

FALSEyes 3&Print

**This is the time that you would like your alarm to start. ForThis file ,
Real Solutions 1995nono&AboutC&loenoClock Talk
HelpCLOCTALKCLOCTALKyesyesyesyes30/01/95**

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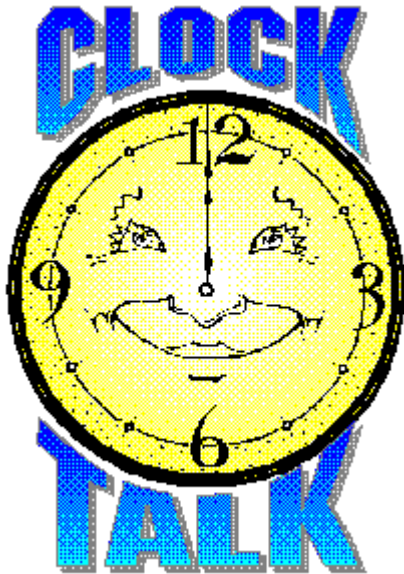
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A Real Solutions Product

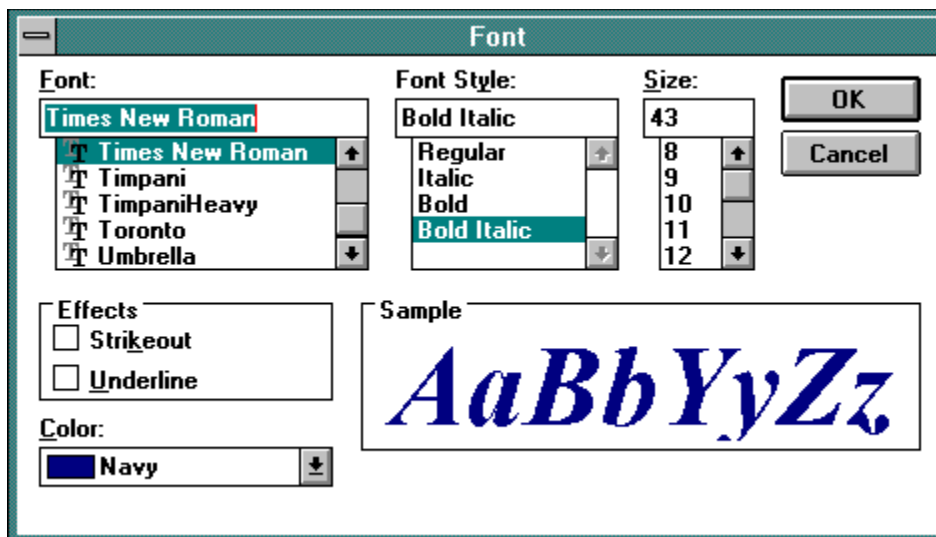
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Change Font

Clock Talk supports all True Type fonts on your system. To change the current displayed font, choose **Fonts** from the Options Menu. This will open up a Dialog Box which will allow you to change the Font name, style and color of the font.



Below is a sample Font Dialog Box. Move the cursor to various points on the screen and click the left mouse button for assistance .

FONTS

All the fonts available for **Clock Talk** are listed in this scrollable box. Just type the 1st letter of the name that you want to be displayed, or use the side scroll bar to scroll through the list. As you scroll through the list, you will be shown a sample of that font in the Sample Box.

FONT STYLE

This will change the appearance of the font that you have selected. The different styles available will depend on the font that you have chosen. Using the mouse, or the keyboard, you may select one of the available styles for your selected font.

FONT COLORS

You may change the color of the font by selecting a new color from the Font Color selection box. The current color is displayed in the Color Box. To change the color, use the mouse or the keyboard to press the Down Arrow on the box. This will display the colors available to you. Again, using the mouse or the keyboard, select the color you wish to be displayed. The selected color will then be displayed in the Color box.

FONT EFFECTS

You may add font effects to your font selection by choosing one of the effects check boxes. You may either have a ~~strikethru~~, or a underline.



Robert D. Griffin

Owner / Programmer

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Redding, CA 96049-1523

Introduction

Clock Talk was originally written for my own business. I wanted to have a program that would announce the time to me while I was busy doing other things, either on the computer or in the other room. I had a sound card, so I figured there had to be a program out there that would be just what I was looking for.

