NetDoc Help Index

The Index lists Help topics available for NetDoc. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Commands

How to...

Other...

File Menu

The File menu includes commands that enable you to open and save files, establish a new workspace, and to print.

For more information, select the File menu command name.

New
Open
Save
Save As
Print
Printer Setup
Order Form
Codeword
Exit

Edit Menu

The Edit menu includes commands that enable you to move bitmaps to and from the clipboard.

For more information, select the Edit menu command name.

Copy Bitmap
Paste Bitmap
Copy Bitmap To
Paste Bitmap From

View Menu

View(s) make up a network map, which can be thought of as an inverted tree structure.   By double-clicking on subnet icons you drill down to more detail on the network.   By using the View Menu you can create new or modify current Views of your network.

For more information, select the View menu command name.

View Previous
View Go to
View Jump to Top
View Set Top View

Object Menu

The Object menu includes commands that enable you to create, modify, move, copy, and delete Objects. Objects include lines, circles, Element and pointers to other Views.

For more information, select the Object command name.

New
Open
Move
Copy
Delete
Properties

Locate

The Locate menu item allows you to find Views, Elements or Descriptions in the data base for quick, easy access to your data.

Click on the Locate menu item.

A dialog box will be displayed.   Choose the Field Name that you would like to search on.   Click the down-arrow for a list of choices, then click on the your selection.   For example choose User Name if you would like to search for one of your users and you know the name of that user.

Once you select a Field Name, a list of possible matches will appear under the Equals box.   Click the up-arrow or down-arrow to display the selections.   Click on your selection and it will appear in the Equals box.

Click on the Search Database button.

A search will occur and display the results in the Search Results box.   You may click the Go To Object... button to automatically bring you to the found object.   You may also click on the Close button to close the Locate dialog box and find the item yourself using the new found information.

Describe Menu

Describe is an interface to information about a particular object on the network.   There are seven categories of information that you can record about each object: Status, Asset data, Location, Supplier, Support, User, and Other.   Note that only Elements, Links, Rings, and Text items can be Described; View icons cannot.

Click once on the object that you would like to Describe (or read the description of).   The label of the object will be highlighted.

Click the Describe menu. Click one of the following menu items to add, modify or delete information about the highlighted Element:

Status
Asset
Location
Supplier
Support
User
Other

Reports Menu

The Reports Menu allows you to set up and run reports against the information that you have entered about your network.   You may also run pre-defined reports.

Query
Status
Asset
Location
Supplier
Support
User

File New

The New command starts a new file to create a new network.

After you choose this command, NetDoc asks if you want to save the current network file (if any).   Click on the appropriate button (YES, NO or CANCEL).   Then NetDoc clears the current network map from your screen and displays an empty window.

File Open

The Open command opens an existing file that contains a network map that you created earlier.

NetDoc may ask if you want to save the current network file (if any).   Click on the appropriate button (YES, NO or CANCEL).

A dialog box then prompts you to either choose a title from the list box or type the title of the network you want.   Network files have the extension of **.TVM**.

Choose a network file, click OK and NetDoc will display the network on your screen.

File Save

The Save command saves the changes you've made to the current network map and data, under the existing filename.

After you choose this command, a dialog box prompts you for a name, if the file is untitled.   If   you have already named the file, NetDoc overwrites the network map under that previously specified file name. Network files have the extension of **.TVM**.

File Save As

The Save As command saves a new network map, or saves the changes you've made to the current network map   under a new name.

After you choose this command, a dialog box prompts you to type a name for the current network map. NetDoc then stores the network map in file under the name you specified.   Network files have the extension of **.TVM**.

File Print

The Print command prints the currently displayed network map and its objects to your printer.   After you choose this command, a dialog box tells you that NetDoc is sending your View to Spooler. If you want to stop printing your View, choose the Cancel button.

This command is inactive if you have not set up a printer using the Setup program or Control Panel.   See the Microsoft Windows User's Guide   for information about adding and setting up printers.

File Printer Setup

Selects a printer and sets printer options for NetDoc before printing. The available options depend on the printer you select.

To change printers
1.   Choose File Printer Setup.
2.   Select the printer you want to use.
3.   Choose OK.

