lowercase
- ↓ uppercase
- ↓ document\_preferences
- ↓ toggle\_backup
- ↓ toggle\_insert
- ↓ toggle\_wordwrap
- ↓ exit
- ↓ exit\_windows
- ↓ save\_all\_exit\_windows

## Paragraph Functions

- ↓ `wrap_para`
- ↓ `toggle_wordwrap`
- ↓ `enter`
- ↓ `split_line`
- ↓ `document_preferences`

## Text Selecting Functions

- ↓ **select\_all**
- ↓ **select\_line**
- ↓ **select\_word**
- ↓ **select\_char\_left**
- ↓ **select\_char\_right**
- ↓ **select\_word\_left**
- ↓ **select\_word\_right**
- ↓ **select\_line\_up**
- ↓ **select\_line\_down**
- ↓ **select\_page\_up**
- ↓ **select\_page\_down**
- ↓ **select\_to\_bol**
- ↓ **select\_to\_eol**
- ↓ **select\_to\_top**
- ↓ **select\_to\_end**
- ↓ **unmark\_block**

Note: The default keys are assigned so that pressing Shift along with a cursor motion key will select text as the cursor moves.

## Search and Replace Functions

- ↓ `find`
- ↓ `find_again`
- ↓ `replace`
- ↓ `find_files_containing`
- ↓ `list_files_containing`

## Window Functions

- ↓ **cascade**
- ↓ **tile**
- ↓ **restore\_window**
- ↓ **zoom\_window**
- ↓ **new\_window**
- ↓ **new\_file**
- ↓ **close\_window**
- ↓ **prev\_window**
- ↓ **next\_window**
- ↓ **window\_up**
- ↓ **window\_down**
- ↓ **to\_top**
- ↓ **to\_bottom**
- ↓ **to\_center**

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### Related Topics:

[Managing Multiple Windows](#)

**about**

Displays the editor's version number, copyright notice and miscellaneous system information.

Default keystroke: **Alt+V**

**backspace**

If text is selected, deletes it; otherwise, deletes the character to the left of the cursor.

If the cursor is at the beginning of the line, appends the current line to the previous line.

Default keystroke: **BkSp** or **Shift+BkSp**



**batch\_help**

Displays help text on each Batch Runner command and lets you select commands to enter into your current file.

Used when Desktop Editor is running as [Batch Builder](#) or [Macro Builder](#); same as the **Reference** command under the **Tools** menu.

Default keystroke: **Alt+R** or **Alt+T,R**

**beginning\_of\_buffer**

Moves the cursor to the beginning of the document in the active window.

Default keystroke: **Ctrl+Home**

**beginning\_of\_line**

Moves the cursor to the beginning of the current line.

Default keystroke: **Home**

**bottom\_of\_window**

Moves the cursor to the bottom line of the window.

Default keystroke: **Ctrl+PgDn**

**cascade**

Resizes and rearranges all open windows in an overlapping pattern. Same as the **Cascade** command on the **Window** menu.

Default keystroke: **Alt+W,C**

**change\_case**

Within the selected block, changes the case of all letters; makes uppercase letters into lowercase, and lowercase into uppercase.

Default keystroke: (none)

**close\_window**

Closes the active window (you get a chance to save the file if it has changed).

Same as the **Close** command on the **File** menu. You may also close a window by double-clicking its Document Control menu button.

Default keystroke: **Ctrl+F4**, or **Alt+hyphen,C**

**compare**

Prompts for two filenames, then compares them line-by-line.

Same as the **Compare** command on the **File** menu.

Default keystroke: **Alt+F,E**



**copy**

Copies the selected text to the Clipboard.

If no text is selected, but the Editor Preferences dialog option "Cut/Copy line if no text is selected" is checked, then this copies the entire line to the Clipboard.

Same as the **Copy** command on the **Edit** menu.

Default keystroke: **Ctrl+Ins**, or **numpad +**

**copy\_block**

Copies the selected text to the Clipboard.

This variation of the copy command has no effect if no text is selected.

Default keystroke: (none)

**copy\_line**

Copies the current line to the Clipboard.

Default keystroke: (none)

**cursor\_down**

Moves the cursor down one line.

Default keystroke: **DownArrow**

**cursor\_left**

Moves the cursor one character to the left or, if in the leftmost column, to the end of the line above.

Default keystroke: **LeftArrow**

**cursor\_right**

Moves the cursor one character to the right or, if at the end of the line, to the beginning of the line below.

Default keystroke: **RightArrow**

**cursor\_up**

Moves the cursor up one line.

Default keystroke: **UpArrow**

**cut**

Removes the selected text, placing it in the Clipboard.

If no text is selected, but the editor's **Preferences** dialog option "Cut/Copy Line if No Text is Selected" is checked, then this cuts the entire line from the document and copies it to the Clipboard.

Same as the **Cut** command on the **Edit** menu.

Default keystroke: **Shift+Del**, or **numpad -**



**cut\_block**

Removes the selected text, placing it in the Clipboard.

This variation of the cut command has no effect if no text is selected.

Default keystroke: (none)

**cut\_line**

Removes the current line, placing it in the Clipboard.

Default keystroke: (none)

**delete**

Deletes the selected text. If no text is selected, deletes the character at the cursor.

The text may be recovered via the undo function.

Default keystroke: **Del**

**delete\_line**

Deletes the current line.

The line is NOT copied to the clipboard, but may be recovered via the undo function.

Default keystroke: **Alt+D**

**delete\_to\_eol**

Deletes all text from the cursor to the end of the current line.

The text may be recovered via the undo function.

Default keystroke: **Alt+K**

**delete\_word\_left**

If the cursor is in a word, deletes the text from the cursor to the beginning of the word.

If the character to the left of the cursor is a space or tab, deletes the text from the cursor to the previous non-blank character.

If the character to the left of the cursor is a delimiter other than space or tab, deletes that delimiter.

Default keystroke: **Ctrl+BkSp**

**delete\_word\_right**

If the cursor is in a word, deletes the text from the cursor to the end of the word.

If the character to the right of the cursor is a space or tab, deletes the text from the cursor to the next non-blank character.

If the character to the right of the cursor is a delimiter other than space or tab, deletes that delimiter.

Default keystroke: **Ctrl+Del**

**document\_preferences**

Displays the Document Preferences dialog box to let you select options for the file in the active window.

Same as the **Document Preferences** command on the **Options** menu.

Default keystroke: **F4**



**editor\_help**

Accesses the editor's help system.

Default keystroke: **F1**

**end\_of\_buffer**

Moves the cursor to the end of the document in the active window.

Default keystroke: **Ctrl+End**

**end\_of\_line**

Moves the cursor to the end of the current line.

Default keystroke: **End**

**enter**

In insert mode, inserts a carriage return and line feed, then moves the cursor to the beginning of the next line (or positions the cursor below the first non-blank character in the previous line if "Auto Indent" is checked in the Document Preferences dialog).

In overwrite mode, simply moves the cursor to the beginning of the next line.