I found a few that were pretty good, but not exactly what I wanted. Other than some features they were missing, they seemed to take **a lot of my system resources** to run. System resources are not something that I take lightly. So **Clock Talk** was born.

Clock Talk is a Microsoft Windows program whose purpose is to announce the time of day along with many other features. It uses digitized human speech reproduced through a sound card or by using Microsoft's Speaker Driver for 286 - 486 computers. The program will function in all Windows modes: Real, Standard, or Enhanced.


Program Features

Some of the features that this version of **Clock Talk** include are:

- { **Sizing** ● Automatic sizing of fonts in display when re-sizing clock
- { **Fonts** ● Allows any True Type Font with color selection.
- { **Options** ● Multiple voice options and intervals.
● User selected Wave files play before or after the voice if selected
- { **Alarm** ● Automatic launching and Closing of applications at given periods of time with 3 different timing options.
● Message alarms, also with 3 different timing options.
● Automatic program options. You can set up the program to automatically change its own voice settings at given times.
- { **Auto** ● Auto Start feature starts programs automatically at startup. Great for power failures!

LOW SYSTEM RESOURCE REQUIREMENTS. You do not have to worry about this program using your valuable resources!!!

Sizing the Clock

To change the clock display and size of the font, all you need to do is re-size the window. To re-size the window, Choose size from the system menu . You may then use your Arrow Keys to size the window.

You may also grab the outside frame of the window with your mouse and drag the window to the size you would like.

The Font Size will automatically change with the window size!

Although the Size Box is shown on the screen, ***Clock Talk*** does not use the selected size. To change the size of the Font, just resize the window. For resizing information, see [sizing the clock](#).

Options Dialog Box

The Options Dialog Box changes the way the program runs. It is available from the **Options Menu**.



Above is a sample Options Dialog Box. Move the cursor to various points on the screen and click the left mouse button for assistance .

Play Voice

The Play Voice check box lets you choose if you want **Clock Talk** to announce the time. If checked, the time will be announced at the interval you have selected.

Voice Intervals

The different voice intervals lets you customize how often you would like to have **Clock Talk** announce the time. *Example:* If you choose **10 Minutes** the time would be announced 10 after the hour, 20 after the hour and so on. If you choose **1 Minute** the time would be announced every minute. You can choose 1, 5, 10, 15, 30 or 60 Minute intervals. The intervals are only in affect if the Play Voice box is checked.

Before / After Voice

If you have the Play Voice option checked, and the Play Wave file option checked, you have a choice whether you would like to play the sound before or after the Voice announcement. If you do not have the **Play Voice** option checked, these choices have no affect.

Choosing **CANCEL** will close the current window. Any changes you might have made WILL NOT be saved.

HELP Button

Brings up this help screen.

The **Font Sample box** will show you an example of the font with the effects, style and color that you have chosen. It will show you exactly what the font will look like in the clock window.

Choosing **OK** will close the current window, saving any changes that you might have made.

Play Wave File

The Play Wave file check box lets you choose if you want ***Clock Talk*** to play a sound. The sound is played at the same intervals as the Voice. If you had this option checked, and you currently **do not** have the Play Voice option checked, only the sound that you have chosen would be played.

Wave file name

This displays the current Wave file to be played. To change this file, select browse to display a file dialog box to choose a new name. This file will be played only if the Play Wave File box is checked.

Stay on top

If this box is checked, ***Clock Talk*** will stay on top of all the other windows on the system.

Title Bar Clock

This check box is a 3 position checkbox.

- If **checked**, **Clock Talk** will display the current time on the Window Title Bars of **all** active windows.
- If **Grayed** then **Clock Talk** will display the current time on the Window Title Bars of the PARENT or the MAIN Window of each program.
- If **Unchecked**, no time will be shown on the Window Title Bars.

If you also have the Show Seconds box selected, the seconds will also show on all the Window Title Bars.

Show Seconds

When this box is checked, ***Clock Talk*** will show the seconds on its main display. If you also have the Title Bar Clock option checked or grayed, ***Clock Talk*** will show the seconds on the appropriate Title bars.

Browse Wave File

Clicking this button will bring up an open file dialog box, which will allow you to pick a wave file. This wave file name will then be displayed in the window below. This is the wave file that will play at the increment selected to the right. This file will only play if the Play Wave File box is checked.

