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# SpinWizard Essentials

SpinWizard is an easy-to-use tool that will increase your productivity in Microsoft Windows. The SpinWizard carousel has eight rows of buttons that you can use to launch applications, files, and record tasks. You can also use the buttons to switch to applications or files that are already running. A running application has a red indicator light on its SpinWizard button.

## **To make SpinWizard the Active Application**

Press your keyboard's **Pause or Break** key. This brings SpinWizard to the top of your other applications.

## **To edit a button**

Click on it with the Right Mouse Button. This brings up the Button Menu.

## **To rotate the carousel to a different row**

Click on the SpinWizard color wheel with the Left Mouse Button.

# Assign an Application or File to a Button

With SpinWizard you can load an application icon, such as your Paintbrush icon, onto a button.



Later on you click on the button to either launch the application or, if it is already running, place it on top of your other windows. There are two ways you can load objects onto buttons: by using the mouse to drag and drop objects from the File Manager or the Program Manager; or by using the Load Button menu to browse for the object. The drag and drop method will also work with other applications that support Microsoft Windows' Drag and Drop.

## To load a SpinWizard button from the Program or File Manager:

1. Set the Always On Top feature of SpinWizard using the System Menu. Simply make sure the check mark is set for this menu item. If it is not, click on it with the left mouse button.
2. Bring up the Program Manager or File Manager.
3. Click down on a Program Item (from the Program Manager) or file icon (from the File Manager) using the left mouse button. Note that SpinWizard supports drag and drop for Program Items (individual icons), but not for Program Groups (a container for a collection of icons).
4. Holding the left mouse button down, drag the item's icon onto a SpinWizard button.
5. Release the left mouse button to drop the icon onto the SpinWizard button.
6. Whatever was previously on the SpinWizard button has now been replaced with the dragged icon.
7. Use the System Menu to reset the Always On Top feature of SpinWizard to your personal preference.

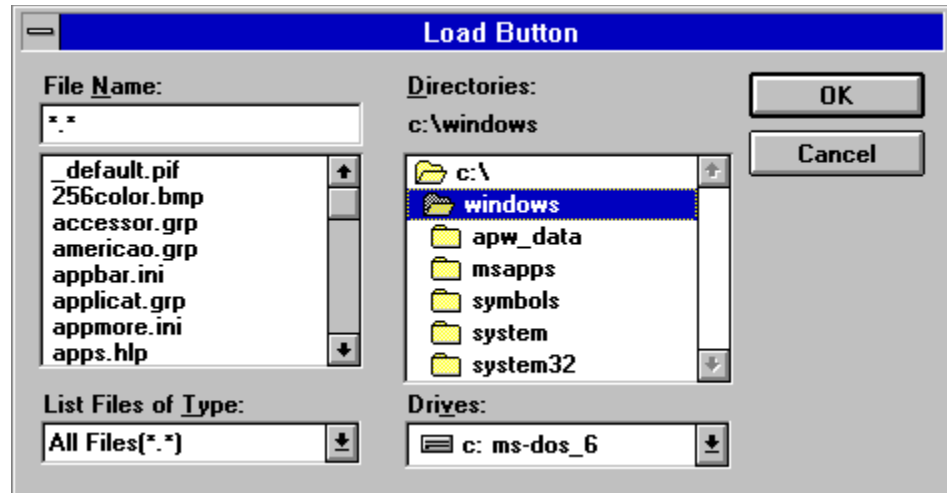
**Tip** If you see a Warning Box that tells you there is no Associated Program for the file that you selected, there is a simple solution. Go to File Manager, and make sure that the file you want is highlighted. Click on the File menu, and choose Associate... . This displays a list of applications on your computer. Choose the application that needs to run in order for you to use the file you have selected. Click on OK. Now you can drag the file onto SpinWizard.

**Tip** Holding down the **Ctrl** key while clicking on a Program Item with the mouse allows you to drag a copy of the icon rather than the icon itself. The result when dropping the icon on SpinWizard is the same with or without holding down the **Ctrl** key.

## Or to load a SpinWizard button by browsing:

1. Press the Pause or Break key to bring SpinWizard back on top of all windows.
2. Move the mouse over the button you wish to load. This highlights the button.
3. Click on the right mouse button. This brings up the Button Menu.
4. With the left mouse button, click on Load Button... . This brings up a window where you can browse for files in any directory.