Default keystroke: **Enter**

**exit**

Prompts you to save any modified files, then closes all windows and exits from the editor.

Same as the **Exit** command on the **File** menu.

Default keystroke: **Alt+F4**

**exit\_windows**

Prompts you to save any modified files, then issues an ExitWindows call to end the current Windows session. The session is not terminated unless all applications agree to terminate.

Default keystroke: (none)

**find**

Displays the Find dialog box to set search criteria for the active document and begins searching.

Same as the **Find** command on the **Search** menu.

Default keystroke: **Ctrl+S**

**find\_again**

Continues a search begin via the find function.

Same as to the **Find Again** command on the **Search** menu.

Default keystroke: **Ctrl+A**



**find\_files\_containing**

Displays the Find Files Containing dialog box to set search criteria and begins searching for files. Use the list\_files\_containing function to see and open the found files.

Same as the **Find Files Containing** command on the **Search** menu.

Default keystroke: **Ctrl+F**

**goto\_line**

Prompts for input of a line number, then moves the cursor to the specified line in the active document.

If any text is selected, [the selection is extended](#) to include the requested line.

Same as the **Goto Line** command on the **Search** menu.

Default keystroke: **Ctrl+G**

**list\_files\_containing**

Use after using the find\_files\_containing function. Displays a list of found files. From there, double click a file to open it and remove it from the list.

Same as the **List Found Files** command on the **Search** menu.

Default keystroke: **Ctrl+L**

**lowercase**

Converts all uppercase characters in the marked block to lowercase.

If no block is marked, acts on the character at the cursor.

Default keystroke: (none)

**new\_file**

Opens a blank untitled document window. Use **Save** or **Save As...** on the **File** menu to give it a name and save the contents to disk.

Same as the **New** command on the **File** menu.

Default keystroke: **Alt+F,N**

**new\_window**

Opens an additional window on the current active document.

Changes made to either window will affect the same document. If you want two different versions, first, use the **Save As...** command of the **File** menu to make a duplicate, then open both files.

Same as the **New Window** command on the **Window** menu.

Default keystroke: **Alt+W,N**

**next\_window**

Activates the next window in the editor's circular list.

Same as the **Next Window** command on the **Document Control** menu.

Default keystroke: **Ctrl+F6**, or **Alt+N**

**open\_file**

Prompts for a directory and filename and opens a window on that file.

Same as the **Open** command on the **File** menu.

Default keystroke: **F3**



**page\_down**

Moves the cursor down one page; that is, the number of lines visible in the window.

Default keystroke: **PgDn**

**page\_up**

Moves the cursor up one page; that is, the number of lines visible in the window.

Default keystroke: **PgUp**

**paste**

Inserts the contents of the Clipboard at the cursor location.

Same as the **Paste** command on the **Edit** menu.

Default keystroke: **Shift+Ins**

**play\_macro**

Replays the keystrokes and functions recorded by the most recent use of the record\_macro function.

If no macro has been recorded, that is indicated on the status line.

Same as the **Play Back Macro** command on the **Edit** menu.

Default keystroke: **F8**

**prev\_window**

Activates the previous window on the editor's circular list.

Default keystroke: (none)

**print**

Prints the active document, using settings set via the **Page Setup** and **Printer Setup** commands under the **File** menu.

Same as the **Print** command on the **File** menu.

Default keystroke: **Alt+P**

**record\_macro**

Starts recording keystrokes and editor functions. Recording continues until the next use of this function.

Same as the **Record Macro/Stop Recording Macro** commands on the **Edit** menu.

Default keystroke: **F7**

**replace**

Prompts for search and replace criteria and then replaces specified text in the active document, starting at the cursor location.

Same as the **Replace** command on the **Search** menu.

Default keystroke: **Ctrl+R**



**restore\_window**

Resizes the active window to its user-settable "intermediate" size.

Same as the **Restore** command on the **Document Control** menu.

Default keystroke: **Ctrl+F5**, or **Alt+hyphen,R**

**revert**

Prompts for verification, then undoes all changes to the contents of the active document since the file was last saved.

Same as the **Revert** command on the **File** menu.

Default keystroke: **Alt+F,V**

**save\_all**

Saves the contents of all modified document to disk. For untitled windows, prompts for filenames.

Same as the **Save All** command on the **File** menu.

Default keystroke: **Alt+F,L**

**save\_all\_exit**

Saves the contents of all modified document to disk, then ends the editor session.

Default keystroke: **Alt+X**

**save\_all\_exit\_windows**

Saves the current contents of all modified documents to disk, then issues an Exit Windows call to end the current Windows session. The Windows session is not terminated unless all applications agree to terminate.

Default keystroke: (none)

**save\_file**

Saves the document in the current active window to disk. If the window is untitled, you are prompted for a filename.

Same as the **Save** command on the **File** menu.

Default keystroke: **F2**

**save\_file\_close\_window**

Saves the contents of the current active document to disk, then closes the active window. If the window is untitled, you are prompted for a filename.

Default keystroke: (none)

**select\_all**

Selects (highlights) the entire contents of the active document.

Same as the **Select All** command on the **Edit** menu.

Default keystroke: **Alt+E,A**



**select\_char\_left**

Selects the character to the left of the cursor, or cancels the selection if that character is already selected.

If the cursor is at the beginning of a line, it moves to the end of the previous line.

Default keystroke: **Shift+LeftArrow**

**select\_char\_right**

Selects the character to the right of the cursor, or cancels the selection if that character is already selected.

If the cursor is at the end of a line, it moves to the beginning of the next line.

Default keystroke: **Shift+RightArrow**

**select\_line**

Selects the current line.

Default keystroke: (none)

**select\_line\_down**

Extends the current selection down one line, or cancels the selection if that line is already selected.

Default keystroke: **Shift+DownArrow**

**select\_line\_up**

Extends the current selection up one line, or cancels the selection if that line is already selected.

Default keystroke: **Shift+UpArrow**

**select\_page\_down**

Extends the current selection down one page and scrolls the window.

Default keystroke: **Shift+PgDn**

**select\_page\_up**

Extends the current selection up one page and scrolls the window.

Default keystroke: **Shift+PgUp**

**select\_to\_bol**

Selects the text from the cursor to the beginning of the current line, or cancels the selection if the text is already selected.

Default keystroke: **Shift+Home**



**select\_to\_end**

Selects the text from the cursor to the end of the document in the active window.

Default keystroke: **Ctrl+Shift+End**

**select\_to\_eol**

Selects the text from the cursor to the end of the current line, or cancels the selection if the text is already selected.

Default keystroke: **Shift+End**

**select\_to\_top**

Selects the text from the cursor to the beginning of the document in the active window.

Default keystroke: **Ctrl+Shift+Home**

**select\_word**

Selects the word containing the cursor. (You can do this with the mouse by double-clicking the word.)

Default keystroke: (none)

**select\_word\_left**

Extends the current selection to the beginning of the word to the left of the cursor, or cancels the selection if the text is already selected.

Default keystroke: **Ctrl+Shift+LeftArrow**

**select\_word\_right**

Extends the current selection to the beginning of the word to the right of the cursor, or cancels the selection if the text is already selected.

