

## Preferences dialog box

This dialog box appears when you select **Preferences** from the **Control** menu. From this dialog box you can control certain aspects of KeyPad.

### Default Font list box

Displays the fonts available to KeyPad. Select a font from this list box to display the character set of that font in KeyPad's Character Display Area.

- The fonts available to KeyPad are the fonts available to your currently selected printer.

### Application group box

Provides options controlling how KeyPad works with the linked application.

- **Return After Send** check box: Check this box to enable you to return directly to the linked application after you have inserted a character.

### Display group box

Provides options to control the appearance of the KeyPad window.

- **Always on top** check box: Check this box to keep the KeyPad window permanently displayed on your desktop.
- **Symbol fonts only** check box: Check this box to display only the available symbol fonts in the **Default Font** list box, e.g. Symbols and WingDings.
- **Accented chars only** check box: Check this box to display the foreign language characters in the selected font only, e.g. à, æ, ð, è. This option is particularly useful when editing text of a foreign language.

## Print Samples dialog box

This dialog box appears when you click on the **Print** button in the toolbar.

From this dialog box you can print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.

### Output group box

- **Whole Font:** Select this option to print the whole character set of the selected fonts.
- **Sample:** Select this option to enable the **Sample** box, then enter the characters that you want to print in the selected fonts.

### Printer group box

Displays the currently selected printer.

- **Setup** button: Click on this button to change the settings of the current printer. The **Print Setup** dialog box appears for you to set up the required printer.

### Fonts group box

- **To Exclude** list box: Displays the fonts available to **KeyPad**. Select a font to add it to the **To Print** list box. To select two or more fonts in sequence, click the first font you want to select, then press **Shift** and click on the last font you want to select. To select two or more fonts *out* of sequence, press **Ctrl** while you click each font.
- **Add ->** button: Click on this button to add fonts selected in the **To Exclude** list box to the **To Print** list box.
- **Add All ->** button: Click on this button to add all the fonts listed in the **To Exclude** list box to the **To Print** list box.
- **<- Remove** button: Click on this button to move the fonts selected in the **To Print** list box to the **To Exclude** list box.
- **<- Remove All** button: Click on this button to move all the fonts listed in the **To Print** list box to the **To Exclude** list box.
- **To Print** list box: Displays the fonts selected for printing. Select a font to remove it from this list box and return it to the **To Exclude** list box. To select two or more fonts in a sequence, click the first font you want to select, then press **Shift** and click on the last font you want to select. To select two or more fonts out of sequence, press **Ctrl** while you click each font.

## **Print Setup dialog box**

This dialog box appears when you click on the **Setup** button on the **Print Samples** dialog box.

From this dialog box you can select and set up any of the printers you have installed on your computer.

### **Printer group box**

This group box displays information about your default printer.

- **Name** drop-down list box: Click on the arrow to the right-hand side of the **Name** drop-down list box to display a list of the available printers. Select a printer from this list.

### **Orientation group box**

- **Portrait**: Select this option to print your fonts in portrait (vertical) orientation.
- **Landscape**: Select this option to print your fonts in landscape (horizontal) orientation.

### **Paper group box**

- **Size** drop-down list box: Click on the arrow to the right-hand side of the **Size** box to drop-down a list of available paper sizes. Select the size of the paper loaded in your printer.
- **Source** drop-down list box: Click on the arrow to the right-hand side of the **Source** box to drop-down a list of available paper sources for your selected printer. Select the source from which your printer loads paper.

### **Properties button**

Click on this button to display the **Properties** dialog box for the printer you have selected. The options on this dialog box depend on which printer is selected.



The horizontal bar that contains the title of the linked application.

- To move KeyPad to a different location on your desktop, drag its title bar to the new location.

A standard Windows menu displayed by clicking on the Control-menu icon at the top left-hand corner of a window. By using **Control** menu commands, you can resize, move, maximise, minimise, and close windows.

- The KeyPad **Control** menu also contains commands to keep KeyPad permanently on screen, to specify your KeyPad preferences and to display the KeyPad billboard.
- Icons and some dialogs also have a **Control** menu.

The bar beneath the title bar that contains the KeyPad tools:



The on-screen magnification of the character set currently displayed in the Character Display Area.

- Changing the view size within KeyPad does *not* alter the point size of text in the linked application.



This is used in KeyPad to mean the style of type, for example, Sans, Serif or Courier.

Elsewhere this may be called a typeface, with the term *font* reserved for a particular weight, size and style of typeface.

Any single letter, number, punctuation mark, or symbol.

Each letter, number, punctuation mark, and symbol available in a particular font.

The Windows application with which you are using KeyPad.

