Main Index

The Main Index lists all Help topics available for WinPost 3.1.   Use the scroll bar to see entries not visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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Accelerator Keys

Accelerator keys are effective as long as the current active window is the Controller Icon, the Notes Icon or one of the note windows.   By convention, Alt+Shift+ accelerator keys refer to operations available from the Controller Icon menu, while Alt+ accelerator keys refer to operations from a note window menu.

Accelerator Key	**Function**
Alt+C	Display Note Control Panel
Alt+H	Hide a Note
Alt+P	Print a Note
Alt+T	Insert Date/Time Stamp
Alt+Shift+2	Create a 1.5"x2" Note
Alt+Shift+3	Create a 3"x3" Note
Alt+Shift+5	Create a 3"x5" Note
Alt+Shift+A	Arrange All Notes
Alt+Shift+C	Display Main Control Panel
Alt+Shift+D	Create a Default Size Note
Alt+Shift+H	Hide All Notes
Alt+Shift+S	Show All Notes
Alt+Shift+Y	Cycle Through Notes

Mouse-Based Shortcuts

The following mouse-based shortcuts are available to WinPost.

Left double click on the Controller Icon
Creates a default size note.
Related Topic: Creating a Default Size Note

Right click on the Controller Icon
Hides all notes.
Related Topic: Hiding All Notes

Right double click on the Controller Icon
Cycles through notes.
Related Topic: Cycling Through Notes

Left double click on the Notes Icon
Shows all notes.
Related Topic: Showing All Notes

Left double click on the note window system menu gadget
Deletes a note.
Related Topic: Deleting a Note

Left double click on the note window title bar
Displays Note Control Panel.
Related Topic: Displaying Note Control Panel

Right double click on the note window title bar
Inserts date/time stamp.
Related Topic: Inserting Date/Time Stamp

Commands

To view help with a command, choose the appropriate topic.

Controller Icon Menu Commands
Note Window Menu Commands
Notes Icon Menu Commands
Main Control Panel Commands
Note Control Panel Commands
Configuration Dialog Commands

Controller Icon Menu Commands

Create a note

Opens a cascading menu showing available note sizes.   Simply select the desired size.

Related Topic: Creating a Note

Show all notes

Shows all notes.

Related Topic: Show All Notes

Hide all notes

Hides all notes.

Related Topic: Hide All Notes

Cycle through notes

Cycles through notes.

Related Topic: Cycle Through Notes

Arrange all notes

Arranges all notes for the current Layout in a cascading arrangement.

Related Topic: Arranging All Notes

Select Layout

Opens a cascading menu showing available Layouts.   Current Layout has a checkmark next to the name.   Simply select the desired Layout.

Related Topic: Changing Current Layout

Main Control Panel...

Displays the Main Control Panel.

Related Topic: Displaying Main Control Panel

Configure...

Displays the Configuration Dialog.

Related Topic: <u>Displaying Configuration Dialog</u>

Note Window Menu Commands

Delete this note

Deletes the note.

Related Topic: <u>Deleting a Note</u>

Hide this note

Hides the note.

Related Topic: <u>Hiding a Note</u>

Print this note

Prints the note.

Related Topic: <u>Printing a Note</u>

Note Control Panel...

Displays the Note Control Panel.

Related Topic: <u>Display Note Control Panel</u>

Undo

Reverses the effect of the last editing change.

Cut

Cuts the selected text into the clipboard.

Related Topic: <u>Copying, Cutting and Pasting Text</u>

Copy

Copies the selected text into the clipboard.

Related Topic: <u>Copying, Cutting and Pasting Text</u>

Paste

Pastes the text in the clipboard at the editor insertion point.

Related Topic: <u>Copying, Cutting and Pasting Text</u>

Copy All

Copies the entire content of the edit window into the clipboard.

Related Topic: <u>Copying, Cutting and Pasting Text</u>

Notes Icon Menu Commands

Show all notes

Shows all notes.