Default keystroke: **Ctrl+Shift+RightArrow**

**split\_line**

Inserts a line break at the cursor without advancing the cursor.

Default keystroke: **Ctrl+N**

**stamp**

Inserts the current date and time at the cursor location.

Same as the **Time/Date** command on the **Edit** menu.

Default keystroke: (none)



**tab\_right**

In insert mode, inserts a tab character at the cursor (or inserts spaces, if "Expand Tabs with Spaces" in the Document Preferences dialog box is checked).

In overwrite mode, moves the cursor to the next tab position, as set in that same dialog.

Default keystroke: **Tab**

**test\_batch**

Executes the commands in the active document as a Batch Runner script.

Available when Desktop Editor is running as Batch Builder or Macro Builder; same as the **Test** command under the **Tools** menu.

Default keystroke: (none)

**tile**

Resizes and rearranges all open windows to fit within the editor main window with no overlap.

Same as the **Tile** command on the **Window** menu.

Default keystroke: **Alt+W,T**

**to\_bottom**

Scrolls the active window to place the current line at the bottom of the window.

Default keystroke: **Ctrl+B**

**to\_center**

Scrolls the active window to place the current line to the center of the window.

Default keystroke: **Ctrl+C**

**to\_top**

Scrolls the active window to place the current line to the top of the window.

Default keystroke: **Ctrl+T**

**toggle\_backup**

Toggles the "Make Backup Files" option in the Editor Preferences dialog box.

When the backup option is on and you save a file, the original file is retained, but with an extension of .BAK.

Default keystroke: (none)

**toggle\_insert**

Toggles between insert mode and overwrite mode. The current mode is displayed on the status line.

Default keystroke: **Ins**



**toggle\_wordwrap**

Toggles into and out of word wrap mode. The current mode is displayed on the status line.

When word wrap is on, typing past the right margin causes the current word to be moved to the next lower line.

Same as the **Word Wrap** option on the **Edit** menu.

Default keystroke: **Ctrl+W**

**top\_of\_window**

Moves the cursor to the top visible line of the window.

Default keystroke: **Ctrl+PgUp**

**undo**

Reverses the effects of the a previous editing operation. Repeated use will undo up to 300 edit operations.

Same as the **Undo** command on the **Edit** menu.

Default keystroke: **Alt+BkSp**, or **numpad \***

**unmark\_block**

Deselects the selected text and returns the cursor to its location before the text was selected.

Default keystroke: **Esc**

**uppercase**

Converts all lowercase characters in the marked block to uppercase. If no block is marked, converts the character at the cursor.

Default keystroke: (none)

**window\_down**

Moves the cursor up one line and at the same time moves the text in the window down one line.

Default keystroke: **Ctrl+UpArrow**

**window\_up**

Moves the cursor down one line and at the same time moves the text in the window up one line.

Default keystroke: **Ctrl+DownArrow**

**word\_left**

Moves the cursor to the beginning of the previous word or to the end of the previous line, whichever comes first.

Default keystroke: **Ctrl+LeftArrow**



**word\_right**

Moves the cursor to the beginning of the next word or to the end of the line, whichever comes first.

Default keystroke: **Ctrl+RightArrow**

**wrap\_para**

Reformats the current paragraph within the margins of the active document. Margins are set via the **Document Preferences** command of the **Options** menu.

Same as the **Wrap Paragraph** command on the **Edit** menu.

Default keystroke: **F12**

**zoom\_window**

Resizes the active document window to its maximum possible size within the editor's window.

Same as the **Maximize** command on the **Document Control** menu. You may also maximize and restore a window by double-clicking its title bar.

Default keystroke: **Ctrl+F1** or **Alt+hyphen,X**



## Batch Builder Help Index

### Editor Help

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### Batch Language Reference

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### Keyboard

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### Commands

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## **Batch Builder Commands**

**File** Commands

**Edit** Commands

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**Options** Commands

**Tools** Commands

**Window** Commands

**Help** Commands

---

### **Related Topics:**

[Using Batch Builder](#)

[Using Desktop Editor](#)

[Batch Language Statements by Functional Groups](#)

## The Tools Menu

Commands in this menu provide access to tools useful when building batch files and Macro Builder macros.

- Test**    **Alt+T,T** Execute the batch file in the active window.
- Reference**    **Alt+T,T** See the reference window which containing info on all Batch Runner statements.
- Macro Builder**    **Alt+T,M** Start recording a Macro Builder macro.

## Tools Test Command

Function name: **test\_batch** ↓

Default key: **Alt+T,T**

This command executes the current active document as a Batch Runner batch file. Use it to test and work the bugs out of a batch file.



## Tools Reference Command

Function name: **batch\_help** ↓

Default key: **Alt+R**

This command displays the Batch Builder Reference dialog box, which provides an alphabetically ordered scrolling list of Batch Builder statements and a description, syntax summary, and example of each statement.

You can keep the Reference box open as you create or edit the batch file. Use **Alt+F6** to toggle back and forth between the Reference box and the text-editing screen.

---

### Related Topics:

[Batch Statements by Functional Groups](#)

[SendKey Key Codes](#)

[Variables and Parameters](#)

[Predefined Constants](#)

[Math and Relational Operators](#)

[Dialog Templates \(.WBD files\)](#)

## Tools Macro Builder Command

Function name: (none)

Default key: **Alt+T,M**

This command starts Macro Builder which lets you record a batch file. It displays a Standard Browse... dialog box to let you choose a filename for the macro.

After choosing a filename, the Macro Builder icon appears at the bottom of your screen and begins blinking. All subsequent actions (such as selecting application windows, menu commands, and text input) are recorded into the batch file.

### To stop recording:

- 1 Click the Macro Builder icon once to bring up its control menu.
- 2 Choose the **Close** command.

Batch Builder will open the newly-recorded batch file automatically.

**Tip:** This simplifies creation of complex batch files. Rather than writing a long series of statements, just record a series of events to some temporary file (e.g., TEMP.WBT). Then edit that file to clean up any superfluous actions.

---

### Related Topics:

[Record-and-Paste for Fast Development](#)

## Batch Builder Reference Dialog Box

This dialog box appears when you use the **Reference** command on the Batch Builder **Tools** menu. It provides a quick reference for the over 150 functions and commands available in the Batch Runner language.

[Additional Batch Runner language reference information is available in this help file.](#) See [Batch Builder Index](#) to get to a discussion of variables, parameters, use of dialog boxes, and so forth.

### Commands

\* Use ↓ and

↓ to scroll through this list.

\* Or, press the first letter of any Batch Runner statement to scroll quickly to that part of the list.

### Description

As you scroll through the **Commands** list, this area displays a short description, syntax and example of each statement.

### Close

Click this button to close the Reference dialog box.

### Add

This inserts the currently highlighted statement from the **Commands** list into the text-editing screen at the current cursor position. This handy feature will help you avoid misspelling command names.