**Note** You can replace steps 3 and 4 by pressing **Ctrl+O**.



5. Use the Drives window and the Directories window to make sure you are browsing in the desired location. You can look for SpinWizard button files that you have already created, or you can look for all types of files by going to the List Files of Type box and choosing All Files(\*.\*).
6. Click on the file you want, so that its name appears in the File Name box, then click on OK.

# Launch Applications, Files, or Recorded Tasks

The SpinWizard carousel consists of 96 buttons, 12 of which can be *active* at any one time. The active buttons are the square buttons in the current row, the middle row of the carousel.

To launch an item, its button must be in the current row. You can select the desired row by using the up and down arrow keys (  $\uparrow$  and  $\downarrow$ ), or by clicking on the row above or below the current row. If you know which row you want, you can click on the appropriate colored triangle at the end of the SpinWizard, or press the corresponding number key (1 through 8).

First, press the keyboard's **Pause** or **Break** key to make SpinWizard the Active Application.

## Using the Mouse

<b>To Launch:</b>	<b>Do:</b>
an Application	Left click on the button.
a file whose Application is not running	Left click on the button.
a recorded task	Left click on the button.
a new copy of a running Application	Hold down the keyboard's <b>Ctrl</b> key while you left click on the button.
a file whose Application is running	Hold down the keyboard's <b>Ctrl</b> key while you left click on the button.

<b>To Switch:</b>	<b>Do:</b>
to a running Application	Left click on the button.

**Note** If the button you wish to launch or switch to is already highlighted, you can right click on it to access the Button Menu, and then left click on Execute.

## Using the Keyboard

<b>To Launch:</b>	<b>Press:</b>
an Application	<b>F1</b> through <b>F12</b> . See Note.
a file whose Application is not running	<b>F1</b> through <b>F12</b>
a recorded task	<b>F1</b> through <b>F12</b>
a new copy of a running Application	<b>Ctrl+F1</b> through <b>Ctrl+F12</b>
a file whose Application is running	<b>Ctrl+F1</b> through <b>Ctrl+F12</b>

<b>To Switch:</b>	<b>Press:</b>
to a running Application	<b>F1</b> through <b>F12</b>

**Note** The keyboard's twelve function keys (**F1**, **F2**, ..., **F12**) correspond to the twelve buttons in the current row of the SpinWizard. **F1** corresponds to the first, leftmost button, **F2** corresponds to the next button, and **F12** corresponds to the rightmost button.

**Note** If the button you wish to launch or switch to is already highlighted, you can press your keyboard's **Enter** key instead of the corresponding function key. A third method is to press **Ctrl+E**.

## See Also:

Interpret the Indicator Lights tells you how to use SpinWizard to check if an application is already running.

## Record a Task

The SpinWizard carousel lets you record and play back complex operations within a single application or between applications. To record a sequence of operations:

1. Make the carousel active by pressing the SpinWizard hot key (your keyboard's **Pause or Break** key).
2. Place the cursor on the button to record to, or select the button with the keyboard's arrow keys.
3. Right mouse click on the selected button. This brings up the button's menu.
4. Left click on the Record menu option to start the recording. The SpinWizard carousel will become a small icon that looks like an old reel to reel tape recorder.



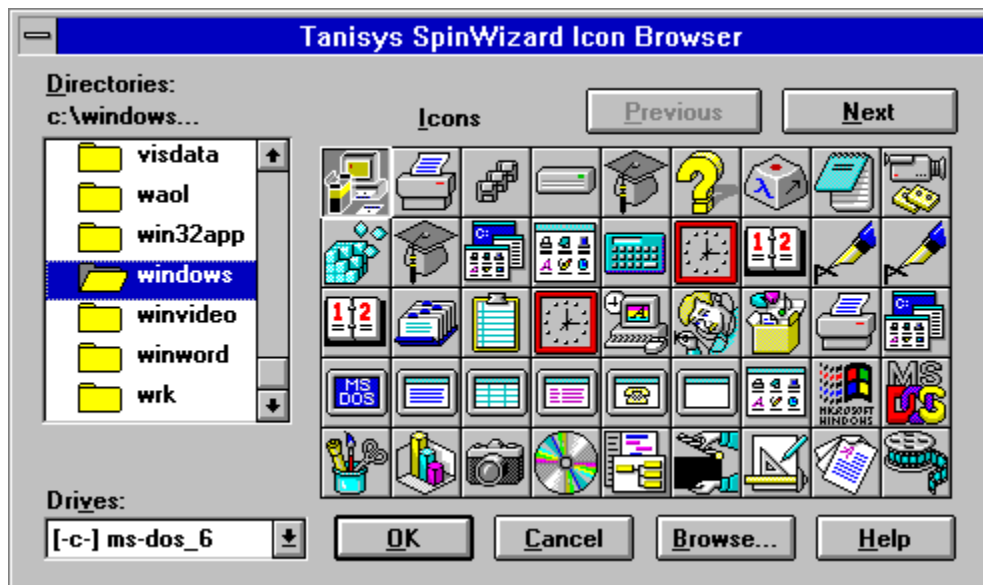
**Note** You can replace steps 3 and 4 by pressing your keyboard's **Ctrl+R**.