Auto Start

Normally **Clock Talk** only starts programs or any alarms when the exact start time is reached. With this selection checked, any program whose start time and stop time fall within the time that **Clock Talk** is started will automatically be launched.

Example: If you have a program that is suppose to start at **8:00am** and run until **5pm**, normally if **Clock Talk** was started at **9am**, that program would not run, since it has already passed its starting time. With Auto Start checked, that same program would automatically be launched if **Clock Talk** was started at **9am**, since **9am** falls within the range of the start time and stop time of the program.

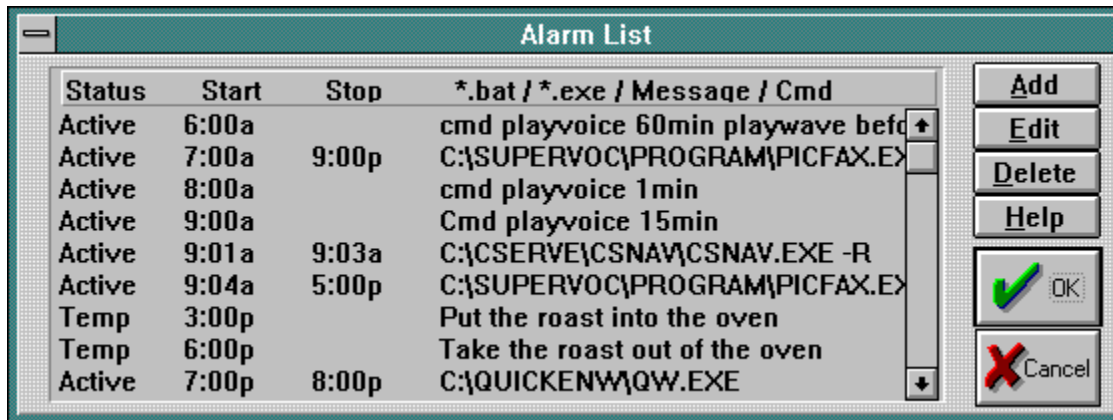
Check this option if you have programs set up in the alarms that must be ran during specific times. This way, if **Clock Talk** is put into your [Program Managers Start-Up window](#), it will automatically start any program that is suppose to be currently running. **This option is great in case of a Power failure!**

Alarm List Box

Clock Talk allows some very special alarms to be added to the Alarm List. The alarm list will hold up to 100 different alarms.

To get to the Alarm List box, choose **Alarms** from the **Options Menu**. From here you can choose the alarm you want to edit, delete or add a new alarm.

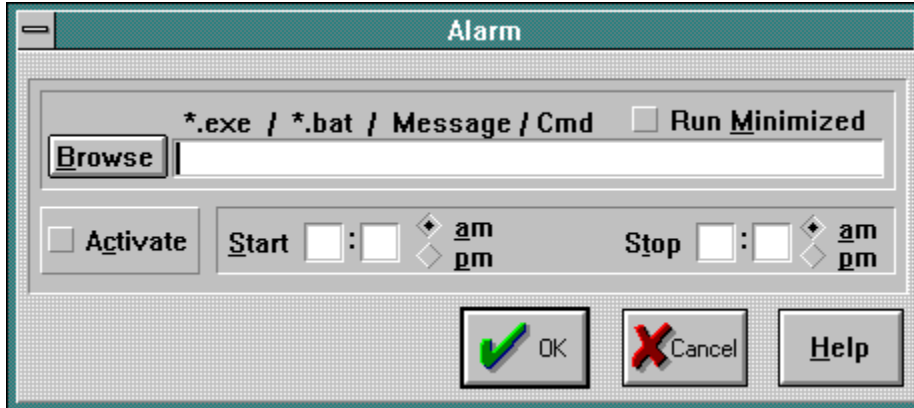
Add [Click here for more information on Adding Alarms](#)



Above is a sample Alarm List Box. Move the cursor to various points on the screen and click the left mouse button for assistance .

Alarm Window

To get to the Alarm Dialog box, choose add from the [Alarm List Box](#). Here you can add different types of Alarms. You can execute programs, set up alarm messages or setup program option commands to run at particular times or intervals.