---

### Related Topics:

[Statements by Functional Groups](#)

[SendKey Key Codes](#)

[Variables and Parameters](#)

[Predefined Constants](#)

[Math and Relational Operators](#)

[Dialog Templates \(.WBD Files\)](#)

## **Batch Builder Procedures**

Using Batch Builder      Using Desktop Editor  
Batch Language Capabilities      Desktop Editor Procedures  
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Statements by Functional Groups  
Dialog Templates  
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Variables and Parameters

## Batch Language Capabilities

The **Batch Runner** [batch files](#) that you can create with either **Batch Builder** or **Macro Builder** provide excellent control over your Windows computing environment. The Batch Runner language is a little bit like the familiar DOS batch file language, but with far greater power and flexibility (over 150 functions and commands).

With Batch Runner batch files, you can:

- \* Create and [display dialog boxes](#) for user interaction; you can create buttons, check boxes and other controls--just like a Windows application.
- \* [Start any program](#) as a full-size, iconized, or even a hidden window. You can automatically [minimize or maximize](#) any application's window.
- \* [Feed keystrokes to any program](#). Since batch files can be launched by a shortcut key and run in the background, you can effectively add new commands to any program.
- \* [Control window size and position](#) of any application and [modify any window title](#), including the labels below some minimized application icons.
- \* Perform [powerful file and directory manipulation](#), such as deleting and copying files, presenting a scrolling list of files for user selection, and much more.
- \* Perform [network operations](#), such as connecting to and logging-on to the network.
- \* Perform [Dynamic Data Exchange \(DDE\) operations](#), such as obtaining current data from a spreadsheet.
- \* [Interact with the clipboard](#) to automate cut-and-paste operations.
- \* Access [multimedia capabilities](#), such as splaying waveform sounds, running a video disk, and so forth (assuming the hardware and drivers are attached).
- \* [Read, write, and display .INI files](#) to examine or change Windows global or program local configuration options.
- \* A programmer's ["MAKE-like" capability](#). You can take action depending upon file modification date and time. For example, if one file is out-of-date with respect to another, you can run a program to force an update.
- \* Perform miscellaneous Windows environment-control commands such as [changing the desktop "wallpaper."](#)

The Batch Runner language provides [program variables](#), [numeric and string operations](#), and looping and other [execution control](#) functions and commands. In brief, it is a complete programming language.

---

### Related Topics:

[Batch Commands in Functional Groups](#)

## Using Batch Builder

**Batch Builder** is a text editor based on the Desktop Editor that comes with the Norton Desktop. It (or any other text editor) can be used to create **Batch Runner** [batch files](#). The Batch Runner language is a little bit like the familiar DOS batch file language, but with far greater power and flexibility.

See [Batch Language Capabilities](#) and [Batch Commands in Functional Groups](#) for an overview of features.

### To create a batch file automatically:

- 1 Use the **Macro Builder** command on the **Tools** menu. Choose a filename for the batch file.

The Macro Builder icon will appear on the bottom of the screen and will blink to show that it is recording.

- 2 Perform a series of actions, such as starting a program, using menu commands, typing text, and so forth.
- 3 Click the Macro Builder icon once to bring up its control menu.
- 4 Select Stop Recording.

The recorded batch file is automatically opened as an additional document in the editor.

- 5 Choose the **Test** command in the **Tools** menu to try it out. You can edit the batch file and save changes, if desired.

### To create a batch file manually:

- 1 Start **Batch Builder** by selecting it from the Norton Desktop **Tools** menu, or double-clicking its icon in a Quick Access group window.
- 2 Type some commands in the editing window.
- 3 For a quick reference to statement syntax, use the **Reference** command on the **Tools** menu, or press **Alt+R**.
- 4 Use the **File Save** command and choose a directory and filename for the batch file.  
**Note:** Batch files should have a filename extension of .WBT (think **W**indows **B**aTch).

### To run a batch file:

- \* While in the Batch Builder editor, you can launch a batch file by selecting it at the active document, then choosing the **Test** command on the **Tools** menu.
- \* Start a batch file using any of the normal methods for launching programs and documents. See [Running a Batch Builder Batch File](#) for some useful ideas.  
**Note:** One of the handiest ways is by adding a batch file to your [Launch List](#).

### To halt a running batch file:

- \* Click the minimized Batch Runner icon (which appears at the bottom of your desktop when you launch any batch file) and select **Close** from its pop-up Control menu.
- \* Press **Esc** or click **Cancel** in any Batch Runner dialog box.

---

### Related Topics:

[Batch Language Capabilities](#)  
[Batch Commands in Functional Groups](#)  
[Running a Batch Builder Batch File](#)

## Running a Batch Builder Batch File

To test a batch file as you create it:

- 1** Make sure that the desired batch file document is active. You can bring it to the front by choosing it from the **Window** menu.
- 2** Use the **Test** command on the **Tools** menu (**Alt+T,T**).

### To run a batch file at any time:

After creating and testing a batch file, you can start it by using any of the normal methods for launching programs and documents:

- \* Double-click the batch file in a drive window.
- \* Create a Quick Access group item that has the batch file filename in the "Command Line." Then double-click its icon.
- \* Use the **File Run** command from the Norton Desktop or Quick Access menu. Specify the name of the batch file (including the .WBT extension) in the command line.
- \* Add the batch file filename to your Launch List. This is especially convenient, since you can then start the batch without leaving the current application. You can even set up a shortcut key to run the batch file instantly.
- \* Make the batch file into a command in the Norton Desktop menu. Use the **Configure Edit Custom Menu** command and add a "custom" item to the menu.

**Tip:** If you want to pass parameters to a batch file from a **Run** command, you may need to use a fully-qualified command line; that is launch BATCHRUN.EXE (rather than just launching the .WBT file). For example:

```
BATCHRUN myBat.wbt param1 param2 ...
```

## Record-and-Paste Technique

It is often handy to start with a batch file recorded by Macro Builder (see [Using Batch Builder](#)). Likewise, when you are writing a complex batch file, it is often easier to record a sequence of operations (especially **SendKey** commands) than it would be to enter and test them by trial and error.

### To record a command sequence:

- 1 Use the **Macro Builder** command on the **Tools** menu (**Alt+T,R**).
- 2 At the prompt, enter a filename. You can use a throw-away name such as "TEMP.WBT". The Macro Builder icon will blink on your desktop to show that it is recording.
- 3 Perform the series of actions you want to record. It's OK to make a few false starts, since you can edit the recorded commands later.
- 4 Click the Macro Builder icon once to display its control menu. Choose the **Close** command.  
Batch Builder will open the newly-recorded batch file automatically.

### To use the recorded sequence in a batch file:

- 1 You can tile the two batch file windows (**Alt+W,T**).
- 2 Activate the recorded batch file and select the line or lines you want to use.
- 3 Copy them to the clipboard (**Alt+E,C**).
- 4 Activate the base batch file document.
- 5 Scroll to the desired place in the file, and paste the recorded sequence into the document (**Alt+E,P**).



## SendKey Key Codes

The **SendKey** command types keystrokes into the currently active window, as if they had been entered from the keyboard.