5. Carry out the normal sequence of operations to perform your task. This includes both mouse and keyboard operations. After you perform each keyboard or mouse operation the tape recorder's reels will rotate, indicating that it is recording.
6. Click with the left mouse button on the tape recorder, or press **Pause or Break** to end the recording. This assigns the recording to that button.

## Replace a Button's Icon

From the Properties Editor dialog box, you can change the icon associated with the application, file, or task on the selected button.

- 1 Select the button whose icon you wish to replace, and press **Ctrl+P**. Alternatively, right click on the button and then left click on Properties. The Properties Editor will appear.
- 2 Click on the Browse Icons... button in this dialog box to bring up the Icon Browser. The Icon Browser displays all known icons in a given directory and its subdirectories.



To see all the icons in a particular directory, double click with the left mouse button on the directory name in the Directories: list box. The Drives: box allows you to change from one disk drive to another. To connect to a network drive, you must first click on the Browse... button.

If there is more than one page of icons in the given directory, the Next button becomes active. To see the next page, left click on Next. To see the previous page, left click on Previous.

When you see the desired icon, left click on it and then click OK. To close the browser without making a selection, click on the Cancel button.

If you know the location of a particular icon, the Browse button on the Icon Browser lets you specify a particular file containing the desired icon.

**Note** (Advanced Users) The Icon Browser looks for icons in file types \*.ico, \*.exe, \*.dll, \*.nil, \*.icn, \*.icl, and \*.il. To see icons from a different file type, press the Browse button and type the desired extension.

## Deinstall SpinWizard

SpinWizard also comes with a deinstall procedure that will remove it and its associated files from your disk.

To deinstall SpinWizard:

1. Start Microsoft Windows
2. Insert the Tanisys Disk 1 floppy diskette in Drive A
3. From the Program Manager, select the File menu and choose Run
4. Type **a:\setup** and press **Enter**
5. Wait for the dialog box and choose Deinstall



# Select a SpinWizard Row

## Using the Mouse

To:	Do:
Rotate to a specific row	Left click matching color triangle
Rotate up one row	Left click top row
Rotate down one row	Left click bottom row
Rotate to Home row (Blue)	Left click blue triangle

## Using the Keyboard

To:	Press:
Rotate to a specific row	<b>1</b> through <b>8</b> * See Note
Rotate up one row	Up Arrow or <b>Tab</b>
Rotate down one row	Down Arrow ↓ or <b>Shift+Tab</b>
Rotate to Home row (Blue)	<b>Home</b>

**Note** The number keys correspond to the 8 possible faces on the carousel. Pressing one of these keys rotates the carousel to the given face. The faces are:



- 1 Blue
- 2 Purple
- 3 Pink
- 4 Burgundy
- 5 Orange
- 6 Yellow
- 7 Green
- 8 Cyan (Turquoise)

**Note** The question mark in the middle of the color wheel displays this help file when you left click on it.

## Select a SpinWizard Button

To select (highlight) a SpinWizard button without executing it:

### Using the Mouse

First, make sure that the button is in the current row. Then move the mouse over the desired button.

### Using the Keyboard

Arrow to the desired button using ←, →, , and ↓.

## Start SpinWizard

After you have installed SpinWizard you can run it.

- 1 In Windows, go to Program Manager and open the SpinWizard Group. This is where the SpinWizard application and its Help File are stored.
- 2 Double-click the SpinWizard icon, or use the arrow keys to select the SpinWizard icon and press **Enter**.

The SpinWizard Carousel will be displayed on your screen. The first time you run SpinWizard, it will search your hard drive for popular applications. If you have those applications they will be loaded onto your SpinWizard buttons automatically.

When SpinWizard starts, it displays a helpful hint box that talks about some important SpinWizard options. To keep the hint box from appearing in the future, clear its check box. Once this check box is cleared you will not see the hint box again unless you delete or modify its setting in the spinwiz.ini file in your Windows directory. The spinwiz.ini file also records your preferences with respect to the position and size of the carousel as well as whether the carousel is always on top of other applications.