Related Topic: <u>Showing All Notes</u>

Main Control Panel Commands

Search

This group box provides facilities for performing text search.

Related Topic: <u>Searching Through Notes</u>

Print

This group box provides facilities for printing all notes.

Related Topics: <u>Printing All Notes</u>, <u>Setting Up Printer</u>

Layout

This group box provides facilities for maintaining and selecting Layouts.

Related Topics: <u>Adding a Layout</u>, <u>Changing Current Layout</u>, <u>Deleting a Layout</u>, <u>Editing a Layout Name</u>

Miscellaneous

This group box provides facilities for saving data to disk.

Related Topic: <u>Saving Data to Disk</u>

Note Control Panel Commands

Note Window Title

This edit window allows the user to change the note window title caption.

Related Topic: Changing Note Title Caption

Last Modified

This field shows when the note window was last modified.   This is a read-only field.

Note Color

These color buttons allow the user to change the color of the note window.

Related Topics: Changing Note Color, Changing Default Note Color

Layout

This group box contains controls used to modify assignments of a note to Layouts.

Related Topic: Changing Layout Assignments for a Note

Resizable Note

This check box indicates whether the note is resizable.

Related Topics: Changing Resizable Note Configuration for a Note, Changing Default Resizable Note Configuration

Always On Top

This check box indicates whether the note is Always On Top.

Related Topics: Changing Always On Top Configuration for a Note, Changing Default Always On Top Configuration

Tool Bar

This check box indicates whether the Icon Tool Bar is visible or not.

Related Topics: Changing Note Icon Tool Bar Configuration, Changing Default Note Icon Tool Bar Configuration

Tab Stop

This edit box is used to specify the tab stop setting (in characters).

Related Topics: <u>Changing Note Tab Stop</u>, <u>Changing Default Note Tab Stop</u>

Alarm

This group box contains controls used to set the note alarm.

Related Topic: <u>Setting Alarm on a Note</u>

Configuration Dialog Commands

Font

This group box contains controls used to change the font used by note windows.

Related Topic: <u>Changing Note Font</u>

Default Note Color

These color buttons allow the user to change the default color of the note window.

Related Topic: <u>Changing Default Note Color</u>

Default Note Size

Default note size is selected using these radio buttons.

Related Topics: <u>Creating a Note</u>, <u>Changing Default Note Size</u>

Resizable Note

This check box indicates whether the note is resizable by default.

Related Topic: <u>Changing Default Resizable Note Configuration</u>

Always On Top

This check box indicates whether the note is Always On Top by default.

Related Topic: <u>Changing Default Always On Top Configuration</u>

Insert Date/Time Stamp

This check box indicates if a date/time stamp should be inserted automatically into the note window upon creation.

Related Topic: <u>Changing Auto Date/Time Stamp Insert Setting</u>, <u>Inserting Date/Time Stamp</u>

Tool Bar

This check box indicates whether the Icon Tool Bar should be displayed for a note as a default.

Related Topic: <u>Changing Default Note Icon Tool Bar Configuration</u>

Tab Stop

This edit box indicates the default tab stop setting for a note.

Related Topic: <u>Changing Default Note Tab Stop</u>

Auto Save Timer

This edit box is used to specify the auto save timer interval (in minutes).

Related Topic: <u>Changing Auto Save Timer Setting</u>

Disable Create Shortcut

This checkbox indicates whether the create shortcut is disabled.

Related Topic: <u>Disabling Create Note Shortcut</u>

Show Alarm Notes

This check box indicates whether unexpired alarm notes are to be displayed.

Related Topic: <u>Showing Unexpired Alarm Notes</u>

Procedures

To view help with a procedure, choose the appropriate topic.

Adding a Layout

Up to 32 Layouts can be created.   If the user attempts to create more than 32 Layouts, an error message box will be displayed.

To add a Layout:

1. Bring up the Main Control Panel.

2. Press the "Add" button in the Layout group box.   The Add Layout dialog box will appear.

3. Enter the new Layout name.   Layout names can be up to 31 characters long. Layout name "All" is reserved, and therefore cannot be used.   Moreover, duplicate Layout names are not allowed.