**Tips:** To send keys to a particular window, use the **WinActivate** command first.

You may find it easiest to record SendKey sequences. See [Record-and-Paste Technique](#) for a description.

To send letters and numbers, just type them into the SendKey string. The following special sequences are available for sending function keys and other keystrokes:

<b>To send...</b>	<b>Use the text...</b>
↓	{LEFT}
↓	{RIGHT}
↓	{UP}
↓	{DOWN}
<b>Backspace</b>	{BACKSPACE} or {BS}
<b>Break</b>	{BREAK}
<b>Delete</b>	{DELETE} or {DEL}
<b>End</b>	{END}
<b>Enter</b>	{ENTER} or ~
<b>Esc</b>	{ESC}
<b>F1 through F16</b>	{F1} through {F16}
<b>Home</b>	{HOME}
<b>Insert</b>	{INSERT}
<b>PageDown</b>	{PGDN}
<b>PageUp</b>	{PGUP}
<b>spacebar</b>	{SPACE} or {SP}
<b>Tab</b>	{TAB}
~	{~}
!	{!}
^	{^}
+	{+}

To send a **Ctrl-**, **Alt-**, or **Shift-**modified keystroke, you can place these characters directly before the character or keystroke to be sent:

### **For modifier Use**

<b>Alt</b>	!
<b>Ctrl</b>	^
<b>Shift</b>	+

For example, SendKey( "!FP" ) sends **Alt+F**, then **P**.

And, SendKey( "^+{F4}" ) sends **Ctrl+Shift+F4**.

To send a repeated sequence of keystrokes, you can place, inside curly braces, a keystroke followed by a space and the number of times to send it:

{keyCode nn} Sends *keyCode*, repeating *nn* times.

For example, SendKey( "{RIGHT 10}" ) sends ↓ ten times.

## **Batch Statements by Functional Groups**

User Input and Screen Output

Running Programs

Window Manipulation

Batch Execution Control

Clipboard Operations

Dynamic Data Exchange

File, Directory, and Disk

.INI File Operations

List Operations

Miscellaneous

Network Access

Sound and Multimedia

Utility and Batch Debugging

Numeric Operations

String Operations

Dialog Templates

Operators

Predefined Constants

Variables

## User Input and Screen Output

<b>AskLine</b>	Prompts the user for one line of input.
<b>AskYesNo</b>	Prompts the user to choose Yes, No or Cancel.
<b>AskPassword</b>	Prompts for password (shows *s for output).
<b>Beep</b>	Beeps once.
<b>DialogBox</b>	Opens the dialog box defined by the <a href="#">WBD template file</a> .
<b>Display</b>	Displays text in a message box for the specified time period.
<b>IgnoreInput</b>	Turns off and on hardware input to Windows.
<b>IsKeyDown</b>	Determines whether <b>Shift</b> , <b>Alt</b> , or <b>Ctrl</b> key is down.
<b>WaitForKey</b>	Waits for a keystroke.
<b>ItemSelect</b>	Lets the user choose an item from a list box.
<b>Message</b>	Displays text in a message box until the user selects OK.
<b>Pause</b>	Displays text in a message box until the user selects OK or Cancel.
<b>TextBox</b>	Displays a file in a list box and lets the user choose a line.

**Tip:** To display line breaks in the output, create a "new line" variable; for example:

```
nl=StrCat( Num2Char(13), Num2Char(10) )
```

Then in your output, embed that string where you want a line to break. For example:

```
Message("title", "line1%nl%line2")
```

## Batch Execution Control

### Execution Flow Control

<b>If ... Then</b>	Conditionally executes a statement.
<b>Goto</b>	Changes the flow of control in a batch file (goes to line starting with a label).
<b>:label</b>	The destination of a Goto.
<b>:CANCEL</b>	Special label. When present, gets control after user clicks Cancel button in a dialog box.
<b>;comment</b>	Text on a line following a semicolon is not executed.
<b>WinWaitClose</b>	Suspends batch execution until a specified window is closed.
<b>Delay</b>	Pauses batch file execution for a specified time period.
<b>Exit</b>	Terminates the current batch file's processing.

### Executing Files as Subroutines

<b>Call</b>	Calls another WBT file as a subroutine.
<b>CallExt</b>	Calls another WBT file as a separate subprogram. <b>Note:</b> Upon entry, batch parameters will be found in predefined variables <b>param1, param2</b> , etc. The number of parameters will be in <b>param0</b> .
<b>Return</b>	Returns from a Call or a CallExt to the calling program.

## Batch Debugging and Utility Operations

- Debug** Turns Debug mode on or off.
- ErrorMode** Controls what happens in the event of an error.
- Execute** Executes a batch statement in a protected environment; any errors are recoverable.
- LastError** Returns the last error encountered during the current batch file.
- SKDebug** Sets SendKey's debug mode.

## Network Access Operations

<b>NetAddCon</b>	Connects network resource to local device.
<b>NetAttach</b>	Creates a connection between a workstation and a Novell Netware file server.
<b>NetBrowse</b>	Displays the network browse box.
<b>NetCancelCon</b>	Cancels a network connection.
<b>NetDetach</b>	Detaches a workstation from a Novell Netware file server.
<b>NetDialog</b>	Displays the network driver's dialog box.
<b>NetGetCaps</b>	Get network capabilities.
<b>NetGetCon</b>	Returns the name of the network resource.
<b>NetGetUser</b>	Returns the name of the currently logged-in user.
<b>NetLogin</b>	Log in to network.
<b>NetLogout</b>	Log off of network.
<b>NetMapRoot</b>	Redirect drive letter to be root of specified path.
<b>NetMemberGet</b>	See if current user is a member of specified group.
<b>NetMemberSet</b>	Assign current user to a group.
<b>NetMessageAll</b>	Broadcast a message to all network users.
<b>NetMessageSend</b>	Send a message to a network user.

## Sound and Multimedia Operations

<b>Beep</b>	Beeps once.
<b>PlayMedia</b>	Plays Multimedia command.
<b>PlayMidi</b>	Plays Multimedia MIDI sound extension.
<b>PlayWaveForm</b>	Plays Multimedia sound extension.
<b>Sounds</b>	Turns Multimedia sounds ON or OFF.

## File, Directory, and Disk Operations

### Disk

<b>DiskFree</b>	Returns the amount of space available on a set of drives.
<b>DiskScan</b>	Returns a list of drives.
<b>LogDisk</b>	Logs a disk drive (makes it the DOS default drive).

### Directory

<b>DirChange</b>	Changes the current directory; can also log a new drive.
<b>DirGet</b>	Returns the current directory path.
<b>DirHome</b>	Returns the directory path containing the Batch Runner program.
<b>DirItemize</b>	Returns a space-delimited list of directories.
<b>DirMake</b>	Creates a new directory.
<b>DirRemove</b>	Removes a space-delimited list of directories.
<b>DirRename</b>	Renames a directory.
<b>DirWindows</b>	Returns the Windows directory or system directory.