Once SpinWizard is running, you can get to it from any Windows application by pressing your keyboard's **Pause** or **Break** key.

## Edit a Button

Once an item has been assigned to a SpinWizard button, you may wish to edit a button's name or description, or copy that button to a new location. Sometimes you may want to delete an item from a button, or save an item to a special button file

- 1 Press the keyboard's **Pause** or **Break** key to make SpinWizard the Active Application.
- 2 Use the arrow keys to highlight the button you want to edit (you cannot edit an empty button).

<b>To:</b>	<b>Press:</b>
Edit a button/row description or a button label	<b>Ctrl+P</b>
Save a button to a button file	<b>Ctrl+S</b>
Delete an item from a button	<b>Del</b>
Cut an item from a button	<b>Ctrl+X</b>
Copy an item on a button	<b>Ctrl+C</b>
Paste an item to a button	<b>Ctrl+V</b>

**Note** Some of the hot-keys open dialog boxes, which are detailed in the section [Button Menu Commands](#).

### See Also:

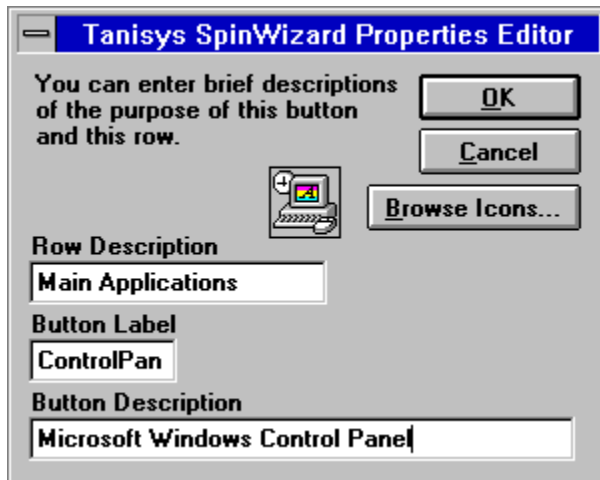
[Edit A Button's Description](#)

## Edit a Button's Description

Using the mouse, right click on the button you wish to edit, then left click on Properties.

Or, using the keyboard, press **Pause** or **Break** to make SpinWizard the Active Application then highlight the button you wish to edit, and press **Ctrl+P**.

The Properties Dialog Box will appear.



Use the mouse to select the text to change, or press **Tab** until the text is highlighted. The Row Description appears as a colored description bar above the SpinWizard. The Button Label is the short string of text that appears on each button. The Button Description is a longer piece of text that appears above the SpinWizard when you highlight a button.

Type in the new text, then left click on OK, or press **Enter**.

## Resize or Manage the SpinWizard Window



There are several ways for you to resize and manage the SpinWizard window. Although all SpinWizard resizing and management can be done from the System Menu, there are a few very useful hot-keys. In addition you can move or resize the window using your mouse.

**Note** When you close the SpinWizard or exit from Windows, SpinWizard saves:  
its size,  
its position on the screen,  
its Always On Top setting, and  
whether to display the hint box at startup  
in spinwiz.ini in your Windows directory.

### Using the Keyboard

<b>To:</b>	<b>Press:</b>
Restore (deiconify) SpinWizard	<b>Pause or Break</b>
Activate SpinWizard	<b>Pause or Break</b>
Minimize (iconify) SpinWizard	<b>Esc</b>

### Using the Mouse

<b>To:</b>	<b>Do:</b>
Resize SpinWizard	Place the cursor on the edge of the window to see the resize arrow (  or  ).

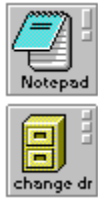
Press the left mouse button, drag the mouse to the desired location, and release the left button.

Move SpinWizard Place the cursor on the caption bar at the left end of the SpinWizard. Press the left mouse button, drag the mouse to the desired location, and release the left button.

**Note** SpinWizard will not size to bigger than its original size, nor will it shrink to less than one row high.

## Interpret the Indicator Lights

Each button with an item on it also has either an exclamation mark or a column of three dots in its upper right corner. If a button has an exclamation mark, the item is either an application or a file. If a button has three dots, the item is a recorded task.



If the exclamation mark on a button is red, this means that the associated application is already running. A gray exclamation mark means that the application is not yet running.



**Note** Similarly, a button containing a document file associated with Microsoft Write will have a gray exclamation mark if Write is not running, or a red mark if Write is running.

