

## **Take A Message Help Index**

Take A Message is a computerized message center for Windows users. Use it to catalog incoming calls and visitors. You can also print the list of calls or print any individual call in a "message pad" form to leave on someone's desk.

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### **Commands**

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For Technical Support call: 1-800-831-2694

## **How To Use**

Use Take A Message to keep a list of incoming calls, visitors, and other messages. Simply add items by clicking on the "Add" button. Deleting an item is just as simple.

You can use the sort option to sort by (1) who the message is for, (2) who the message is from, or (3) date/time of message. And of course you can either print out a list of calls or print out an individual call in a "message pad" form to hand to someone.

## **File menu commands**

The File menu offers the following commands:

|                    |   |
|--------------------|---|
| <u>New</u>         | Creates a new document.   |
| <u>Open</u>        | Opens an existing document.                                     |
| <u>Close</u>       | Closes an opened document.                                      |
| <u>Save</u>        | Saves an opened document using the same file name.              |
| <u>Save As</u>     | Saves an opened document to a specified file name.              |
| <u>Print</u>       | Prints a document.  |
| <u>Print</u>       | Displays the document on the screen as it would appear printed. |
| <u>Preview</u>     |   |
| <u>Print Setup</u> | Selects a printer and printer connection.                       |
| <u>Exit</u>        | Exits Take A Message.   |

## **Edit menu commands**

The Edit menu offers the following commands:

|                      |  |
|----------------------|--|
| <u>Add Item</u>      | Add a new item to the Message List.                    |
| <u>Delete Item</u>   | Delete the current item from the Message List.         |
| <u>Previous Item</u> | Go to the previous item in the Message List.           |
| <u>Next Item</u>     | Go to the next item in the Message Do List.            |
| <u>Preferences</u>   | Change various options (i.e. confirm deletions, etc.). |

## **View menu commands**

The View menu offers the following commands:

|                          |   |
|--------------------------|---|
| <u>Toolbar</u>           | Shows or hides the toolbar.                                   |
| <u>Status Bar</u>        | Shows or hides the status bar.                                |
| <u>Switch View</u>       | Toggle the active view between the current item and the list. |
| <u>Auto Sort</u>         | Automatically sort the items in the list as changes are made. |
| <u>Sort</u>              | Use this to sort the list when Auto Sort is turned off.       |
| <u>Sort Options</u>      | Choose how you want the list to be sorted.                    |
| <u>Search</u>            | Use this to select which items you wish to display.           |
| <u>Use Military Time</u> | Use this to toggle between Standard and Military Time format. |

## **Window menu commands**

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

|                         |  |
|-------------------------|--|
| <u>New Window</u>       | Creates a new window that views the same document. |
| <u>Cascade</u>          | Arranges windows in an overlapped fashion.         |
| <u>Tile</u>             | Arranges windows in non-overlapped tiles.          |
| <u>Arrange Icons</u>    | Arranges icons of closed windows.                  |
| <u>Split</u>            | Split the active window into panes.                |
| <u>Window 1, 2, ...</u> | Goes to specified window.                          |

## **Help menu commands**

The Help menu offers the following commands, which provide you assistance with this application:


|              |  |
|--------------|--|
| <u>Index</u> | Offers you an index to topics on which you can get help. |
| <u>Using</u> | Provides general instructions on using help.             |
| <u>Help</u>  |  |
| <u>About</u> | Displays the version number of this application.         |

## **New command (File menu)**

Use this command to create a new document in Take A Message.

You can open an existing document with the Open command.

## **Shortcuts**


Toolbar:   
Keys: CTRL+N

## **Open command (File menu)**

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See Window 1, 2, ... command.

You can create new documents with the New command.

## **Shortcuts**

Toolbar:   
Keys: CTRL+O



## **File Open dialog box**

The following options allow you to specify which file to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **List Files of Type**

Select the type of file you want to open:  
Take A Message Files (.msg extensions)

### **Drives**

Select the drive in which Take A Message stores the file that you want to open.

### **Directories**

Select the directory in which Take A Message stores the file that you want to open.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

## Close command (File menu)

Use this command to close all windows containing the active document. Take A Message suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, Take A Message displays the Save As dialog box and suggests that you name and save the document.