### File Information

<b>FileAppend</b>	Appends one or more files to another file.
<b>FileAttrGet</b>	Returns the file attributes.
<b>FileAttrSet</b>	Sets (and clears) file attributes.
<b>FileCopy</b>	Copies files, with or without first displaying a warning.
<b>FileDelete</b>	Deletes files; parameter can include wildcards.
<b>FileExist</b>	Tests for the existence of a file.
<b>FileExtension</b>	Returns the extension of a file.
<b>FileItemize</b>	Returns a space-delimited list of files.
<b>FileLocate</b>	Finds file in current directory or along DOS PATH.
<b>FileMove</b>	Moves files, with or without first displaying a warning.
<b>FilePath</b>	Returns the path of a file.
<b>FileRename</b>	Renames files.
<b>FileRoot</b>	Parses a filename and returns the root part.
<b>FileSize</b>	Finds the total size of a group of files.
<b>FileTimeGet</b>	Returns the file's time and date.
<b>FileTimeTouch</b>	Sets a file's date and time.

### File Reading and Writing

<b>FileOpen</b>	Opens a file for either reading or writing (ASCII files only).
<b>FileRead</b>	Reads data from a file, using the fileHandle returned by FileOpen.
<b>FileWrite</b>	Writes data to a file, using the fileHandle returned by FileOpen.
<b>FileClose</b>	Closes a file, using the fileHandle returned by FileOpen.



## **.Ini File Operations**

**IniDelete** Remove lines from the WIN.INI file.  
**IniDeletePvt** Removes lines from specified INI file.  
**IniItemize** Itemizes sections or keywords in the WIN.INI file.  
**IniItemizePvt** Itemizes sections or keywords in specified INI file.  
**IniRead** Reads a string from the WIN.INI file.  
**IniReadPvt** Reads a string from a specified .INI file.  
**IniWrite** Writes a string to the WIN.INI file.  
**IniWritePvt** Writes a string to a private .INI file.

## List Operations

- ItemCount** Returns the number of items in a list.
- ItemExtract** Returns the selected item from a list.
- ItemSelect** Lets the user choose an item from a list box.
- DirItemize** Returns a space-delimited list of directories.
- FileItemize** Returns a space-delimited list of files.
- Initemize** Itemizes sections or keywords in the WIN.INI file.
- InitemizePvt** Itemizes sections or keywords in specified INI file.
- WinItemize** Returns a tab-delimited list of all open windows.
- DiskScan** Returns a list of drives.

## Numeric Operations

Operators Many unary and binary operators are supported.

**Abs** Returns the absolute value of a number.

**Average** Returns the average of a list of integers.

**Char2Num** Returns the ANSI code of a string's first character; for example., Char2Num("A" ) returns 65.

**IsNumber** Determines whether a variable contains a valid number.

**Max** Returns the highest number in a list of integers.

**Min** Returns the lowest number in a list of integers.

**Num2Char** Returns the ASCII equivalent of a number; for example, Num2Char(65) returns "A".

**Random** Computes a pseudo-random number.

**Drop** Removes variables from memory.

**IsDefined** Determines if a variable is currently defined.

**Tip:** There is no "Num2String" function because a numeric variable can be used anywhere a string is used. You can also use %var% substitution to insert a number into a string; for example:

```
n=DiskFree("c")
```

```
Message ("Warning", "You have only %n% bytes of free space left!")
```

## String Operations

<b>%var%</b>	When embedded in a quoted string, this text is replaced with the current value of the numeric or string variable, <code>var</code> .
<b>ParseData</b>	Parses the passed string into individual "words." Count of items gets placed in predefined variable <code>param0</code> ; individual elements turn up in <code>param1</code> , <code>param2</code> , etc.
<b>StrCat</b>	Concatenates two or more strings.
<b>StrCmp</b>	Compares two strings; case-sensitive.
<b>StrFill</b>	Builds a string of a specified length by repeating a substring.
<b>StrFix</b>	Pads or truncates a string to a specified length.
<b>StrIcmp</b>	Compares two strings, ignoring their case.
<b>StrIndex</b>	Returns the position of a substring within a string.
<b>StrLen</b>	Returns the length of a string.
<b>StrLower</b>	Converts a string to all lower-case characters.
<b>StrReplace</b>	Replaces all occurrences of a substring with another.
<b>StrScan</b>	Searches a string for a delimiter; returns the delimiter's position.
<b>StrSub</b>	Extracts a substring from an existing string.
<b>StrTrim</b>	Trims leading and trailing blanks from a string.
<b>StrUpper</b>	Converts a string to uppercase.
<b>Environment</b>	Returns the value of a DOS environment variable.
<b>Drop</b>	Removes variables from memory.
<b>IsDefined</b>	Determines if a variable is currently defined.

## Running Programs

<b>EndSession</b>	Ends the current Windows session.
<b>Run</b>	Runs a program in a normal window.
<b>RunHide</b>	Runs a program in a hidden window.
<b>RunIcon</b>	Runs a program as an icon.
<b>RunZoom</b>	Runs a program in a maximized window.
<b>WinWaitClose</b>	Suspends batch file execution until specified window is closed.
<b>SendKey</b>	Sends keystrokes to the active application. See <u><a href="#">SendKey Key Codes</a></u> .
<b>Exclusive</b>	Controls whether other Windows programs will get any time to perform tasks.
<b>Yield</b>	Provides time for other windows to do processing.

## Window Manipulation

<b>IconArrange</b>	Rearranges icons at the bottom of the screen.
<b>WinActivate</b>	Activates (brings to the front) a previously running window.
<b>WinArrange</b>	Arranges all open windows on the desktop.
<b>WinClose</b>	Closes an open window or icon.
<b>WinCloseNot</b>	Closes all windows and icons except those specified.
<b>WinExist</b>	Tests for the existence of a specified window or icon.
<b>WinExeName</b>	Returns the EXE file that owns the matched window name.
<b>WinGetActive</b>	Returns the title of the active window or icon.
<b>WinHide</b>	Hides a window or icon.
<b>WinIconize</b>	Iconizes a window.
<b>WinItemize</b>	Returns a tab-delimited list of all open windows.
<b>WinPlace</b>	Changes the size and position of a (non-maximized) window.
<b>WinPlaceGet</b>	Returns coordinates of specified window.
<b>WinPlaceSet</b>	Sets the window state and coordinates.
<b>WinPosition</b>	Returns the coordinates of a window.
<b>WinShow</b>	Shows a window in its "normal" state; makes a hidden window visible.
<b>WinState</b>	Returns current state of the window specified.
<b>WinTitle</b>	Changes the title of a window or icon.
<b>WinZoom</b>	Maximizes a window or icon.
<b>WinWaitClose</b>	Suspends batch file execution until specified window is closed.

## Clipboard Operations

- ClipAppend** Appends a string to the end of the Clipboard.
- ClipGet** Returns the Clipboard contents into a string.
- ClipPut** Replaces the Clipboard contents with a string.
- SnapShot** Takes a snapshot of the entire screen and puts it on the clipboard.

