

## **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.

### **Keyboard**

[Accelerator Keys](#)

### **Mouse**

[Mouse-Based Shortcuts](#)

### **Command**

[Controller Icon Menu Commands](#)

[Note Window Menu Commands](#)

[Notes Icon Menu Commands](#)

[Main Control Panel Commands](#)

[Note Control Panel Commands](#)

[Configuration Dialog Commands](#)

### **Procedures**

[Adding a Layout](#)

[Arranging All Notes](#)

[Changing Always On Top Configuration for a Note](#)

[Changing Auto Date/Time Stamp Insert Setting](#)

[Changing Auto Save Timer Setting](#)

[Changing Current Layout](#)

[Changing Default Always On Top Configuration](#)

[Changing Default Note Color](#)

[Changing Default Note Icon Tool Bar Configuration](#)

[Changing Default Note Size](#)

[Changing Default Note Tab Stop](#)

[Changing Default Resizable Note Configuration](#)

[Changing Layout Assignments for a Note](#)

[Changing Note Color](#)

[Changing Note Icon Tool Bar Configuration](#)

[Changing Note Font](#)

[Changing Note Tab Stop](#)

[Changing Note Title Caption](#)

[Changing Resizable Note Configuration for a Note](#)

[Copying, Cutting and Pasting Text](#)

[Creating a Note](#)

[Cycling Through Notes](#)

[Deleting a Layout](#)

[Deleting a Note](#)

[Disabling Create Note Shortcut](#)

[Displaying Configuration Dialog](#)

[Displaying Main Control Panel](#)

[Displaying Note Control Panel](#)

Editing a Layout Name  
Editing the Note Window  
Hiding a Note  
Hiding All Notes  
Inserting Date/Time Stamp  
Printing a Note  
Printing All Notes  
Saving Data to Disk  
Searching Through Notes  
Setting Alarm on a Note  
Setting Up Printer  
Showing All Notes  
Showing Unexpired Alarm Notes

## 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.

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

## 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: [Displaying Configuration Dialog](#)

## **Note Window Menu Commands**

### **Delete this note**

Deletes the note.

Related Topic: [Deleting a Note](#)

### **Hide this note**

Hides the note.

Related Topic: [Hiding a Note](#)

### **Print this note**

Prints the note.

Related Topic: [Printing a Note](#)

### **Note Control Panel...**

Displays the Note Control Panel.

Related Topic: [Display Note Control Panel](#)

### **Undo**

Reverses the effect of the last editing change.

### **Cut**

Cuts the selected text into the clipboard.

Related Topic: [Copying, Cutting and Pasting Text](#)

### **Copy**

Copies the selected text into the clipboard.

Related Topic: [Copying, Cutting and Pasting Text](#)

### **Paste**

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

Related Topic: [Copying, Cutting and Pasting Text](#)

### **Copy All**



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

Related Topic: [Copying, Cutting and Pasting Text](#)

## **Notes Icon Menu Commands**

### **Show all notes**

Shows all notes.

Related Topic: [Showing All Notes](#)

## **Main Control Panel Commands**

### **Search**

This group box provides facilities for performing text search.

Related Topic: [Searching Through Notes](#)

### **Print**

This group box provides facilities for printing all notes.

Related Topics: [Printing All Notes](#), [Setting Up Printer](#)

### **Layout**

This group box provides facilities for maintaining and selecting Layouts.

Related Topics: [Adding a Layout](#), [Changing Current Layout](#), [Deleting a Layout](#), [Editing a Layout Name](#)

### **Miscellaneous**

This group box provides facilities for saving data to disk.

Related Topic: [Saving Data to Disk](#)

## **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: [Changing Note Tab Stop](#), [Changing Default Note Tab Stop](#)

## **Alarm**

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

Related Topic: [Setting Alarm on a Note](#)

## **Configuration Dialog Commands**

### **Font**

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

Related Topic: [Changing Note Font](#)

### **Default Note Color**

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

Related Topic: [Changing Default Note Color](#)

### **Default Note Size**

Default note size is selected using these radio buttons.

Related Topics: [Creating a Note](#), [Changing Default Note Size](#)

### **Resizable Note**

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

Related Topic: [Changing Default Resizable Note Configuration](#)

### **Always On Top**

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

Related Topic: [Changing Default Always On Top Configuration](#)

### **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: [Changing Auto Date/Time Stamp Insert Setting](#), [Inserting Date/Time Stamp](#)

### **Tool Bar**

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

Related Topic: [Changing Default Note Icon Tool Bar Configuration](#)

### **Tab Stop**

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

Related Topic: [Changing Default Note Tab Stop](#)

### **Auto Save Timer**

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

Related Topic: [Changing Auto Save Timer Setting](#)

### **Disable Create Shortcut**

This checkbox indicates whether the create shortcut is disabled.