The place where text is positioned when you insert a character. The insertion point usually appears as a flashing vertical bar in the linked application. *Also known as text cursor.*

The window in which you are currently working. Only one window (or icon) can be active at a time. When a window is active, its title bar changes colour to differentiate it from other windows. (If an icon is active, its label changes colour.)

A window that is temporarily displayed to request information. When a dialog box is displayed in KeyPad, all interaction with KeyPad must be through the dialog box.

The printer that is used when you choose to print without first specifying which printer you want to use. You can have only one default printer, which you can specify by using the Windows Control Panel. Refer to your Microsoft Windows User's Guide for full details.

- The printer you use most often should be set as the default printer.





## What is KeyPad?

KeyPad is a utility that helps you to insert non-keyboard characters and symbols into documents created in your Windows applications. Use KeyPad when you want to enter non-keyboard characters, e.g:

- Mathematical characters:  $\frac{3}{4}$ ,  $\div$ ,  $\mu$ ,  $\times$ ,  $\pm$ ,  $X^2$ ,  $90^\circ$
- Accented and other foreign language characters:  $\acute{e}$ ,  $\hat{a}$ ,  $\ddot{A}$ ,  $\csc$ ,  $\grave{o}$ ,  $\pounds$
- Other marks:  $\copyright$ ,  $\text{\textcircled{R}}$ ,  $\phi$ ,  $\text{\textdollar}$
- Characters from Symbol fonts
- The current time and date.

### Note

- KeyPad runs with any Windows application that handles text input. Simply put the text insertion point in the text at the correct position and send the character you want from KeyPad.
- When a character is inserted, it will normally adopt the font in force at the text insertion point in the linked application.



[Related Topics](#)



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### To run KeyPad

1. From the Start menu, locate the program group where you installed KeyPad.
2. Click on the KeyPad icon.

Once KeyPad is running, the name of the application to which KeyPad is linked is displayed in the title bar.

**Note:**

- You can keep KeyPad permanently on-screen while you work by selecting **Always on Top** from KeyPad's **Control** menu.
- Some greenstreet applications have a menu command or a shortcut button that runs KeyPad from within the application. Refer to the documentation supplied with your greenstreet applications to see their level of support.

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 Related Topics

**To insert a character**

1. In your linked application, position the [text insertion point](#) where you want to insert the character. You may need to select a text tool before you can do this.
2. Start KeyPad if it is not already running.
3. In the [Character Display Area](#), click on the character that you want to insert. The character is inserted at the position of the text insertion point in your [linked application](#).



[Related Topics](#)



### **To insert the time and date**

1. In your linked application, position the text insertion point where you want to insert the time and/or date. You may need to select a text tool before you can do this.
2. Start KeyPad if it is not already running.
3. Click on the time and/or date button in the toolbar. The current time and/or date is inserted at the position of the text insertion point in the linked application.

**Note:**

- The format of the time and date is specified by your Windows Regional Settings. Refer to your Microsoft Windows User's Guide for full details.



Related Topics

### To select a different font

The **Font** drop-down list box displays the list of available fonts.

- ▶ Select a font from the list, the character set of that font appears in the Character Display Area.

#### **Note:**

- You can also select a font by double-clicking on the font name in the **Preferences** dialog box.



Related Topics

**To preview a font**

- ▶ From the Font drop-down list box, select the font you want to preview.



[Related Topics](#)

### To change the view size

- ▶ Click on the **Enlarge** button in the toolbar to zoom in and enlarge the size in which the characters are displayed in the Character Display Area.
- ▶ Click on the **Reduce** button in the toolbar to zoom out and reduce the size in which the characters are displayed in the Character Display Area.

Changing the view size within KeyPad does *not* alter the point size of text in the linked application.

#### **Note:**

- To collapse the KeyPad window to its minimum size, click the right mouse button; the title bar and toolbar will be hidden from view. To restore the KeyPad window to its previous size, click the right mouse button again.



Related Topics

### To change your preferences

1. Click on the **Preferences** button to display the **Preferences dialog box**.
2. From the **Default Font** list box, select the font whose character set you want to display in the Character Display Area.
3. From the **Application** group box, choose whether you want to return directly to the linked application after you have inserted a character, and whether you want the characters that you insert to be styled in the font selected within KeyPad.
4. From the **Display** group box, choose whether you want KeyPad to remain on top of the desktop, and select the font options that you want.
5. Click on **OK** when you are satisfied with the preferences you have chosen.