Move the cursor to various points on the screen and click the left mouse button for assistance, or choose one of the following:

- | Types [Click here for information on Alarm Types.](#)
- | Formats [Click here for information on Time Formats](#)

Alarm List Box

From this list you can choose the alarm that you want to edit or delete. Using your mouse or your arrow keys to scroll through the list, highlight the alarm that you want. Once you have it highlighted, if you want to edit it, either double click the alarm or click the Edit Button. If you want to delete the alarm, make sure you have the correct alarm highlighted and click the Delete Button. **Clock Talk** will not confirm the deletion. Once you have clicked the Delete Button, the alarm will be deleted.

As you can see, Messages are not the only type of alarm that you can have with **Clock Talk**. For more information on alarms, click here for [Adding Alarms](#).

Add Alarm

Clicking this button will take you to the [Alarm Dialog box](#) where you can set up a new alarm.

Edit Alarm

Clicking this button will take you to the [Alarm Dialog box](#) where you can edit the alarm that you currently have highlighted.

Delete Alarm

Clicking this button will delete the alarm that you currently have highlight. Be careful when using this button. **Clock Talk** will not ask you if you are sure that you want to delete this alarm! Once you have clicked this button, the selected alarm will be deleted immediately.

Browse File Name

Use this button to choose the program filename that you would like to run. Once choosing the file name, your selection will be displayed in the box next to the button.

Alarm Text

This field holds the information for the type of alarm you are adding. There are 3 basic Alarm Types in ***Clock Talk***. For more information, see [Alarm Types](#).

Alarm Types

Program Alarm: If you type in an existing filename or batch file name (or use the [Browse Button](#)), you will be setting up a *Program Alarm*. **Clock Talk** will **launch (Start)** the program at the specified time automatically. Not only will the program be started for you, but if you specified a [Stop time](#) (and it is a Windows program), **Clock Talk will actually CLOSE the program for you!** There are a 2 additional formats for both the starting and the stopping times rather than the normal Hour and Minute. For more information see [Time formats](#).

Message Alarms: If you type in a line of text (message), **Clock Talk** treats this as a message alarm. This is a standard alarm that will open a message box displaying your message at a giving [Starting time](#). If you are entering a message alarm, the [Stop time](#) is ignored. If you have a Wave file selected in the Options Dialog box, **Clock Talk** will also play that sound for 5 seconds when displaying the message. If the user does not respond to the message, **Clock Talk** will continue to remind them of the message alarm by playing the Wave file again every 1 minute until the message box is closed. For information on setting the Wave file, see [Program Options](#).

Program Commands: You can actually control the Program Options from an alarm setting. This comes in handy if you only want **Clock Talk** to announce the time between certain hours. When setting up a program command, all commands will take affect at the starting time specified. Only 2 commands will use the Stopping time if specified. For a complete list of program commands available, see [Program Command List](#).

Program Command List

Clock Talk offers powerful commands that let you customize the program options on-the-fly.

General Command Rules:

1. All commands can be entered in any order, as long as the line starts with **CMD**.
2. The command will take affect on the Start Time specified. You may use any of the 3 Time formats.
3. Each command must be separated by a SPACE.

The following commands are available for the **Start Time** specified. All commands will change the appropriate setting in the Program Option Dialog Window.

PlayVoice: This command will check the Play Voice Box.

1min: This will check the 1 minute button in the Voice Intervals.

5min: This will check the 5 minute button in the Voice Intervals.

10min: This will check the 10 minute button in the Voice Intervals.

15min: This will check the 15 minute button in the Voice Intervals.

30min: This will check the 30 minute button in the Voice Intervals.

60min: This will check the 60 minute button in the Voice Intervals.

PlayWave: This command will check the Play Wave File Box.

Before: This will check the Before Voice button.

After: This will check the After Voice button.

The following commands are available for the **Stop Time** specified. All commands will change the appropriate setting in the Program Option Dialog Window.

PlayVoice: This will **uncheck** the Play Voice Box. This command will turn off all voice no matter what minute interval is checked.

PlayWave: This will **uncheck** the Play Wave File. This command will turn off the Play Wave file option even if the Before or After boxes are checked.

As you are entering different Program Commands, keep in mind that a **Stop Time** is not necessary.

Click here for Example Program Commands or here for Time Formats.