Related Topic: [Disabling Create Note Shortcut](#)

### **Show Alarm Notes**

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

Related Topic: [Showing Unexpired Alarm Notes](#)

## Procedures

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

[Adding a Layout](#)

[Arranging All Notes](#)

[Changing Always On Top Configuration for a Note](#)

[Changing Auto Date/Time Stamp Insert Setting](#)

[Changing Auto Save Timer Setting](#)

[Changing Current Layout](#)

[Changing Default Always On Top Configuration](#)

[Changing Default Note Color](#)

[Changing Default Note Icon Tool Bar Configuration](#)

[Changing Default Note Size](#)

[Changing Default Note Tab Stop](#)

[Changing Default Resizable Note Configuration](#)

[Changing Layout Assignments for a Note](#)

[Changing Note Color](#)

[Changing Note Icon Tool Bar Configuration](#)

[Changing Note Font](#)

[Changing Note Tab Stop](#)

[Changing Note Title Caption](#)

[Changing Resizable Note Configuration for a Note](#)

[Copying, Cutting and Pasting Text](#)

[Creating a Note](#)

[Cycling Through Notes](#)

[Deleting a Layout](#)

[Deleting a Note](#)

[Disabling Create Note Shortcut](#)

[Displaying Configuration Dialog](#)

[Displaying Main Control Panel](#)

[Displaying Note Control Panel](#)

[Editing a Layout Name](#)

[Editing the Note Window](#)

[Hiding a Note](#)

[Hiding All Notes](#)

[Inserting Date/Time Stamp](#)

[Printing a Note](#)

[Printing All Notes](#)

[Saving Data to Disk](#)

[Searching Through Notes](#)

[Setting Alarm on a Note](#)

[Setting Up Printer](#)

[Showing All Notes](#)

[Showing Unexpired Alarm Notes](#)



## **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: [Displaying Note Control Panel](#)

## **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: [Displaying Configuration Dialog](#)

## **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: [Displaying Main Control Panel](#)

## **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: [Displaying Configuration Dialog](#)

## **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: [Displaying Configuration Dialog](#), [Changing Note Color](#)

## **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: [Displaying Configuration Dialog](#)

## **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: [Displaying Configuration Dialog](#), [Changing Resizable Note Configuration for a Note](#)



## **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: [Displaying Note Control Panel](#)

## **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: [Displaying Note Control Panel](#), [Changing Default Note Color](#)

## **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: [Displaying Configuration Dialog](#)

## **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: [Displaying Note Control Panel](#), [Changing Default Resizable Note Configuration](#)

## **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: [Displaying Main Control Panel](#)

## **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: [Displaying Configuration Dialog](#), [Creating a Note](#)

## **Displaying Configuration Dialog**

### **To display Note Configuration Dialog:**

- Choose "Configure" from the Controller Icon menu

Related Topic: [Configuration Dialog Commands](#)

## **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: [Main Control Panel Commands](#)

## **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: [Note Control Panel Commands](#)

## **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: [Setting Up Printer](#)

## **Printing All Notes**

### **To print all notes:**

1. Bring up the Main Control Panel.
2. Press "Print" button.

Related Topics: [Displaying Main Control Panel](#), [Setting Up Printer](#)

## **Saving Data to Disk**

### **To save data to disk:**

1. Bring up the Main Control Panel.
2. Press "Save" button.

Related Topic: [Displaying Main Control Panel](#)

## **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: [Displaying Main Control Panel](#)

## 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: [Displaying Note Control Panel](#), [Showing Unexpired Alarm Notes](#)

## **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: [Displaying Main Control Panel](#)



## **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: [Displaying Configuration Dialog](#)

## **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: [Displaying Configuration Dialog, Inserting Date/Time Stamp](#)

## **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: [Displaying Configuration Dialog](#), [Changing Note Icon Tool Bar Configuration](#)

## **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: [Displaying Note Control Panel](#), [Changing Default Note Icon Tool Bar Configuration](#)

## **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: [Displaying Note Control Panel](#), [Changing Default Note Tab Stop](#)



## **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