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Loading an Icon File

Power Icon v1.0 can extract icons from 4 different file formats, including icon files (.ICO), icon libraries (.ICL), dynamic link libraries (.DLL), and executable programs (.EXE).

There are four ways to open an icon file:

1. Use File/Open or click the button.

This is the "standard" method of opening files, and perhaps the easiest. Simply select File/Open from Power Icon's menu bar, browse for or type in the filename you want, and click OK.

2. Drag and drop the desired files from the File Manager onto Power Icon.

One of the major advantages of using drag & drop to open the files is that you can easily open as many files as you want. To see how this feature works, try the following test:

- 1. Start both Power Icon and the File Manager. Make sure that you can see part of the Power Icon window--it's ok if File Manager covers most of it up, as long as you can see part of it.
- 2. Using the File Manager, go into your Windows directory and select about five executable (.EXE) programs. You can do this by holding down the <Control> key while you click on each file.
- Once you have several selected, click on one of the highlighted programs, and drag the cursor until it is positioned over the visible portion of Power Icon.
 When the cursor looks like , you can release the mouse button and "drop" the files onto Power Icon.
- 4. Power Icon will then open each file individually, as a seperate window.
- 3. From the File Manager, double-click an *.ICO, *.ICL, or *.DLL file.

When Power Icon is installed, it will automatically associate *.ICO, *.ICL, and *.DLL files with itself. itself. This allows Windows to "recognize" these files and make them easily viewable from the File Manager and other utilities.

4. Specify the file(s) using command line paramaters, when Power Icon is run.

When you run Power Icon, you can use command line paramaters to specify as many files as you want to open. For example, from the Program Manager, you can select File/Run from the menu. Then, in the "Command Line" field, type:

powerico c:\windows\progman.exe c:\windows\moricons.dll

This will launch Power Icon with both of the files "progman.exe" and "moricons.dll".

Copying an Icon to the Clipboard

To copy an icon to the clipboard, perform the following simple steps:

- 1. Open the icon file that contains the icon you want to copy.
- 2. Select the icon by clicking on it.
- 3. Select Edit/Copy, or click on the button.

4. Choose the background color. This color will show through in the icons transparent areas.

Special note:

There is no clipboard format which specifically allows the transfer of icons between applications. As such, when an icon is copied into the clipboard, it becomes a bitmap graphic. This is useful for such things as documenting programs, or pasting icons into graphics... but cannot be used to change another application's icon. At this time, Power Icon does not support modifying or creating icon files, and will not allow you to paste an icon into an open icon window.

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For information on how to use Help, press F1 or select Using Help from the Help menu.

Edit Menu

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

<u>Undo</u> Undo the previous operation.

Cut Delete selected text and move it to the clipboard.

<u>Copy</u> Copy selected text to the clipboard. <u>Paste</u> Move text from the clipboard to the current document.

Delete all text in document. <u>Clear All</u>

Delete Delete selected text.

File Menu

The File menu provides commands for creating new files, opening existing files, saving files, printing files, and exiting the application.

<u>New</u>	Create a new, untitled, document.
<u>Open</u>	Open an existing file.
Close	Close the current document.
Save	Save the current document if its contents have changed.
Save As	Save the current document under a new name.
Exit	Exit powerico application.

Search Menu

The Search menu provides commands to find and replace text.

<u>Find</u>	Find a pattern of text.
<u>Replace</u>	Replace one pattern of text with another.
Next	Find and/or replace the next occurrence of text pattern.

Window Menu

The Window menu provides commands to control the position and layout of application's windows.

Cascade
TileResize and position all windows in an overlapping pattern.Arrange Icons
Close AllAlign all iconized windows along a grid.Close all windows.Close all windows.

Copying Text

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose $\text{Edit}|\underline{\text{Copy}}$ from the menu.

Deleting Text

To delete text from a document, select the text, and choose Edit|<u>Cut</u> or Edit|<u>Delete</u> from the menu. Cut will put the deleted text in the clipboard, and Delete will simply delete it.