Related Topic: Displaying Main Control Panel

Changing Always On Top Configuration for a Note

To change Always On Top configuration for a note:

1. Bring up the Note Control Panel.

2. Select the Always On Top box in the Miscellaneous group box to configure the note to be always on top.

3. Choose OK.

Related Topic: <u>Displaying Note Control Panel</u>

Changing Auto Save Timer Setting

To change auto save timer setting:

1. Bring up the Configuration Dialog.

2. Edit the Auto Save Timer as desired.

3. Choose OK.

Specifying 0 (zero) for timer interval shuts off the Auto Save feature.

Related Topic: <u>Displaying Configuration Dialog</u>

Changing Current Layout

To change current layout:

1. Bring up the Main Control Panel.

2. Select the desired Layout in the Layout list box of the Main Control Panel.

    - OR -

1. Select the desired Layout in the Select Layout   cascading menu from the Controller Icon menu.

Related Topic: <u>Displaying Main Control Panel</u>

Changing Default Always On Top Configuration

To change default Always On Top configuration:

1. Bring up the Configuration Dialog.

2. Select the Always On Top box in the Default Note Config group box to configure the note to be always on top by default.

Related Topic: <u>Displaying Configuration Dialog</u>

Changing Default Note Color

To change default note color:

1. Bring up the Configuration Dialog.

2. Select the desired color in the Default Note Color group box.

3. Choose OK.

Related Topics: <u>Displaying Configuration Dialog</u>, <u>Changing Note Color</u>

Changing Default Note Size

To change default note size:

1. Bring up the Configuration Dialog.

2. Select the desired default note size.

3. Choose OK.

Related Topic: <u>Displaying Configuration Dialog</u>

Changing Default Resizable Note Configuration

To change default resizable note configuration:

1. Bring up the Configuration Dialog.

2. Select the Resizable Note box in the Default Note Config group box to make the note resizable by default.

3. Choose OK.

Related Topics: <u>Displaying Configuration Dialog</u>, <u>Changing Resizable Note Configuration for a Note</u>

Changing Layout Assignments for a Note

To change Layout assignments for a note:

1. Bring up the Note Control Panel.

2. Select the desired Layout(s) in the Layout list box.   Pressing "All" button will select all Layouts, while pressing "None" button will unselect all Layouts.

3. Choose OK.

Related Topics: <u>Displaying Note Control Panel</u>

Changing Note Color

To change note color:

1. Bring up the Note Control Panel.

2. Select the desired color in the Note Color group box.

3. Choose OK.

Related Topics: <u>Displaying Note Control Panel</u>, <u>Changing Default Note Color</u>

Changing Note Font

To change note font:

1. Bring up the Configuration Dialog.

2. Select the desired font facename.

3. Select the desired point size.

4. Select Bold box if bold font is desired.

5. Choose OK.

Related Topic: <u>Displaying Configuration Dialog</u>

Changing Note Title Caption

To change note title caption:

1. Bring up the Note Control Panel.

2. Enter the desired text in the Note Window Title box.

3. Choose OK.

Related Topics: Displaying Note Control Panel

Changing Resizable Note Configuration for a Note

To change resizable note configuration for a note:

1. Bring up the Note Control Panel.

2. Select the Resizable Note box in the Miscellaneous group box to make the note resizable.

3. Choose OK.

Related Topics: <u>Displaying Note Control Panel</u>, <u>Changing Default Resizable Note Configuration</u>

Copying, Cutting and Pasting Text

Text within a note editing window can be cut or copied to the clipboard using the standard Windows conventions.   Also, menu options **Cut**, **Copy**, and **Paste** operations are available from note window system menu.

Copy All menu option provides a fast way of selecting all the text in the note, then copying to the clipboard.

Creating a Note

Up to 100 notes can be created.   If the user attempts to create more than 100 notes, an error message box will be displayed.