You can also close a document by using the Close icon on the document's window, as shown below:



## Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, Take A Message displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

## Shortcuts

Toolbar:   
Keys: CTRL+S

### **Save As command (File menu)**

Use this command to save and name the active document. Take A Message displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Take A Message adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the document.

### **Directories**

Select the directory in which you want to store the document.

### **Save File As Type**

Use this list to select what type of document you want displayed in the file list.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## **Exit command (File menu)**

Use this command to end your Take A Message session. You can also use the Close command on the application Control menu. Take A Message prompts you to save documents with unsaved changes.

### **Shortcuts**

Mouse: Double-click the application's Control menu button.




Keys: ALT+F4

### **Add Item command (Edit menu)**

Use this command to add a new item to the Message List. After you have selected the command, the left portion of the window ("Item View") will be ready for you to begin entering the message. The changes will be reflected in the list to the right.

### **Shortcuts**


Toolbar:   
Keys: CTRL+A



## **Delete Item command (Edit menu)**

Use this command to delete the current item from the Message List. Be careful when deleting items; this command cannot be undone.

### **Shortcuts**

Toolbar:   
Keys: CTRL+D

**Previous Item command (Edit menu)**

Use this command to move to the previous item in the list. If the List View is the active view, you can also hit the Up Arrow Key to move to the previous item. You can click the mouse anywhere in the list to select a specific item.

**Next Item command (Edit menu)**

Use this command to move to the next item in the list. If the List View is the active view, you can also hit the Down Arrow Key to move to the previous item. You can click the mouse anywhere in the list to select a specific item.

## **Preferences (Edit menu)**

Use this command to bring up the Preferences Dialog. This dialog will allow you to change various options, such as whether or not to confirm deletions.

## Preferences dialog box

This dialog allows you to set two types of options. The options under "Application Preferences" will be set for all documents, and these options take effect immediately when you exit this dialog. The options under "Open Documents with" determine how you want these settings to be each time you start a new document or open an old document. Changing these settings in this dialog box only affect the way a new document is created. They do not affect the documents which are already open. See the individual option below to see how to change those settings for a document that is already open.

### Application Preferences:

Confirm Before Deleting Items -- If this option is checked, Take A Message will ask if you are sure you want to delete this item every time you try to delete an item.

Remember Last "Taken By" -- If this options is checked, Take A Message will "remember" who took the last message and insert that name in the "Taken By" field of any new item that is created.

### Open Documents with:

Use Military Time -- If this options is checked, whenever Take A Message opens a new document, Military Time format will be used. To toggle between Standard and Military time format for a document which is already open, select Use Military Time from the View Menu.

Start with AutoSort On -- If this options is checked, whenever Take A Message opens a new document, AutoSort will be on. To turn AutoSort on or off for a document which is already open, select AutoSort from the View Menu.

Set Initial Sort Order -- Selecting this button will bring up a dialog which will allow you to set the sort order to be used whenever Take A Message opens a new document. To change the sort order for a document which is already open, select Sort Options from the View Menu.

**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Take A Message, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Take A Message,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

### Click To

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Open a new document.



Open an existing document. Take A Message displays the Open dialog box, in which you can locate and open the desired file.



Save the active document or template with its current name. If you have not named the document, Take A Message displays the Save As dialog box.



Add a new item to the Message List.



Delete the current item from the Message List.



Sort the items in the Message List.



Search for items in the Message List matching the given search parameters.



Print the active document.



Display the version and copyright information about the application.



Put the application into "Help Mode". See [Context Sensitive Help](#).

### **Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.



## Status Bar



The status bar is displayed at the bottom of the Take A Message window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate the following:

| <b>Indicator</b> | <b>Description</b>  |
|------------------|---|
| VIEW             | This indicates which view is current -- it will either say ITEM or LIST. The "current" view is the one which accepts keystrokes and the one which will be printed if you choose Print from the File Menu.   |
| CAP              | The Caps Lock key is latched down.  |
| NUM              | The Num Lock key is latched down.   |
| SCRL             | The Scroll Lock key is latched down.  |
| 0000 of 0000     | This indicator displays how many items are currently "found" (showing in the list on the left side of the window) out of the total number of items in this file. If you want to see all of the items, choose <u>Search</u> from the View Menu and select "Show all" from the <u>Search Dialog Box</u> . |

### **Switch View command (View menu)**

The "current" view is the one which accepts keystrokes and the one which will be printed if you choose Print from the File Menu. The easiest way to tell which view is the current view is to look at the View Indicator on the Status Bar.