File Order Form

The Order Form menu item will display an online registration form for ordering NetDoc.   Fill in the order form as completely as possible by using TAB key or click the mouse to move to the next box.   Point and Click within the circle for the Method of Payment.   If a Credit card is chosen, fill in the number, Expiration Date and card holder name completely and as it appears on your credit card.

Under Ordering Information, simply click in the Units box and type the number of software licences that you want.   One license is required per Personal Computer running NetDoc.   The order form will automatically total the amount for you.   Click the *Send order to Notepad for printing* button to print or to send via fax/modem.   If you would like to order by phone, please have all the information that is on the order form ready.   You may order via TeraVision's voicemail system as well.   Simply give all the information on the order form slowly and clearly, including the System ID Number.   Spell and repeat all items clearly to avoid delay of licensing.

Every Personal Computer has its own unique codeword.   Therefore, one license that you receive is valid for one PC and only your specific PC.   If you move the NetDoc software to another PC, your codeword will not work on that PC and NetDoc will be unlicensed.

File Codeword

The TeraVision's menu item allows you enter the codeword into the system once you have purchased the license to use.   Point and click in the box and you will see a flashing cursor bar.   Type in the codeword exactly as you see it on the license and click on OK.   This will register your software.

Note that after an extended period of time of using an unlicensed version of NetDoc, the Codeword screen will appear TeraVision's, to remind the user that shareware is not free and must be paid for if continued to be used.

Every Personal Computer has its own unique codeword.   Therefore, one license that you receive is valid for one PC and only your specific PC.   If you move the NetDoc software to another PC, your codeword will not work on that PC and NetDoc will be unlicensed.

File Exit

The Exit command ends your NetDoc session.   NetDoc will ask you whether you want to save the changes (if any) that you have made.   If you chose *yes*, your changes will be saved in the file currently opened.   If you chose *no*, then no changes that you made this session will be saved, keeping the file the way it was when you opened it.   If you chose *cancel*, you will be placed back into NetDoc and not exit.

Edit Copy Bitmap

The Copy Bitmap menu item is used to copy the currently displayed network map to the Clipboard (See the Microsoft Windows User's Guide for information about Clipboard) for pasting later.   Clipboard is a convenient place to hold your map while finding another view.

Edit Paste Bitmap

Paste Bitmap will take whatever you have stored in the Clipboard and paste it to the screen that you are currently on.

Edit Copy Bitmap To

The Copy Bitmap To... menu item is used to save a copy of the currently displayed network map into a bitmap file.   When you chose this, select if you wish to save the bitmap and objects the way they appear or just the bitmap with no objects.   Then a screen will be displayed to allow you to choose a file name for your bitmap.

Caution: When you copy a bitmap and its objects to a file, the objects that appear in that new file will only be bitmap images of the objects.   The objects that appear on the new bitmap are actually now part of the bitmap, and therefore cannot be moved, manipulated or deleted like objects.

Edit Paste Bitmap From

The Paste Bitmap From... command is used to paste onto the current screen a bitmap that has been saved in a file.

View Previous

The Previous menu item allows you return to the previous View .   If you click again you will move one View closer to the top View.   You can repeat this process until you have reached the top View.

View Go to

The Go to... menu item allows you to go to any existing network screen View.   Click on the down arrow button for a choice of View Names in this network map.   Click on the desired View Name and it will highlight.   Click OK and you will go to the chosen screen.   If you go to another screen, NetDoc closes the current screen.

View Jump to Top

The Jump to Top menu item allows you to jump to the top View from anywhere in the network.   The top View is the broadest view of your network and is defined with Set Top View.

View Set Top View

Set Top View... enables you to specify the View you want presented when you open the network map file. This Top View should be the broadest area that you want to see in your network (such as world wide, or city wide).

Any View under the Top View is called a Subnet View.   Subnet Views can contain object icons for elements   or can contain object icons for more Subnet Views.

Object New

The New menu item allows you to create a new object icon to be added to your screen.   You can choose from 5 different object types:

1. View - Creates an object icon which represents another view to drill down to (for example, if you have the world map displayed, you can create a View object to represent North America).

2. Element - Creates an object icon which represents a system, personal computer, printer, hub, router, or any other element that may be on your network.

3. Link - Creates an object in the shape of a line to represent network connections between cities or systems.

4. Ring - Creates an object in the shape of a circle to represent a ring type topology connection between systems (such as a Token Ring).