When a note is created, it is assigned by default to the current Layout.   If the current Layout is "All", the note will not be assigned to any Layout.

To create a note:

- Choose "Create a note" from the Controller Icon menu.   This causes a cascading menu to be displayed.   Simply choose the desired note size.

   - OR -

- Perform a left double click on the Controller Icon.   This causes a default size note to be created.

   - OR -

- Use the accelerator key Alt+Shift+2 to create a 1.5"x2" note, Alt+Shift+3 to create a 3"x3" note, Alt+Shift+5 to create a 3"x5" note, or Alt+Shift+D to create a default size note.

Cycling Through Notes

To cycle through notes:

- Choose "Cycle through notes" from the Controller Icon menu

  - OR -

- Perform a right double click on the Controller Icon

  - OR -

- Use the accelerator key Alt+Shift+Y

Deleting a Layout

To delete a Layout:

1. Bring up the Main Control Panel.

2. Select the Layout to be deleted in the Layout list box.

3. Press the "Delete" button in the Layout group box.   A confirmation message box will appear.

4. Choose OK.

Related Topic: <u>Displaying Main Control Panel</u>

Deleting a Note

To delete a note:

- Choose "Delete this note" from the note window system menu

  - OR -

- Perform a left double click on the note window system menu gadget

  - OR -

- Use the accelerator key Alt+F4

Disabling Create Note Shortcut

To disable create note shortcut:

1. Bring up the Configuration Dialog.

2. Select Disable Create Shortcut box.

3. Choose OK.

Related Topics: <u>Displaying Configuration Dialog</u>, <u>Creating a Note</u>

Displaying Configuration Dialog

To display Note Configuration Dialog:

- Choose "Configure" from the Controller Icon menu

Related Topic: <u>Configuration Dialog Commands</u>

Displaying Main Control Panel

To display Main Control Panel:

- Choose "Main Control Panel" from the Controller Icon menu

  - OR -

- Use the accelerator key Alt+Shift+C

Related Topic: <u>Main Control Panel Commands</u>

Displaying Note Control Panel

To display Note Control Panel:

- Choose "Note Control Panel" from the note window system menu

  - OR -

- Perform a left double click over the title caption of the note window

  - OR -

- Use the accelerator key Alt+C

Related Topic: <u>Note Control Panel Commands</u>

Editing a Layout Name

To edit a Layout name:

1. Bring up the Main Control Panel.

2. Select the desired Layout in the Layout list box.

3. Press the "Edit" button in the Layout group box.   The Edit Layout dialog box will appear.

4. Enter the new Layout name.   Layout name "All" is reserved, and cannot be used.   Also, duplicate Layout names are not allowed.

5. Choose Ok.

Related Topic: Displaying Main Control Panel

Editing the Note Window

Note window is a fully editable window, with standard Windows editing conventions as described in Microsoft Windows User's Guide, Chapter 2, "Working with Text" Section.

Undo, Cut, Copy and Paste operations are available through the note window system menu.   In addition, Copy All operation provides a shortcut whereby all text in the note window is copied to the clipboard.

Related Topic: Copying, Cutting and Pasting Text

Hiding a Note

To hide a note:

- Choose "Hide this note" from the note window system menu

  - OR -

- Perform a left click on the Minimize Box of the note window

  - OR -

- Use the accelerator key Alt+H

Hiding All Notes

To hide all notes:

- Choose "Hide all notes" from the Controller Icon menu

  - OR -

- Perform a right click on the Controller Icon

  - OR -

- Use the accelerator key Alt+Shift+H

Printing a Note

To print a note:

- Choose "Print this note" from the note window system menu

  - OR -

- Use the accelerator key Alt+P

Related Topic: <u>Setting Up Printer</u>

Printing All Notes

To print all notes:

1. Bring up the Main Control Panel.

2. Press "Print" button.

Related Topics: <u>Displaying Main Control Panel</u>, <u>Setting Up Printer</u>

Saving Data to Disk

To save data to disk:

1. Bring up the Main Control Panel.

2. Press "Save" button.

Related Topic: <u>Displaying Main Control Panel</u>

Searching Through Notes

To search through notes:

1. Bring up the Main Control Panel.

2. Enter the search text in the Term box.

3. Select Case Sensitive box if the search should be case sensitive.

4. Select Include Title box if the note titles should also be searched.

5. Choose Forward to search the next note, or Backward to search the previous note.

Related Topic: <u>Displaying Main Control Panel</u>

Setting Alarm on a Note

To set alarm on a note:

1. Bring up the Note Control Panel.

2. Select the Alarm On box.   This will enable rest of the alarm buttons and edit boxes.

3. Set the desired date and time when the alarm should expire.

4. Select the desired sound or tune when the alarm expires.

Related Topics: <u>Displaying Note Control Panel</u>, <u>Showing Unexpired Alarm Notes</u>

Setting Up Printer

To set up printers:

1. Bring up the Main Control Panel.

2. Press "Setup" button.   The Printer Setup Dialog will appear.

3. Select the desired printer.

4. Choose Setup to set the printer configuration.

5. Choose Ok.

Related Topic: <u>Displaying Main Control Panel</u>

Showing All Notes

To show all notes:

- Choose "Show all notes" from the Controller Icon menu

  - OR -

- Choose "Show all notes" from the Notes Icon menu

  - OR -

- Perform a left double click on the Notes Icon

  - OR -

- Use the accelerator key Alt+Shift+S

Showing Unexpired Alarm Notes

To show unexpired alarm notes:

1. Bring up the Configuration Dialog.

2. Select the Show All Notes box.

3. Choose OK.

Related Topic: <u>Displaying Configuration Dialog</u>

Arranging All Notes

"Arrange All Notes" operation arranges all notes for the current Layout such that the note windows are cascaded.

To arrange all notes:

- Choose "Arrange All Notes" from the Controller Icon menu

  - OR -

- Use the accelerator key Alt+Shift+A

Changing Auto Date/Time Stamp Insert Setting

WinPost can be configured so that whenever a new note is created, a date/time stamp is automatically inserted into the edit window.   This is called the Auto Date/Time Stamp Insert.

To change auto date/time stamp insert setting:

1. Bring up the Configuration Dialog.

2. Select the Insert Date/Time box in the Default Note Config group box to turn on Auto Date/Time Stamp Insert.

3. Choose OK.

Related Topic: <u>Displaying Configuration Dialog</u>, <u>Inserting Date/Time Stamp</u>

Changing Default Note Icon Tool Bar Configuration

To change default note Icon Tool Bar configuration:

1. Bring up the Configuration Dialog.

2. Select the Tool Bar box in the Default Note Config group box to turn on Icon Tool Bar by default.

3. Choose OK.

Related Topic: <u>Displaying Configuration Dialog</u>, <u>Changing Note Icon Tool Bar Configuration</u>

Changing Default Note Tab Stop

To change default note tab stop:

1. Bring up the Configuration Dialog.

2. Edit the Tab Stop value as desired.

3. Choose OK.

Related Topic: Displaying Configuration Dialog, Changing Note Tab Stop

Changing Note Icon Tool Bar Configuration

To change note Icon Tool Bar configuration:

1. Bring up the Note Control Panel.

2. Select the Tool Bar box in the Miscellaneous group box to turn on the Icon Tool Bar.

3. Choose OK.

Related Topics: <u>Displaying Note Control Panel</u>, <u>Changing Default Note Icon Tool Bar Configuration</u>

Changing Note Tab Stop

To change note tab stop:

1. Bring up the Note Control Panel.

2. Edit the Tab Stop value as desired.

3. Choose OK.

Related Topics: <u>Displaying Note Control Panel</u>, <u>Changing Default Note Tab Stop</u>

Inserting Date/Time Stamp

To insert date/time stamp:

- Choose "Insert Date/Time" from the note window system menu

  - OR -

- Perform a right double click on the note window title bar

  - OR -

- Use the accelerator key Alt+T