Related Topics

### To print sample fonts

1. Click on the **Print** button to display the **Print Sample dialog box**.
2. From the **Output** group box, choose whether you want to print the whole character set, or sample characters of the fonts.
3. If you have chosen to print sample characters, enter the characters you want to print in the **Sample** box.
4. To change the settings of the current printer, or to select a new printer, click on the **Setup** button. The **Print Setup** dialog box appears.
5. From the **Fonts** group box, choose which fonts you want to print.  
The fonts available to KeyPad are the fonts available to your default printer.
6. Click on **OK** to print the fonts according to your options.



Related Topics

## To exit **KeyPad**

Do one of the following:

- ▶ Click on the **Exit** button in the toolbar.
- ▶ Click on the **Close** button in the top right-hand corner of the window.
- ▶ Double-click on the Control-menu icon.
- ▶ Select **Close** from the **Control** menu.

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▪ [Related Topics](#)

## The KeyPad window

Click on an area of the KeyPad window below to popup a description of the selected area.



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- [Related Topics](#)



### Hints, tips and information

- Some greenstreet programs have a menu command or a shortcut button that runs KeyPad from within the application. Refer to the documentation supplied with your greenstreet applications to see their level of support.
- Once KeyPad is running, the name of the application to which KeyPad is linked is displayed in the title bar.
- Depending upon the application, you may need to select a text tool in order to use KeyPad. For example, in greenstreet Draw you must select the text tool and position the text insertion point before KeyPad can be used to insert a character.
- You can keep KeyPad permanently on-screen while you work by selecting **Always on Top** from KeyPad's **Control** menu.
- When a character is inserted, it will normally adopt the font in force at the text insertion point in the linked application.

**Toolbar:** The view of KeyPad's tools below the title bar:

**Exit button:** Closes KeyPad and returns to the linked application.

**Keyboard Shortcut:** *Alt F4*

**Preferences button:** Displays the **Preferences** dialog box from where you can control certain settings in KeyPad. Any changes that you make to your preferences are saved, so you do not need to select them every time you run KeyPad.

**Character code box:** Displays the ANSI code of the character currently selected in the Character Display Area. This is the code that you would need to enter if you were to insert the character into your application using your keyboard.

**Font list box:** Drops-down a list of the fonts that are available to your setup. Click on the font that you want to use.

- When using KeyPad with a greenstreet application, you can set your preferences to style the characters that you insert with the font you select in KeyPad. However, if you are using KeyPad with a non-greenstreet application, the characters will be styled with the font in force at the text insertion point in the linked application.

**Enlarge button:** Zooms in and enlarges the size in which characters are viewed in the Character Display Area. This command is particularly useful when running KeyPad on a high resolution screen.

- Changing the view size within KeyPad does *not* alter the point size of text in the linked application.

**Reduce button:** Zooms out and reduces the size in which characters are viewed in the Character Display Area.

- Changing the view size within KeyPad does *not* alter the point size of text in the linked application.



**Time button:** Inserts the current time at the text insertion point in the linked application.

- The format of the time is specified by your Windows Regional Settings. You can use either a 12-hour or 24-hour clock and a number of related options. For example, you can add suffixes to the date, such as AM for morning or PST for Pacific Standard Time. Refer to your Microsoft Windows User's Guide for full details.

**Date button:** Inserts the current date at the text insertion point in the linked application.

- The format of the date is specified by your Windows Regional Settings. You can vary the order of month, day, and year, or change the punctuation used to separate parts of the date. Refer to your Microsoft Windows User's Guide for full details.

**Print button:** Displays the **Print Samples** dialog box from where you can print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.

- The fonts available to KeyPad are the fonts available to your default printer.

**About button:** Displays the KeyPad billboard so that you can see which version number of KeyPad you are using.

**Character Display Area:** Displays the character set of the selected font. Click on a character to insert it at the text insertion point in your linked application.

- When you move the mouse pointer over a character, the ANSI code of that character appears in the **Character Code** box.

**Title bar:** Displays the name of the application to which KeyPad is linked.

- To move KeyPad to a different location on your desktop, drag its title bar to the new location.

**Minimise button:** Reduces the KeyPad window to an icon.

- When you reduce KeyPad to an icon, it continues to run but its window does not take up space on your desktop.

**Maximise button:** This button is disabled in KeyPad. You cannot maximise the KeyPad window to fill the desktop.



**Control-menu icon:** Displays the KeyPad **Control** menu. By using **Control** menu commands, you can resize, move, maximise, minimise, and close windows, and switch to other applications.

- When using a mouse, you can perform these tasks by clicking and dragging.
- The KeyPad **Control** menu also contains commands to keep KeyPad permanently on screen, to specify your KeyPad preferences and to view the KeyPad billboard.

**Help button:** Opens the KeyPad Help.

**Keyboard Shortcut:** *F1*

**Close button:** Closes the KeyPad window and returns to the linked application.