5. Text - Creates an object to label your View (such as the city's name).

Click on the object type that you desire and click OK.

If you choose View or Element:

> A dialog box will appear.   Type in the Name of the object icon.   Name is a unique identifier of the View or Element and is a required field.

> Then click on the up/down arrows to display and choose different icons.

> Click OK.   The object will appear in the upper left corner of the current View.   Drag the selected
object   with the mouse until it is positioned where you want it.   Release the mouse button to set the new position.

If you choose Link or Ring:

> Your mouse will turn into a crosshair.

> Move the mouse to where the you want to start your link/ring.

> Click and hold down as you drag the crosshair to where you want the drawing to end.

> Release the mouse button when you reach the end.

If you choose Text, simply type in the text that you want to annotate this network View.

Object Open

The Open menu item opens the activated object on the screen (if any).   If a View object is activated (the label is highlighted), then that View will appear.   If an Element object is activated, then status information will appear.   You can also open an object simply by double-clicking on the object.

Object Move

The Move menu item allows you to move an object to another View.   Click on the down arrow button of the "TO View" list box for a choice of View Names in this network map.   Click on the desired View Name and it will become highlighted.   Click OK and the object that was highlighted will be moved to the new View and deleted from the current View

Object Copy

The Copy... menu item allows you to copy an object to another View.   Click on the down arrow button of the "TO View" list box for a choice of View Names in this network map.   Click on the desired View Name and it will become highlighted.   Click OK and the object that was highlighted will be copied to the new View and a copy will also remain in the current View

Object Delete

The Delete menu item will delete the highlighted object.   A dialog box will appear to ask you if you want to delete the highlighted object.   Click OK if you want to delete, or click cancel if you do not want to delete the object.

Object Properties

The Properties menu item allows you to display and/or edit the properties of the highlighted object. Pressing the right mouse button on any object will also allow you to display and/or edit the properties of the highlighted object.

Describe Status

Click on the Status menu item, and a dialog box will appear for you to input information regarding the status and problem for the highlighted element.

First, enter the object status.   Click the down arrow key and select one of the Status options.   In choosing one of the status options, you will change the color of the object to a different color, so you can tell the general status of an element just by looking at it from the graphical view.   The colors will be reflected all the way up the tree structure, so you know where to drill down to the specific component that may be having problems.   The table below shows the status and colors that the objects will change to when the status is chosen:

- Non operational   Red
- Partially operational   Yellow
- Update requested   Purple
- Fully operational   Green
- Unknown   None

Next, fill in the information regarding the Problem, Contact Information, and Progress Resolution Status.

Click OK when you have filled out as much information as needed.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory into the dialog box window.   (You must have previously Copied something into memory from another dialog box).

The Send Page button can be used to send a page to a support person with the information that you have typed in about the object.

NOTE: This feature requires additional software not included in NetDoc.   You must order the Pager Module program separately as well as have an installed modem.

Describe Asset

Click on the Asset menu item, and a dialog box will appear for you to input information regarding that Asset.

Input the Type of asset the icon represents.   For example, Unix Server, or PC client.   Click, the down arrow button for a list of choices for Type of assets, or simply key in a new Type of asset.

Next, input a description of the asset.   For example, the brand name and the model of the asset.

Now you can input details about components within the asset, such as I/O cards, software or printer cartridges, etc.   Click the Add button to add a new component.   Click the Modify button to modify the highlighted component in the component list that you have previously entered.   You may also simply double click on the component. in the component list.   The Edit dialog box will appear.

Enter the Type of the component (for example Hardware or Software).   Click the down arrow button for choices or simply key in a new Type for the component.

Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.   Enter the Manufacturer, Model, Serial Number, Asset Number, Asset of Entity, a Description of the component, the Purchase Price and the Current Value.   If the Current Value is the same as the Purchase price, simply click on the > button to quick-copy the Purchase Price value in the Current Value box.

If you have many assets that are similar in description, NetDoc makes it easy to copy and paste those descriptions.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

Use the Paste From... button when you know that this asset looks very similar to another asset.   A dialog box will appear and allow you to choose a component asset to paste into the current window.   Use the scroll bar on the right to see more choices.   Click on the component asset that you want, and it will be pasted into the component dialog box.   This command keeps the original copy in tact.