If the button contains a recorded task, then the three dots will be gray unless ALL applications involved in the task are already running. A button with three red dots means that all associated applications are already running. Because you can record a task that launches an application, some tasks do not need all their applications open before you play back.



# Button Menu Commands

## To access the SpinWizard's button menu

Using the mouse, right click on the button you wish to edit.

Or, using the keyboard, press **Pause** or **Break** to make SpinWizard the Active Application then highlight the button you wish to edit, and press **Alt+Enter**.



## Properties... (edit the button label, or the button description or the row description)

Left click on Properties, or press **P**. The Properties edit box will appear.

Use the mouse to select the text to change, or press **Tab** until the text is highlighted.

The Row Description appears as a colored description bar above the SpinWizard.

The Button Label is the short string of text that appears on each button.

The Button Description is a longer piece of text that appears above the SpinWizard when you highlight a button.

Type in the new text, then left click on OK, or press **Enter**.

The Properties edit box can also be used to [Replace a Button's Icon](#)

## Help... (open the help file you are reading now)

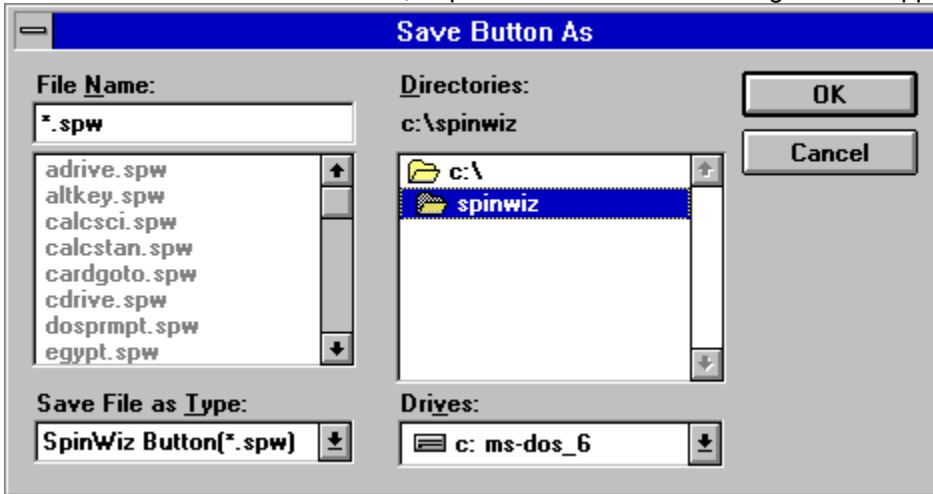
Left click on Help, or press **H**.

## Load Button... (see [Assign an Application or File to a Button](#))

Left click on Load Button, or press **O**. The Load Button dialog box will appear.

## Save Button As... (save a button to a file)

Left click on Save Button As..., or press **S**. The Save As dialog box will appear.



Use the Drives window and Directories window to choose the location for your file.

In the File Name box type the name to assign to the file. Though you can use any file extension, using the default (\*.spw) will help you keep better track of your button files.

Left click on OK, or press **Enter**.

**Note** This is especially useful if you think you might delete a button and then later want to get it back again.

## Record (see [Record a Task](#))

For the selected button, left click on Record, or press **R**.

## Execute (launch the application, file, or task assigned to the button)

Left click on Execute, or press **E**.

## Delete (clear a button)



Left click on the menu item Delete. You will be asked to confirm the deletion.

**Cut** (first step to move an item from one button to another)

Left click on Cut to remove the item from the selected button and copy it to SpinWizard's internal clipboard. Then choose Paste on the target button.

**Copy** (first step to make a copy of an item so you can put it on an additional button)

Left click on Copy to copy the item to SpinWizard's internal clipboard. Then choose Paste on the target button.

**Paste** (paste an item from SpinWizard's internal clipboard to the selected button)

Left click on Paste.

## System Menu Commands

The SpinWizard's System Menu appears at the top of the vertical caption bar along the left edge of the SpinWizard.



### To Access the System Menu

Using the mouse, left click on the minus sign at the top left corner of SpinWizard.

Or, using the keyboard, press **Pause or Break** to make SpinWizard the Active Application, then press **Alt+Spacebar**.

**Restore** Left click on this item or press **R** to restore SpinWizard to its full size after you have iconified (minimized) it with either the **Esc** key or the System Menu.

**Move** Left click on this item or press **M** to move the SpinWizard with the arrow keys. You can also move any window by pressing the left mouse button while over the caption (title) bar and then moving the mouse. Releasing the mouse button re-freezes the window.

