COMponent Workspace Help Contents

For Help on Help, Press F1

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File Menu

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New

Creates a new COMponent window as one of the types provided the all installed COMponents.

You may open as many of each type of window as you would like.

Open

Opens an existing COMponent document:

Close

Closes the active document window.

Although several documents may be open at once, this command closes only the active document (you make a document active by clicking on its title bar.)

Save

Saves the active document to the directory and filename associated with it when the file was opened.

Although several documents may be open at once, this command closes only the active document (you make a document active by clicking on its title bar.)

Save As

Saves the active document to a different directory and/or filename than it was associated with when it was opened.

Although several documents may be open at once, this command closes only the active document (you make a document active by clicking on its title bar.)

Save All

Saves all open documents at once.

Fax Coverpage Gallery

The Coverpage Gallery is a place where you may store your most often used cover pages for easy access.

Any Coverpages that you choose to add to the Coverpage Gallery will be accessable from the Coverpage Gallery dialog.   The preview and description sections of the Coverpage Gallery dialog make it easier for you to identify the Coverpage you would like to select.

Cover pages must be added to the Cover Page Gallery in order for them to be accessible when sending a fax.

Fax Header Gallery

Note: This option will only appear if the FAXCOMponent is installed.

The Fax Header Gallery is a collection of your favorite fax headers.

You can add fax headers you have created to the gallery and it will provide a list of them that allows you to easily access any fax header you need.

Tools Menu

This is a customizable menu which allows you to add your own tools and show or hide toolbars.

When you add tools to the menu, they will appear as menu commands below the Toolbars and Customize commands.

Toolbars ...   - Show or hide COMponent toolbars.
Customize ...   - Add or remove commands to the Tools menu.

Toolbars

This dialog allows you to turn COMponent toolbars on or off.

With this function, you can arrange toolbars anywhere on the COMponent display.

The Toolbars listbox shows all of the available tool bars.   To change the tool bar status:

      1) Select the toolbar you want from the list.
      2) Click on **[SHOW]** to make the toolbar visible or **[HIDE]** to remove the toolbar from the display.

If you turn on Tool Tips, a brief description of each tool is shown when you leave the mouse cursor over its icon for one second.

Customize

In Tools Menu Customization, you add new commands to the Tools menu.

A tool is a program or command external to COMponents, which you may want to use while in COMponents.   You may customize the Tools menu using this dialog to add any programs you like.

The customize dialog includes the following areas:

Menu Items:

     Listbox   - Contains a list of your added tools.

     New   - Add a new tool.
     Remove   - Delete the selected tool.
     Move Up   - Moves the list up.
     Move Down   - Moves the list down.

Tabs:

     General   - Basic information for the added tool.
     Window- Defines the size and position, etc. for the tool window.
     Console   - Defines a color scheme for the tool window.
     Options   - Other items that define the behavior of the tool.

Options Menu

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Location

This dialog allows you to change settings specific to your current physical location.   These settings are used when sending faxes or calling other modems to build the proper dialiable phone number and for text substitution on the cover pages and headers.

See Also: Location Tab

Workspace

You may customize the look and feel of the applications windows from this dialog.   In addition to changing the background color and displaying bitmaps on the background you may also choose the user-mode, Novice or Advanced.

See Also: Workspace Tab

Language

Use this dialog to switch the language the user-interface is currently using.   If you have more than one language intstalled, you will be presented with all available languages in a list.   When you change the language, the user-interface will instantly change to the new language.   No rebooting or restarting the software is necessary.

See Also: <u>Language</u>

Line/Modem Setup

If you wish to add, remove, or modify lines/modems from COMponents this is the correct option to select.   This dialog allows you to auto-detect and Add newly installed modems as well as edit the configuration of exsitsing modems.

See Also: Line/Modem Setup Dialog

Window Menu

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About COMponent Workspace

Display system, version and distribution information about the COMponent Workspace.

COMponent Workspace Basics

The COMponent Workspace is an executable (V3WSPMCP.EXE) that allows you to access all of the COMponents that you have installed from one convienient location.

The modular design of COMponents allows any combination of modules to be installed at any one time. The COMponent Workspace is aware of which modules are installed and will allow you to access any COMponent module directly from within the Workspace.

As with all other COMponent modules, the Workpsace has two User Modes: Novice and Advanced. When in Novice mode only one button bar is available, certain menu options are not available, and only one window of any COMponent module may be open at a given time.

COMponent Workspace Environment

The COMponent Workspace application allows you to access all installed COMponent modules from one application.

All of the functionality of each COMponent module is available to you when run from within the Workspace.   After opening COMponent windows you may switch from COMponent to COMponent simply by making its window the active window.   When the active window changes, the entire environment of the Workspace changes to make it look like you are actually running the COMponent module in stand-alone mode.   For example, if a FAXCOMponent window is made the active window, all menus, toolbars, and help files will be changed to the FAXCOMponent.   As you switch from COMponent module to COMponent module, the entire environment of the Workspace changes as well.

Like other COMponent modules, the Workspace allows you to create any number of windows within its workspace.   This capability is called the "Multiple Document Interface" and is a standard user-interface model which is used in many other Windows applications and should be famaliar to the Windows user with only a small amount of experience.

The "Multiple Document Interface" (MDI) is a powerful user interface model that allows you to open more than one document, in this case, fax file, cover page or header, simultaneously.   This makes is easy to switch between different files quickly and allows for quick transfer of data from one document to another.

The COMponent Workspace is automatically configured to "remember" the position and information contained in the documents you have open when you close it down.   Moreover, when you restart the application, the previously opened documents will be automatically re-opened for you.   You can turn this capability off in the Workspace dialog from the Options menu.

As with the other COMponent modules, the COMponent Workspace contains a Tools menu and an Options menu that are always available.   The Tools menu, among other things, provides access to showing and hiding toolbars.   The Options menu can be used to alter settings related to the COMponent Workspace itself, such as the Workspace settings described above.