Use the Move From... button to the same as the Paste From... button (above), except this will erase the original copy and move it to the current dialog box displayed.   Use caution when using this command.

When finished adding or modifying information, click on OK button.   If a new component was added, you will now see that component in the component list.   You may add another component now by clicking the Add button and repeating the above steps, or you may Close the dialog box by clicking on the Close button.

Describe Location

Click on the Location menu item, and a dialog box will appear for you to input information regarding the asset's location.   Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.   Enter the Cable Drop Number, Area (such as Lab, Marketing, etc.), Floor/Suite, Building, Street, City, State/Province, and Country.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

If you have other information to record, click the Other button.   A dialog box will appear with many places to enter additional information.   To label the field, click on the Define button, and type in the label name of the field, then click OK.

When finished entering the location information, click OK to return to the map.

Describe Supplier

Click on the Supplier menu item, and a dialog box will appear for you to input information regarding the Element's supplier.   Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.   Enter the Customer ID Number, Supplier's Name, Beeper number, Phone Number, Fax Number, and complete Address.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

If you have other information to record, click the Other button.   A dialog box will appear with many places to enter additional information.   To label the field, click on the Define button, and type in the label name of the field, then click OK.

When finished entering the Supplier information, click OK to return to the map.

Describe Support

Click on the Support menu item, and a dialog box will appear for you to input information regarding support for the Element.   Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.   Enter the Customer ID Number, Contract Number, Contract Expiration date, Price per Month, Contact Name, Beeper, Phone, Fax and complete Address of the Support supplier.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

If you have other information to record, click the Other button.   A dialog box will appear with many places to enter additional information.   To label the field, click on the Define button, and type in the label name of the field, then click OK.

When finished entering the support information, click OK to return to the map.

Describe User

Click on the User menu item, and a dialog box will appear for you to input information regarding the Element's user.   Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.   Enter the User's Name, Title, Login, Phone, Fax, X.500 Address (if any), Employee number, Department, Manager's Name and phone, and the mailing address of the User.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

If you have other information to record, click the Other button.   A dialog box will appear with many places to enter additional information.   To label the field, click on the Define button, and type in the label name of the field, then click OK.

When finished entering the user information, click OK to return to the map.

Describe Other

Click on the Other menu item, and a dialog box will appear for you to input other important information regarding the Element that is not defined in any other dialog box.   Fill in the blank spaces giving as much detail as possible.   Move from box to box by either clicking with the mouse or by using the tab key.

To label the field, click on the Define button, and type in the label name of the field, then click OK.

The Copy button will copy the current dialog box information to memory.

Use the Paste button to paste the information that is in memory.   (You must have previously Copied something into memory).

When finished entering other information, click OK to return to the map.

Reports Query

The Query menu item allows you to define and print your own report.

Click on the Query menu item to display the query dialog box.

Choose the Field that you would like to query.   Click on the down-arrow button for a list of choices.   You may choose User, Supplier, object name or a multitude of other fields to query.

Next choose the Operator.   This will allow you to compare/contrast the Field with the Value (chosen next).   Click on the down-arrow button for a list of choices.   For example, equals.

Next choose the Value.   A list of appropriate choices will be displayed in the Value List.   This list will contain values that you have entered for the Field choice that you made above.   Click on the Value in the Value list that you want to query.

Now select the output fields that you would like to have displayed in your report.   In the Select Output Parameters box, double-click your choices from the Select from list and you will see it displayed in the Report on list.   Continue this until all the Parameters that you want are displayed in the Report on list.

If you want all Parameters in your output, click on the >> button.

If you want just the highlighted choice in the Select from list to be displayed in the Report on list, click on the > button.   This can also be accomplished by double-clicking on a choice in the Select from list.

If you want to remove a choice from the Report on list, click to highlight your selection in the Report on list, then click on the < button.

If you want to remove all choices from the Report on list (to start over for instance), click on the << button.

The width of the character field is displayed in the Report on list.   To change the width of a particular field, double-click on the field in the Report on list.   A dialog box will appear to allow your to choose the width.

To Query the database, simply click on the Query Database... button.   A dialog box will appear to ask you where to send the output.   Click on the circle near your choice of MS Notepad, MS Write, MS Excel, Lotus 123, or other.   Also, select the format of how you would like the data delimited (how the fields are separated).   To send the output, click on the Send Report to_____ button (where the blank will be the destination).