Program Command Examples

Command: Cmd Playvoice 1min playwave before

Start Time: 10:45a **Stop Time:** 12:00p

Actions: At 10:45 am, the voice option will be turned on to play voice time announcements every minute, playing the selected wave file before the voice. At 12:00pm the voice option will be turned off, and the playwave option will be turned off, thus totally silencing the program.

Command: Cmd 1min after

Start Time: 8:00a **Stop Time:** 9:00 a

Actions: At 8:00 am, the Interval option will be changed to play the voice time announcements every minute, and wave files after the voice option. At 9:00 am, nothing will be done, since Playvoice and Playwave were not mentioned on the command line, and these are the only available commands acted on by the Stop Time.

Command: Cmd PlayWave PlayVoice

Start Time: **Stop Time:** 11:00 p

Actions: Since there was no start time, Play Wave and Play Voice options do not get checked. Instead at 11:00 PM, the Play Wave option and Play Voice option get **unchecked**. This will shut down all the sound to **Clock Talk** at 11:00pm.

Click here for information on [Time Formats](#).

Time Formats

There are 3 basic time formats that **Clock Talk** recognizes.

Hour & Time: This is the standard time format. Just as stated, you enter the exact hour and minute that you would like the alarm to start and the exact hour and minute you would like it to stop.

Every Exact Minute: This will run the alarm on the exact minute of each hour.

To implement this time format for the **Start Time**, in the hour input box, type in **==** and then in the minute input box type in the minute you would like the alarm to start. For example, if you entered **==:15**, then at 15 minutes after the hour (of every hour) the alarm will run (8:15, 9:15, 10:15 ...).

The **Stop Time** for this format is the same format except the minute information will be the minute the program will stop. For example: If you entered the start time as above and the stop time as **==:25** then the program would start 15 minutes after the hour, and stop 25 minutes after the hour. Stop times are not mandatory, but if you plan on using one in this type of time format, you need to follow the format exactly for it to be activated.

Every Number of Minutes: This will run the alarm every number of minutes.

To implement this time format for the **Start Time**, in the hour input box, type in **>>** and then in the minute input box type in how often you would like to run the alarm. For example, if you entered **>>:15**, then the alarm will start every 15 minutes (8:15, 8:30, 8:45 ...). When you start **Clock Talk**, and this alarm is active, it will start right away. Otherwise, once you have added the alarm, it will start the following minute.

The **Stop Time** for this format is the same format except the minute information will be how long you want the alarm to run. For example: If you entered the start time as above and the stop time as **>>:5** then the program would start every 15 minutes and stop 5 minutes after starting. Stop times are not mandatory, but if you plan on using one in this type of time format, you need to follow the format exactly for it to be activated. Be careful not to have a greater Stop time than your start time, otherwise you will be starting another alarm, before the prior one has been stopped.

Run Minimized

When checked, if the alarm type is a program alarm and a Windows program, then the program will start running minimized as an icon.

Active Check Box

This check box has three possible selections: checked, grayed and unchecked.

Checked: The alarm is activated, and will start and stop as specified. When **Clock Talk** is ran again, this alarm will still be activated.

Grayed: The alarm is a temporary alarm. This means that it is activated until **Clock Talk** is terminated. The next time **Clock Talk** is ran, this alarm will still exist, but it will be unchecked, or inactive.

Unchecked: The alarm is inactive. It will not start or stop until checked or grayed.

Start Time

This is the time that you would like your alarm to start.

For more information, see:

[Time Formats](#)

[Alarm Types](#)

Stop Time

This is the time that you would like your alarm to stop. Doesnt affect the Message Alarm Type.

For more information, see:

[Time Formats](#)

[Alarm Types](#)

About Shareware

Shareware is copyrighted software that is distributed by authors through bulletin boards, on-line services and disk vendors.

Shareware allows you to try the software for a reasonable limited period. If you decide not to continue using it, you throw it away and forget about it. You only pay for it if you continue to use it. Shareware is a distribution method, not a type of software. You benefit because you get to use the software to determine whether it meets your needs, before you pay for it.

The Shareware system and the continued availability of quality Shareware products depend on your willingness to register and pay for the Shareware you use. It's the registration fees you pay which allow authors to support and continue to develop our products. Please show your support for Shareware by registering those programs you actually use.