**Size** Left click on this item or press **S** to resize the SpinWizard. Press the keyboard arrow key pointing to the window edge you will use for resizing. Move the edge with the arrow keys.

**Minimize** Left click on this item or press **N** to minimize SpinWizard to an icon. This is useful when SpinWizard is Always On Top and you want to get it out of the way for a short time. The **Esc** key performs the same purpose.

**About SpinWizard** Left click on this item or press **A** to get the telephone number for Tanisys' Technical Support.

**Help** Left click on this item or press **H** to give you the on-line help file that you are reading now.

**Always On Top** When this feature is on, there is a check mark in front of it, and SpinWizard stays on top of most other windows. To turn this option on or off, left click on it or press **T**. Always On Top is useful when you use Drag and Drop with the mouse to place icons onto SpinWizard's buttons.

**Tip** Once the System Menu is open, you can highlight any menu item with the arrow keys, then press **Enter**.

# Hints for Recording Tasks

If you make a recording that does not play back the way you expect it to, there are a number of steps you can take to improve that recording's performance. These steps are split into two categories: steps to take during recording, and steps to take after recording.

One generally useful hint is to perform a dry run before recording a task. By first carrying out the task without the pressure of the record option running, you can make sure that all windows are accessible and the menu or other items you wish to use are where you expect them to be.

Some operations are better performed with the mouse, others with the keyboard. If an operation does not play back as you expect another option is to try switching to using the keyboard where the mouse may have failed or switching to using the mouse where the keyboard may have failed. For example, the tab key can be used to move among data controls on a dialog box rather than mouse clicks. Sometimes both will record and play back properly. Other times, only the tab key may work.

## During Recording

### Recording SpinWizard Operations

During recordings, keystrokes and mouse clicks associated with the SpinWizard carousel are not recorded as part of your task. For example, you cannot record resizing the SpinWizard window or launching an application from a SpinWizard button. To launch an application as part of a recording, it is best to record using the File, Run feature of Program Manager as described below in this section. This may sometimes result in multiple versions of an application running.

### Check Boxes and other items that toggle between two states

Realize that clicking on or changing the state of a check box will be recorded as toggling the state of that box. When you play back, the state of the box will change.

For example, you select some text in a word processor application and then record clicking a check box to make your selection underlined. When you play back, one of two things will happen. If your text selection at playback time is already underlined, then the checkbox starts out as checked and ends up unchecked. This will remove the underline from your text. Alternatively, if your selection was not underlined when you began playback, then it will become underlined.

This situation occurs for some toolbar buttons and menu items also, such as Ruler On/Ruler Off in Microsoft Write. Any item that toggles or changes state every time you click on it will behave this way during playback. It is the *change* that is recorded, not the result.

### Clicking on Menu Items, rather than sliding over them

If you use the mouse to record menu operations, make sure that you click with the left mouse button on each menu item that you want in a sequence of menu items. For example, to record opening a file in Microsoft Write you would first click on File and then click on Open in the resulting pull-down menu. If instead you press the left mouse button on Edit (the menu item next to File) and then slide the mouse over to the File menu with the left mouse button still down before moving down to the Open menu, the result will not play back correctly.

### Recording Scroll Bar Actions

Avoid using the mouse to record scroll bar actions. Instead, use your keyboard's Page Up and Page Down keys and always start from some known position such as fully scrolled up or down. If some action results in the addition of new items to a scrolling region, the next invocation of the task recording may not play back as you expect.

### Cross-Application Recordings

This section describes the best method of recording a task that uses two or more applications:

- 1 Before you begin recording, make sure that all the applications you need are already running and are visible. They should not be minimized. You may need to do some resizing before you start.
- 2 Begin the recording. When you need to switch from one application to another, do so by using the mouse to click on the new application. Clicking on the title bar of the new application would be the very best approach.
- 3 As long as you still need to switch to the other applications, make sure that they are still visible.
- 4 Finish your recording.

When you play back this task, all the applications required need to be running, but they do not need to be showing on the screen. Any or all of the applications can be minimized or maximized. As long as the SpinWizard button's three dots are red, you can play the task back successfully.

**Note** Do not use **Alt+Tab** to switch between applications while recording.

### **Recording Application Launches**

- 1 Before you begin recording, make sure that the Program Manager is visible.
- 2 Begin recording, making sure that Program Manager is still visible. When you need to launch an application, use the mouse to click on Program Manager.
- 3 Use the menu to choose File, Run.
- 4 Type in the name of the file to run.
- 5 Continue with the recording.