## Dynamic Data Exchange

<b>DDEExecute</b>	Executes a DDE command to a conversation
<b>DDEInitiate</b>	Initiates a DDE conversation
<b>DDEPoke</b>	Changes an item's value in a conversation
<b>DDERequest</b>	Requests an item's value from a conversation
<b>DDETerminate</b>	Terminates a DDE conversation
<b>DDETimeout</b>	Sets the DDE timeout value in milliseconds



## Miscellaneous Batch

<b>DateTime</b>	Returns the current date and time.
<b>DOSVersion</b>	Returns the major or minor version number of the DOS version currently in use.
<b>Version</b>	Returns the version of Batch Runner currently running.
<b>WallPaper</b>	Changes the desktop wallpaper, optionally tiling the graphic.
<b>Environment</b>	Returns the value of a DOS environment variable.
<b>IsDefined</b>	Determines if a variable is currently defined.
<b>Drop</b>	Removes variables from memory.

### Window Environment Information

<b>DirWindows</b>	Returns the Windows directory or system directory.
<b>WinConfig</b>	Returns the Windows configuration as bit flags.
<b>WinResources</b>	Returns information on available resources.
<b>WinVersion</b>	Provides the version number of the current Windows system.

## Math, Relational, and Bitwise Operators

### Mathematical

- \* multiply
- / divide
- mod** modulo (gives remainder)
- subtract
- + add numbers  
(to add strings, use **StrCat** or "%var2%%var2%")

### Relational (use in **If...Then** statements)

- ( ... ) parenthetical grouping
- &&** logical AND
- ||** logical OR
- !** logical NOT
- >** greater than
- >=** greater than or equal
- <** less than
- <=** less than or equal
- ==** equal
- !=** not equal
- <>** not equal  
(to compare strings, use **StrCmp** or **StrICmp**)

### Bit Manipulation

- <<** bitwise shift left
- >>** bitwise shift right
- &** bitwise AND
- |** bitwise OR
- ^** bitwise XOR
- ~** bitwise NOT (toggle all bits)

## Predefined Constants

### Logical Conditions

- @TRUE
- @YES
- @FALSE
- @NO

### Window Arrangement (use in **WinArrange**)

- @STACK
- @TILE
- @ROWS
- @COLUMNS

### Window Placement (use in **WinPlace**)

- @NORESIZE
- @ABOVEICONS

### Window State (use in **WinState**, **WinPlaceGet**, **WinPlaceSet**)

- @ICON
- @NORMAL
- @ZOOMED

### String Search Direction (use in **StrIndex** and **StrScan**)

- @FWDSCAN
- @BACKSCAN

### Version Request (use in **DOSVersion** or **WinVersion**)

- @MAJOR
- @MINOR

### Error Handling (use in **ErrorMode**)

- @CANCEL
- @NOTIFY
- @OFF

### Debugging Mode (use in **Debug** and **SKDebug**)

- @ON
- @OFF
- @PARSEONLY

### Shift Key Codes (use in **IsKeyDown**)

- @ALT
- @CTRL
- @SHIFT

## Variables and Parameters

- var** Up to 30 letters and digits; must start with a letter; case insensitive.
- number** Signed long integer (up to ten digits); positive or negative.
- var=number** Assign a number to a variable.
- var="string"** (or `'string'` or ``string``) Assign a string of text to a variable.
- %var%** Text of the variable is substituted (OK in commands, parameters, and quoted strings).
- ;comment** Text following a semicolon on a line is not executed.
- param0** The number of parameters that were passed to this batch (Call and CallExt) or the number of substrings in the specified string (ParseData).
- param1** The first parameter.
- param2** The second parameter.
- (etc...) You can use `IsDefined(paramn)` to see if it exists.
- Tips:** To pass parameters to an initial batch file, you must use a fully qualified command line to start Batch Runner; for example:  
BatchRun myBat.wbt param1 param2...  
rather than just using the .wbt batch file name.
- If you pass a quoted string, it counts as one parameter:  
Call myBat.wbt param1 "this whole thing is param 2"

## Dialog Templates (.WBD Files)

**Elements:** These elements, plus any other static text, can be saved in a **.WBD** file. Then use **DialogBox**(title, WbdFilename) to start the dialog box.

**[cbVar+1lbl\_txt]** Check box; use a different variable in each. Set set **cbVar** to a non-zero value in advance if you want the boxed to be checked by default. Afterwards, **cbVar** will contain **1** (or whatever is after the + character) if the box has been checked. Otherwise it will be 0.

**[rbVar^1lbl1\_txt]** Option buttons; use the same variable in each, but assign a unique number after the caret (^).

**[rbVar^2lbl2\_txt]**  
**[rbVar^3lbl3\_txt]** When a button gets selected, its unique number will be assigned to the variable. To make an option button selected by default, precede the **DialogBox** statement with a line setting the option button variable (for example, **rbVar**) equal to the desired option button's value (for example, 3, to set the third button as the default).

**[var\$ ]** This **var** will be displayed in a box this wide.

**[tbVar# ]** Text input box. To preset default, set **tbVar** in advance.

**Scrolling file lists:** To get a scrolling list of files, use **fVar\** as below, and use the same variable name in the **fVar#** and **fVar\$** elements.

**[fVar\ ]** Defines file list box.

**[fVar\ ]** Set width by spacing between \ and the **]**.

**[fVar\ ]** Set height by repeating the line.

**[fVar\$ ]** Directory name will be displayed here.

**[fVar# ]** The file mask box. User can input wildcards here. Set **fVar** in advance to preset the initial wildcard.

**DialogBox Tip:** You may find it convenient to create the **.WBD** file on-the-fly (as below) rather than saving it in advance, where it might get separated from the batch file.

```
;---- create dialog box on the fly.  
;---- use it in DialogBox command.  
;---- delete it when done.
```

```
tDir=Environment("TEMP") ; a place for temporary files.
```

```
dlgFilename="%tDir%temp.wbd"
```

```
dlg=FileOpen(dlgFilename,"WRITE")
```

```
FileWrite(dlg,"Type text and choose options:")
```

```
FileWrite(dlg,"Text:      [t#          ]")
```

```
FileWrite(dlg,"      [cbA+1 Bold ]" )
```

```
FileWrite(dlg,"      [cbB+1 Italic ]" )
```

```
FileWrite(dlg,"[rb^1 6pt] [rb^2 9pt] [rb^3 12pt]" )
```

```
FileClose(dlg)
```

```
DialogBox( "Dialog Tester", dlgFilename )
```

```
FileDelete(dlgFilename) ; don't need file anymore.
```

```
If cbA==@TRUE Then... ; chose "Bold"?
```

```
If cbB==@TRUE Then... ; chose "Italic" ?
```

```
If rb==1 Then... ; ...chose "6pt"
```

```
If rb==2 Then... ; ...chose "9pt"
```

```
If rb==3 Then... ; ...chose "12pt"
```

**DialogBox Tip:** By default, when the user clicks Cancel in any dialog box, the entire batch terminates. However, if you have a line labeled **:CANCEL**, then control will go to that line when the user cancels a dialog.