Even if the person who supplied you with the software tells you that registration is not necessary, be assured that if the copy of the program presents a screen reminding you to register, then the author has not been paid for that copy and registration is necessary.

Registration and Payment

Registration supplies the right to the continued use of the product after the 30 day free trial. It does not rescind the legal disclaimer of liability under which this product is used.

Additionally **Clock Talk** will remind you that you need to register the program each time it is started. These reminders will continue until the program is registered. Once registered, these messages will no longer be displayed.

Pricing is as follows:

<input type="checkbox"/>	Program Registration	\$10.00
<input type="checkbox"/>	Credit Card Payment	\$ 4.00 (additional charge)
<input type="checkbox"/>	Program disk with registration	\$ 6.00 (additional charge)
<input type="checkbox"/>	Additional Postage outside Canada / US	\$ 5.00 (additional charge)

For the single copy license, if **Clock Talk** is installed on the internal hard drive (or equivalent) of a computer and one person uses that computer more than 80% of the time it is in use, then that person may use **Clock Talk** on one other computer.

The registration cost includes Mailing / E-mailing / Faxing the registration number to you. This will unlock all of the program features and disable the registration notices. You may send a personal check or money order to Real Solutions by printing and filling out the Invoice. Once payment is received, we will send you your personalized Registration number to the address / E-mail address / or FAX number you specified on the invoice. The payment and registration may also be done entirely within CompuServes Shareware Registration Database.

If you would like to register using a Master Card, Visa, American Express Card or Discover Card, you may register through the [Public Shareware Library](#). Due to the low cost of **Clock Talk** and the costs involved with credit card orders, we must charge additional for this service.

If you live outside the US or Canada, an addition shipping and handling charge must be added if we are sending you the program disk. *This charge only applies if you had specified that you wanted the program disk mailed along with the registration number.*

If you specify that you would like us to also send you the program disk along with the registration number, there is an additional charge. We will mail you out the most current version of ***Clock Talk*** to the address specified on the Invoice.

Disclaimer

The supplier and author bear no liability to the licensee or any other person or entity for any damage or loss, including special, incidental or consequential damages caused by this product directly or indirectly. The software is supplied "as is" without warranty of any kind, either expressed or implied. Warranties of merchantability or of fitness for any purpose are specifically disclaimed.

Cash Invoice

Name: _____

Address: _____

Please enter the program Serial Number

_____-_____-_____-_____

For faster service, send Money Order(s):

Registration Cost, per computer **\$ 10.00**

◆ Send the most current version of *Clock*
Talk on: ____ 3 1/2 ____ 5 1/4 disk. **\$+ 6.00**

◆ Additional Postage if Mailing program disk
outside the US/Canada. **\$+ 5.00**

Payment enclosed (US funds) **\$ _____**

For quicker registration, please give Email or
Fax phone number to send registration code.

Addr: _____

—

Fold here First _____

**AFFIX
POSTAGE**

**REAL SOLUTIONS
PO Box 491523
Redding, CA 96049-1523**

Fold here Second _____

Acknowledgments

The *Clock Talk* Voice

Tyrene Griffin

Logo Graphic Design & Beta Testing



Microsoft's speaker driver package for Windows 3.1 lets you play .WAV sound files without a special audio board. This file is readily available on many BBSs or you may download it from CompuServe (Forum Name: **FIFTHG** Library: **Misc PC files (16)**). On most BBSs and CompuServe the file is named **SPEAK.EXE**. It includes installation instructions and a license agreement. The file is just over 20K and definitely is worth it if you do not have a sound card.

CompuServe Registration Database

Registration and Payment via CompuServe

CompuServe provides a convenient route for the registration of Shareware, and the special "Electronic Registration" of **Clock Talk** may be performed by that route. Note that the electronic registration price of **CLOCK TALK** is only dependent on your providing an electronic route for us to send you your registration code number. That price is available whether or not you use CompuServe to contact us.

To access CompuServe's registration database, GO SWREG in CompuServe. **CLOCK TALK** has 2 versions available each with its own Registration ID.

Registration ID **4461** in the CompuServe database is \$10.00(US). This includes sending out the registration number to you ONLY once registered. Once CompuServe informs us of your registration, we will transmit to your CompuServe ID an Email message containing your personal registration number.