Use this command to move between the Item View (left part of window) and the List View (right part of window). The Item View displays and allows you to edit the information about the current item in the list. The List View displays the entire list in a scrolling view, allowing you to view at a glance your Message List. If the Item View is currently active, this menu command reads "To List View." If the List View is currently active, this menu item reads "To Item View."

### **Shortcuts**

Keys: ALT+LeftArrow or ALT+RightArrow

### **Auto Sort command (View menu)**

If Auto Sort is turned on (a check mark is beside the menu item), the list will be sort automatically every time you make a change to it. If Auto Sort is turned off, you must select Sort from the View Menu to sort the list. Use the Preferences Dialog Box to choose whether you want AutoSort to default to on or off. Use this menu command to toggle it on or off for a specific document.

**Sort command (View menu)**

Use this command to sort the list when you have Auto Sort turned off. Select Sort Options to select how you want the list sorted.

## Sort Options command (View menu)

This command will bring up a dialog box which will allow you to select how you want the list to be sorted. See [Sort Options Dialog](#) for more information. Use the [Preferences Dialog Box](#) to choose the default Sort Order. Use this menu command to change the sort order for a specific document.

## Shortcuts

Toolbar:



## **Sort Options dialog box**

Use this dialog box to select how you want your Message List to be sorted. You can choose to sort by:

Message For -- the list will be sorted alphabetically by the Message For field.

Message From -- the list will be sorted alphabetically by the Message From field.

Date/Time -- the list will be sorted with the earliest dates displayed first.

If you want the list to be displayed in such a way that it is sorted on 2 fields (i.e. sort by Message For, but have the messages for a given person be sorted by date/time), sort by the secondary field first, and then sort again by the primary field. In the above example, this would mean sorting by Date/Time, and then by Message For.

## **Search command (View menu)**

This command will bring up a dialog box which will allow you to search for all items in the Message List which match the given search parameters. See [Search Dialog Box](#) for more information.

## **Shortcuts**

Toolbar:



## Search Options dialog box

This dialog box will allow you to set the search parameters. If the "Show All" check box is selected, all items will be "found." Otherwise, you can search based on any combination of the Message For, Message From, Company, Message, and Date fields. You can also choose whether the search should be case sensitive and whether or not it should search for whole words only.

To find all items on a specific date, fill in both the Date From and Date To fields with the same date. To find all items on or before a specific date, put that date in the Date To field and leave the Date From field empty. To find all items on or after a specific date, put that date in the Date From field and leave the Date To field empty.

Use the Case Sensitive and Whole Words check boxes to limit the type of search. The following example should explain. Let's say you have message entries for Al, al, Alen, and Dale.

This is how the check boxes would affect the search if you did a search on "Al":

| <u>Case Sensitive</u> | <u>Whole Words Only</u> | <u>Search would find messages for:</u> |
|-----------------------|-------------------------|--|
| Off                   | Off                     | Al, al, Alen, Dale                     |
| On                    | Off                     | Al, Alen                               |
| Off                   | On                      | Al, al                                 |
| On                    | On                      | Al                                     |



### **Use Military Time command (View menu)**

This command allows you to switch between Standard and Military Time format. Use the Preferences Dialog Box to set the default to the one you prefer so that all documents will open in your desired format. Use this menu command to switch between the two for a specific document.

**New command (Window menu)**

Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. If you change the contents in one window, all other windows containing the same document reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

**Cascade command (Window menu)**

Use this command to arrange multiple opened windows in an overlapped fashion.

**Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

### **Arrange Icons command (Window menu)**

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

**Split (Window menu)**

Use this command to move the "Split Window" control. The "Split Window" control is the vertical bar which divides the "Item View" from the "List View". If you want to make one portion smaller and the other larger, choose this command, and then use the arrow keys to move the splitter bar. Press Enter when you are finished, or press ESC to cancel the action.

## **1, 2, ... command (Window menu)**

Take A Message displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

### **Index command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Take A Message and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.



## **Using Help command (Help menu)**

Use this command for instructions about using Help.