## Launch List



**Launch Manager** is active whenever Norton Desktop is running. It provides an easy way to launch programs or documents and to switch tasks without leaving your current application. Launch Manager commands are found in the application Control-menu of all applications. Just click that button or press **Alt+spacebar**.

The programs and documents in the **Launch List** sub-menu can be launched by using menu-accelerator keystrokes (for example, Alt+spacebar,L,K to start KeyFinder) or by pressing a shortcut key. Use the **Launch Manager...** command on this menu to add items to the launch list or change an item's shortcut key.



## Standard Browse Dialog Box

Whenever a Norton Desktop application prompts you to enter a filename, you can click **Browse** and use the handy dialog box which appears to find the file (and avoid typing a long pathname).

### Directory

This line displays the current default or currently-selected directory. This text changes automatically when you select from the **Drives** and **Tree** list boxes.

### File

- \* Type the filename and press **Enter**.
- \* Or, select a file from the **Files** list box.
- \* Or, type a wildcard file specification and press **Enter** to see only files matching that wildcard. You can type multiple wildcards, separating them with a comma (for example, \*.WK?,\*.XLS).
- \* Or, select from the **List Files of Type** drop-down list box to display only files matching a listed wildcard.

When you click **OK**, the selected filename is appended to the text in the **Directory** line and the result is returned to the parent dialog box.

### Files

This list shows the names of files in the current directory, in alphabetical order.

- \* You can type the first few characters of a filename to quickly scroll to that part of the list. Press **↓** to find other matches.
- \* Or, use the scroll bar to look through this list. You can double-click a filename to select it and automatically confirm the dialog box.

### Tree

- \* You can type the first few characters of a directory name to quickly scroll to that part of the list. Press **↓** to find other matches.
- \* Or, use the scrollbar to look through this list. When you click a directory, its files are shown in the **Files** list.

**Note:** If the **Tree** display is expandable/collapsible, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See Using the Expandable/Collapsible Tree Display for related information.

### Drives

- \* You can type a drive letter.
- \* Or, click the prompt button (or press **Alt+↓**) and use the scrollbar to look through this list. When you select a drive, its directories will be listed in the **Tree** list.

### Refresh

Use this button to refresh the listings in the **Tree** and **File** lists. This is needed when you change diskettes in a floppy-disk drive, or after you've created a directory or file from a DOS window or another application.

### OK

Click this button, or double-click a filename, or press **Enter** to confirm your selection of drive, directory, and filename. The combined full file specification will be used as input for the dialog box from which this Browse dialog box originated.

### Cancel

Exits the dialog box without selecting a file.



## Standard Directory Browse Dialog Box

Whenever a Norton Desktop application prompts you for a directory name, you can click the **Directory** button, and use this handy dialog box to locate the directory.

### Drive

Enter a drive letter. Or, click the prompt button (or use **Alt+↓** to display the drop-down list box containing available drives and select a drive from the list. The Tree list box is refreshed and displays all of the directories on the selected drive.

### Tree

- \* Type the first few characters of a directory name to quickly move to that part of the list box. Press **↓** to find other matches.
- \* Or, use the scroll bar to look through this list box. When you select a directory, its files are shown in the **Files** list box.

**Note:** If the **Tree** display is expandable/collapsible, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See Using the Expandable/Collapsible Tree Display for related information.

### OK

Click this button, or press **Enter** to confirm your selection of drive and directory. The result is used as input for the dialog box from which this Browse dialog box originated.

### Cancel

Exits the dialog box without selecting a directory.



## Printer Setup Dialog Box

Use this dialog box to select from the printers you have installed under Windows and to select the various options provided by a printer.

**Notes:** Some system-level printer configuration commands, such as installing new printers and selecting printer ports, are available through the Windows **Control Panel**.

This dialog box sets the selected printer as the Windows default printer; other applications use this printer unless you change it back (usually through the application's own **Printer Setup** command).

### Printer

Use ↓ and

↑ to move through the items in the list box. When the desired printer is selected, click **OK** or press **Enter** to confirm your choice.

### Setup...

Click this button to display a Printer Driver dialog box which displays setup options for the selected printer. For example, on some printers you can specify landscape printing (printing sideways on the page), various printer resolutions and other options. [That dialog box, and any help provided in it, is part of the printer driver, and not a part of Norton Desktop for Windows.](#)

### OK

Click this button, or double-click a printer name or press **Enter** to confirm your selection and close the dialog box.

### Cancel

Exits from the dialog box without making any printer setup changes.



## Control-Menu Box



This button opens a menu which provides general control for the active window.

[Double-click it to close](#) the window.


Click it once to drop-down the **application Control Menu** which lets you close, resize or move the window. While Norton Desktop is running, this menu can contain additional selections, including the **Launch Manager** and **Task List**, making it easy to launch and switch between applications.

Keyboard users may press **Alt+spacebar** to access the Control menu.

For programs which support multiple documents, press **Alt+hyphen** to drop-down the **document Control Menu** for the window.

## Control Menu



Click  the **Control-menu box (Alt+spacebar)** to drop-down the Control menu. This menu provides a way for keyboard users to move and resize the window. With Norton Desktop active, the Control menu can contain additional commands:

- \* The **Launch List** is a cascading menu containing frequently used programs, Batch Runner batch files and documents. You can assign shortcut keys to any of these applications, allowing them to be launched from anywhere in Windows.
- \* The **Launch Manager** lets you add or edit items in the Launch List.
- \* The **Task List** is a cascading menu of currently running programs; it lets you switch to another application using menu commands, rather than the standard Switch To dialog box.
- \* **Run** displays a dialog box which lets you launch any application or document by name.

The Norton Desktop **Configure Preferences** command determines whether these items are on the application Control menu.



### **Batch Runner Batch File**

A standard ASCII text file containing statements of the Batch Runner Windows-oriented batch programming language. Batch files have a file extension of .WBT.

You can create batch files using **Batch Builder** (located on the Norton Desktop **Tools** menu) or by using any standard text editor.

To execute a batch file, use its name (including the .WBT extension) in a **Run** command or any place you would normally use a program name.





## **Clipboard**


A temporary storage area for cut or copied text or graphics. The clipboard can be used as a holding pen for information you want to pass between Windows programs.


You can place data in the clipboard by using the **Cut** or **Copy** command of the **Edit** menu. Insert data from the clipboard into a document by using the **Edit Paste** command.


The Windows application named **Clipboard Viewer** displays the current contents of this system-wide resource.



### Minimize and Maximize

When you click  the [Minimize button](#) (**Alt+Spacebar,N**) located near the top-right corner of a window, that window shrinks into an icon and appears at the bottom of your desktop. You can double-click the icon to restore it to its previous size.

When you click  the [Maximize button](#) (**Alt+Spacebar,X**) located at the top-right corner of a window, that window instantly expands to fill the screen.

You can click  the [Restore button](#) to restore the window to its previous size.

**Tip:** You can also maximize or restore a window by [double-clicking its title bar](#).