**Note** If you still have problems playing back you may need to type in the file's path as well as its filename.

**Note** Do not record launching programs from an icon in a Program Group. If the icons get rearranged or if the window is later closed, this can result in incorrect playback.

### **Recording Tasks in File Manager**

If you need to record tasks done in File Manager, here are some simple guidelines:

Use the menu system to do your work for you, and avoid clicking on directories and files. For example, to see the next level of a directory tree, use the **Tab** and arrow keys to select the directory, then use the menu to choose Tree, Expand One Level.

Do not use the mouse to double click in File Manager.

### **Control Panel Tasks**

To record launching a Control Panel task:

- 1 Before you begin, make sure that Program Manager is visible.
- 2 Begin Recording. Click on Program Manager.
- 3 Choose File, Run.
- 4 Type in the word "control", and press **Enter** or click on OK.
- 5 Once Control Panel has started, use the menu to choose Settings.
- 6 Click on the menu item that you wish to launch.
- 7 End the recording.

### **Maximize, Minimize, and Restore**


To record minimizing, maximizing, or restoring an application, use that application's System Menu (the minus sign at the top left corner). You can do this by clicking on it with the mouse, or pressing **Ctrl+Spacebar**.

Do not minimize, maximize, or restore by clicking on the buttons on the top right of the caption bar.

### **Combo List Boxes**

Combination list boxes, which combine a text edit box with a drop down box that lists some choices, can be accurately recorded in any of these three ways:

**Method 1:** Make sure the old text in the edit box is highlighted, then type in your entry directly, or

**Method 2:** Click on the arrow button 

to display the list, then use your keyboard's down arrow key ↓ to highlight your choice, and press **Enter**, or

**Method 3:** Click on the edit box, use your keyboard's down arrow key ↓ to display the list, arrow down to highlight your choice, and press **Enter**.

Do not select your choice by clicking on it.

### **After Recording**

#### **Handling Toolbars**

After recording a task that clicks on toolbar buttons, avoid changing the toolbar's dimensions or icon sizes. Also, do not resize the toolbar's parent window to hide the toolbar buttons.

#### **Covering Windows**

Do not place windows that are Always On Top over buttons, menus, icons, or title bars that must be clicked on during the course of recording or playing back a task.

# Keyboard Operations

Most SpinWizard keystrokes are functional only when SpinWizard is the active application. Typically, the active application is the topmost window visible on your display. Its caption (title) bar is usually a different color from all other caption bars.

## General

To: _____	Press:
Open the help file you are reading now	<b>Ctrl+H</b>
Bring SpinWizard to the top (activate)	<b>Pause or Break</b>
Toggle <u>Always On Top</u>	<b>Alt+Spacebar, Alt+T</b>
Minimize SpinWizard to an Icon	<b>Esc</b>

## Accessing Menus

To: _____	Press:
Open the <u>System Menu</u>	<b>Alt+Spacebar</b>
Open the <u>Button Menu</u> for the selected button	<b>Alt+Enter</b>

## Rotating the Carousel

To: _____	Press:
Rotate to a specific row	<b>1 through 8</b> (see Note)
Rotate up one row	<b>Up Arrow</b> or <b>Tab</b>
Rotate down one row	<b>Down Arrow</b> or <b>Shft+Tab</b>
Rotate to Home row (Blue)	<b>Home</b>

**Note** The keys **1** through **8** correspond to the 8 possible faces on the carousel. Pressing one of these keys rotates the carousel to the given face. The faces are:

<b>1</b> Blue	<b>2</b> Purple	<b>3</b> Pink	<b>4</b> Burgundy
<b>5</b> Orange	<b>6</b> Yellow	<b>7</b> Green	<b>8</b> Cyan (Turquoise)

## Selecting a Button

To: _____	Press:
Select button in current row	Arrow to it using ← or →

## Launching an Application, File, or Recorded Task

To Launch: _____	Press:
the selected button	<b>Enter</b>
an Application	<b>F1 through F12</b> (see Note)
a file whose Application is not running	<b>F1 through F12</b>
a recorded task	<b>F1 through F12</b>
a new copy of a running Application	<b>Ctrl+F1 through Ctrl+F12</b>
a file whose Application is running)	<b>Ctrl+F1 through Ctrl+F12</b>

To Switch: _____	Press:
to a running Application	<b>F1 through F12.</b>

**Note** The keyboard's twelve function keys (**F1**, **F2** ... **F12**) correspond to the twelve buttons in the current row of the SpinWizard.