Registration ID **4523** in the CompuServe database is \$16.00(US). This includes both the registration number along with the most current version of **Clock Talk** being mailed to you once payment is made. Make sure you specify what size disk to mail. We will still E-Mail you the registration number if you send us E-Mail requesting us to. If you would like us to also E-Mail the registration number, please address the mail to [Real Solutions](#) and include your serial number.

The following instructions are provided by CompuServe on the use of the Shareware Registration Database.

Register Shareware+

INSTRUCTIONS TO REGISTER SHAREWARE

The Shareware Registration database contains descriptions of hundreds of Shareware programs designed for a variety of platforms and purposes. To register a program, you must first find its description in the Shareware Registration database. To begin, select "Register Shareware" from the previous menu. A list of search criteria will be displayed to you. You may search for your program's description by its TITLE, FILE NAME, AUTHOR'S COMPUSERVE ID, and AUTHOR'S NAME. You may also search for your description by its KEYWORDS (categories). For example, to find the description of a Macintosh utility, you might use the keyword: utility. (For information about registering by your program's REGISTRATION ID, see below.)

After you enter your search criteria, you are usually displayed a list of programs that meet the criteria in the database. Select the program that you wish to register from the list.

Sometimes after you enter search criteria, you are displayed a menu of choices. This occurs when your search yields a large number of "matches" in the database. The menu offers you the ability to NARROW your results further, to DISPLAY the list of "matches," or to BEGIN AGAIN. After you select your program from the list, you are displayed the program's description, with a prompt: "Would You Like to Register? (Y/N)."

Read the description carefully to verify that you wish to register the program. The description details the program, its capabilities, and the benefits of registration. Be sure to note the program's registration fee. When you register any program, the registration fee is charged to your CompuServe account.

Enter "Y" at the prompt to register; enter "N" at the prompt to ensure that you do not register the program, and to return to the previous menu. When you enter "Y" to register, you will be prompted to enter your full name, company name (optional), your complete address, your phone number (optional) and the total

number of copies of the program that you wish to register. When you finish entering this information, you can VIEW, CHANGE, SEND or CANCEL it.

Select VIEW to confirm that the information you entered is correct. Select CHANGE to edit any of the information you entered. Select SEND to complete your registration, receive a detail of your total charges, and to send the information to the author. Select CANCEL to cancel registration of the program. When authors submit their descriptions to the Shareware Registration database, their descriptions receive a REGISTRATION ID. If you know the REGISTRATION ID (for **CLOCK TALK**, the registration ID is **4461**, \$10 US, or **4523**, \$16 US, *see above for differences*) of the program description in the database, you may enter it under option #1 on the search criteria menu. You will then navigate directly to the program's description. This is the easiest and fastest method of registering a program.

If you have any questions or concerns about Shareware registration, send a message to the Shareware Administrator by selecting the "Provide Feedback" option at the main SWR menu.

Credit Card Orders

Public **S**oftware **L**ibrary *Credit Card Orders Only*

You can order with MC, Visa, Amex or Discover from Public (software) Library by calling 800-2424-PsL or 713-524-6394 or by FAX to 713-524-6398 or Internet Email to 71355.470@compuserve.com or by CompuServe Email to 71355,470. (If you use another Email network, it probably has a gateway to CompuServe). You can also mail credit card orders to PsL at P.O. Box 35705, Houston, TX 77235-5705. In all cases please include the name exactly as on the card and the expiration date, in addition to the card number and your name and address. For Email orders please include the word order in the subject line. For electronic registration, please remember to include your Email or Fax address for the registration code to be sent to.

The above numbers are for orders only.

Please quote item/product code # 11805

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses etc. must be directed to:

Real Solutions

**PO Box 491523
Redding, CA 96049-1523
CompuServe : 74212,1506**

Make sure you specify whether you want us to send you out the most current version of the program to you (\$6.00 US additional).

PsL will notify us the day of your order and we will E-Mail, Mail or FAX your registration number usually within 24 hours. If you asked to have a program disk sent to you, please specify the disk size you would like us to Mail.

Windows Keys

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

[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
DIRECTION 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.
PAGE 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.
DIRECTION 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+ DIRECTION 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	<p>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.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>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.</p> <p>(This feature is not available in all Windows applications.)</p>

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.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
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 Help Keys)

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.
DIRECTION 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.