### **About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of Take A Message.

### **Shortcuts**

Toolbar:



## **Context Help command**



Use the Context Help command to obtain help on some portion of Take A Message. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Take A Message window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

## **Shortcut**

Keys:      SHIFT+F1

## Title Bar



The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application



Name of the document



Restore button

## **Scroll bars**

Displayed at the right and bottom edges of the each view (Item View and List View) in the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

In the left portion of the window (Item View), the scroll bars will appear if the view is too small to display the entire data entry area. If this occurs, you can use the scroll bars to scroll to a given part of the view to continue entering data.

In the right portion of the window (List View), the scroll bars allow you to scroll through the entire list of items, and to scroll left to right to view all of the text for a given item.

## **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

### **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### **Shortcut**

Keys: CTRL+F7

### **Minimize command (application Control menu)**

Use this command to reduce the Take A Message window to an icon.

### **Shortcut**

Mouse: Click the minimize icon  on the title bar.  
Keys: ALT+F9



## **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a document window.

### **Next Window command (document Control menu)**

Use this command to switch to the next open document window. Take A Message determines which window is next according to the order in which you opened the windows.

#### **Shortcut**

Keys: CTRL+F6

## **Previous Window command (document Control menu)**

Use this command to switch to the previous open document window. Take A Message determines which window is previous according to the order in which you opened the windows.

### **Shortcut**

Keys:      SHIFT+CTRL+F6

## **Close command (Control menus)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

## **Shortcuts**

Keys:      CTRL+F4 closes a document window  
              ALT+F4 closes the Take A Message window or dialog box

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

## **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

### **Shortcut**

Keys: CTRL+ESC

### **Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### **Tile**

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

## **Modifying the Document**

Use the items under the Edit Menu to make changes to the document. You can add items to or delete items from your Message List. Use the left portion of the window to enter the message information. The changes will be reflected in the list in the right portion of the window.

**No Help Available**

No help is available for this area of the window.



**No Help Available**

No help is available for this message box.




## Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

**Note:** If the "Item View" is the current view, the current message will print in a "message pad" form. This is handy to be able to give to someone or leave on someone's desk. If the "List View" is the current view, the list of currently "found" items will be printed. The easiest way to tell which view is the current view is to look at the View Indicator on the Status Bar. To switch between views, either click the mouse somewhere inside the view you want to select, or select Switch View from the View Menu. (As a shortcut, you can also use Alt+LeftArrow or Alt+RightArrow.)

## Shortcuts

Toolbar:   
Keys: CTRL+P

## **Print dialog box**

The following options allow you to specify how the document should be printed:

### **Printer**

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

### **Setup**

Displays a Print Setup dialog box, so you can select a printer and printer connection.

### **Print Range**

Specify the pages you want to print:

**All** Prints the entire document.

**Selectio** Prints the currently selected text.

**n** This option is not applicable to Take A Message. If you want to print only the currently selected message in a message pad format, be sure the "Item View" is the current view when you print. Otherwise the list on the right side of the window will be printed. (See the Note under the Print Command for more information.)

**Pages** Prints the range of pages you specify in the From and To boxes.

### **Copies**

Specify the number of copies you want to print for the above page range.

### **Collate Copies**

Prints copies in page number order, instead of separated multiple copies of each page.

### **Print Quality**

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

### **Print Progress Dialog**

The Printing dialog box is shown during the time that Take A Message is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

### **Print Preview command (File menu)**

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

**Note:** The preview may be slightly distorted due to the fact that the image is being scaled. The preview is mostly useful for allowing you to see where page breaks will occur, how wide the margins are, etc. Thin lines will sometimes not draw properly in the preview, but will draw correctly to the printer.

## **Print Preview toolbar**

The print preview toolbar offers you the following options:

### **Print**

Bring up the print dialog box, to start a print job.

### **Next Page**

Preview the next printed page.

### **Prev Page**

Preview the previous printed page.

### **One Page / Two Page**

Preview one or two printed pages at a time.

### **Zoom In**

Take a closer look at the printed page.

### **Zoom Out**

Take a larger look at the printed page.

### **Close**

Return from print preview to the editing window.

**Print Setup command (File menu)**

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.



## **Print Setup dialog box**

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the document is to be printed on.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