**F1** corresponds the first, leftmost button,  
**F2** corresponds to the next button, and  
**F12** corresponds to the rightmost button.

**Note** If the button you wish to launch or switch to is already highlighted, you can press your keyboard's **Enter** key instead of the corresponding function key. A third method is to press **Ctrl+E**.

## Recording a Task for the Selected Button

To: _____	Press:
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Start recording

End recording

**Ctrl+R**

**Pause or Break**

### **Editing the Selected Button**

**To:**

Clear button

Copy button to SpinWizard's internal clipboard

Cut button and place on internal clipboard

Paste item from internal clipboard

Save button to a file

Load button from a file

Change label, description, or icon

**Press:**

**Delete**

**Ctrl+C**

**Ctrl+X**

**Ctrl+V**

**Ctrl+S**

**Ctrl+O**

**Ctrl+P**

# Mouse Operations

## Get Help

<b>To:</b> _____	<b>Do:</b>
Open this help file	Left click ? in center of <u>color wheel</u>

## General

<b>To:</b>	<b>Left click System Menu, then do:</b>
Activate SpinWizard	left click Restore
Toggle <u>Always On Top</u>	left click Always On Top
Minimize SpinWizard to an icon	left click on Minimize

## Accessing Menus

<b>To:</b> _____	<b>Do:</b>
Open the <u>System Menu</u>	Left click on System Menu (-)
Open the <u>Button Menu</u>	Right click on button

## Rotating the Carousel

<b>To:</b> _____	<b>Do:</b>
Rotate to a specific row	Left click matching color triangle
Rotate up one row	Left click top row
Rotate down one row	Left click bottom row
Rotate to Home row (Blue)	Left click blue triangle

## Selecting a Button

<b>To:</b> _____	<b>Do:</b>
Select button in current row	Move mouse over button

## Launching an Application, File, or Recorded Task

<b>To Launch:</b> _____	<b>Do:</b>
an Application	Left click button
a file	Left click button
a recorded task	Left click button
a new copy of an Application	<b>Ctrl</b> +left click button
a file to a running Application	<b>Ctrl</b> +left click button

<b>To Switch:</b> _____	<b>Do:</b>
to a running Application	Left click button

## Recording a Task for the Selected Button

<b>To:</b> _____	<b>Do:</b>
Start <u>recording</u>	Right click button, left click the Record item
End recording	Left click Record icon

## Editing the Selected Button

<b>To:</b> _____	<b>Right click button, then do:</b>
Clear button	left click the Delete item
Copy button	left click the Copy item
Cut button	left click the Cut item
Paste item onto button	left click the Paste item
Save button to a file	left click the Save Button As... item
Load button from a file	left click the Load Button... item
Change label, description, or <u>icon</u>	left click the Properties... item



## Technical Assistance

To get assistance from the Tanisys Technical Support group, please telephone:

1-512-263-1707

from 8am to 5pm, Central Time, Monday through Friday.

Other support includes:

FAX: 1-512-263-1683

Internet: [tanisys@aol.com](mailto:tanisys@aol.com)

AOL: tanisys

Compuserve: 71732,3236

Prodigy: exrs46a

**Always On Top** option keeps SpinWizard on top of most other applications. A check mark in front of this System Menu option indicates that it is currently active. If this feature is not active, then you must press your keyboard's **Pause or Break** key to bring SpinWizard back on top of all windows. Always On Top is very useful when you use Drag and Drop with the mouse to place icons onto SpinWizard's buttons.

**About SpinWizard** tells you about the application and includes the e-mail address and telephone number for Tanisys' Technical Support.

**Restore** returns SpinWizard to its full size after you have iconified (minimized) it with the **Esc** key.

**Minimize** will minimize SpinWizard to an icon. This is most useful when SpinWizard is Always On Top and you want to get it out of the way for a short time. The Esc key performs the same purpose.

**Move** gives you the ability to move the SpinWizard window on the screen using the arrow keys or the mouse. You can also move any window by pressing the left mouse button while over the caption (title) bar and then moving the mouse. Releasing the mouse button re-freezes the window.

**Paste** an item from SpinWizard's internal clipboard to the selected button. Right click on the target button to get the Button Menu and then left click on the Paste item.

**Pause (Break)** is the SpinWizard hot key. Pressing this key at any time places the SpinWizard application on top of other windows and makes it the active application. If a recording is in progress it will terminate.



**Esc** iconifies (minimizes) SpinWizard. Pressing the SpinWizard hot key (your keyboard's **Pause or Break** key) restores SpinWizard.

**Del** clears the currently highlighted carousel button.