Exiting

To exit the application, choose File|Exit from the menu.

Edit Window

The edit windows in this application allow reading, editing, printing and saving text files up to 64K characters in size.

Drag/Drop from the File Manager

A file can be opened into an editor in the application by dragging the file from the File Manager, and dropping it on powerico's main window.

Edit Copy Command

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard. To paste the copied text into another document, choose Edit|<u>Paste</u>.

Edit Cut Command

The Edit|Cut command removes the selected text from your document and places the text in the clipboard. Choose Edit|<u>Paste</u> to paste the cut text into another document. The text remains selected in the clipboard, and can be pasted multiple times.

Edit Paste Command

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

Edit Undo Command

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation. Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.

Edit Clear All Command

The Edit|Clear All command deletes the entire contents of the current document. Use Edit| <u>Undo</u> to restore the contents.

Edit Delete Command

The Edit|Delete command deletes the currently selected text from the current document. The text is not placed in the clipboard. Use the Edit|<u>Undo</u> command to restore the text.

File Close Command

File|Close closes the currently active window.

File Exit Command

The File|Exit command exits powerico. If you've modified documents without saving, you'll be prompted to save before exiting.

File New Command

The File|New command opens a new, untitled document, and makes it the active window. The application prompts you to name untitled documents when they are closed.

File Open Command

The File|Open command displays the Open a File dialog box so you can select a file to load into a new document window. You can also create a new document by naming a file that doesn't currently exist.

File Save Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

File Save As Command

The File|Save As command allows you to save a document under an new name, or in a new location on disk. The command displays the Save File As dialog box. You can enter the new file name, including the drive and directory. All windows containing this file are updated with the new name. If you choose an existing file name, you are asked if you want to overwrite the existing file.

Search Find Command

The Search|Find command searches the current document for a text pattern. The command displays the Find dialog which controls the search process. Options in the dialog determine whether only whole words are to be matched, whether the case of characters is significant, and whether the search should be conducted forwards or backwards through the document. As each match is found, it is highlighted in the document.

Search Next Command

The Search|Next command repeats the last Find or Replace operation.

Search Replace Command

The Search|Replace command searches the current document for a text pattern, and replaces occurrences of the of the pattern with new text. The command displays the Replace dialog which controls the search/replace process. Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant. The dialog is also used to specify the pattern to search for, and the text to replace occurrences with.

Window Arrange Icons Command

The Window|Arrange Icons command arranges all iconized windows into rows along the bottom of the application's main window.

Window Cascade Command

The Window|Cascade command arranges all document windows from the top-left position of the application's main window so that the title bar of each is visible.

Window Close All Command

The Window|Close All command closes all document windows open in the application.

Window Tile Command

The Window|Tile command arranges all document windows side-by-side in a non-overlapping pattern.

The Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the toolbar activate and deactivate according to the state of the application.

Button Action

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Menu Equivalent

- ۵ Create a new document File|New *****
 - Locate and open a file File|Open
 - Save the file in the active window File|Save
- Cut selected text to Clipboard Edit|Cut
- (**)+(** Copy selected text to Clipboard Edit|Copy
-)))) Paste text from Clipboard Edit|Paste
 - Undo previous editor action Edit|Undo
- Search for text Search|Find <u>></u>
 - Repeat last Find or Replace operation Search|Next
 - Display help file contents (None)

Windows Keys

Cursor Movement Keys Dialog Box Keys Editing Keys Help Keys Menu Keys System Keys Text Selection Keys Window Keys

Cursor Movement Keys

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

Dialog Box Keys

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

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor.
	Or, deletes selected text.
Delete	Deletes the character to the right of the cursor.
	Or, deletes selected text.

Help Keys

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	Changes the pointer to so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.
	(This feature is not available in all Windows applications.)

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

System Keys

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

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

Text Selection Keys

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

Window Keys

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