Reports Status

The Status menu item allows you access to a canned report of the Status of Elements on the network. The Query dialog box will appear with all Elements chosen. You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

Reports Asset

The Asset menu item allows you access to a canned report of all the Elements on the network.   The Query dialog box will appear with all Elements chosen.   You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

Reports Location

The Location menu item allows you access to a canned report of all the locations on the network.   The Query dialog box will appear with all Location information chosen.   You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

Reports Supplier

The Supplier menu item allows you access to a canned report of all the suppliers on the network.   The Query dialog box will appear with all Supplier information chosen.   You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

Reports Support

The Support menu item allows you access to a canned report of all the support on the network.   The Query dialog box will appear with all Support information chosen.   You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

Reports User

The User menu item allows you access to a canned report of all the users on the network.   The Query dialog box will appear with all User information chosen.   You may change this report by following the Query instructions or simply accept the report by clicking on the Query Database... button.

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Overview
NetDoc for Windows --   NetDoc, designed for network documentation, allows network managers to establish a complete graphical interface and database of LANs and WANs. NetDoc provides the ability to view your entire network across countries, states, cities, buildings and offices. Drill down through the hierarchical views to any element on your network. Easily track detailed network Element information including asset numbers, serial numbers, locations, users, support agreements, as well as user definable information. Problems can also be tracked and managed through NetDoc. To respond as problems arise you can quickly dispatch support technicians through NetDoc's alphanumeric pager support. When tracking problems, network node status can be set and displayed visually, with color coded icons.   Over 30 colorful network specific icons graphically identify the elements of your network including PCs, servers, hubs, routers, etc.

How To Register NetDoc

If you would like to order NetDoc, please fill out the online order form and send it to:

      TeraVision, Inc.
      785 Virginia Avenue
      Campbell CA 95008
      USA

      Phone: (408) 378-9328
      FAX: (408) 378-9374

We will send you a codeword and License-To-Use authorizing you to continue using NetDoc. We can also inform you of new versions and enhancements.

For more information, select one of the following commands ...
Order Form
Codeword

How to draw a link

Draw a link

To draw a link

1   Select menu item Object and New
2   Select the Link tool.
3   Move the cursor into the drawing area.
4   Press the mouse button to anchor one end of the line, and then drag the cursor. A flexible line stretches from the anchor point to the mouse position.
5   When you are satisfied with the line, release the mouse button.

How to draw a ring

Draw a ring

To draw a ring

1   Select menu item Object and New
2   Select the Ring tool.
3   Move the cursor into the drawing area.
4   Press the mouse button to anchor one end of the line, and then drag the cursor. A flexible circle stretches from the anchor point to the mouse position.
5   When you are satisfied with the ring, release the mouse button.

How to highlight a link or ring

Highlight a drawing

To highlight a drawing

1	Click on the center of the link or ring.
2	The line or ring will turn blue when activated.

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CLAIM BY ANY OTHER PARTY.

Context Sensitive Topics

 To get context-sensitive help from Helpex, press Shift+F1 and click on any element of the application window. You can also highlight any Helpex menu command using the keyboard and press F1 to get help on the command. Each topic has a unique context identifier, listed in the [MAP] section of the Help project file:

```
[MAP]
#define HELPID_EDIT_CLEAR         100
#define HELPID_EDIT_COPY          101
#define HELPID_EDIT_CUT           102
#define HELPID_EDIT_PASTE         103
#define HELPID_EDIT_UNDO          104
#define HELPID_FILE_NEW                          201
#define HELPID_FILE_OPEN                         202
#define HELPID_FILE_PRINT                        203
#define HELPID_FILE_SAVE                         204
#define HELPID_FILE_SAVE_AS                      205
#define HELPID_FILE_PRINT                        207
#define HELPID_FILE_PSETUP                       209
#define HELPID_FILE_ORDER                        211
#define HELPID_FILE_CW                           213
#define HELPID_FILE_EXIT                         220
#define HELPID_EDIT_WINDOW       300
#define HELPID_MAXIMIZE_ICON     301
#define HELPID_MINIMIZE_ICON     302
#define HELPID_SYSTEM_MENU       305
#define HELPID_TITLE_BAR                              306
#define HELPID_SIZING_BORDER         307
#define HELPID_EDIT_COPYTO           308
#define HELPID_EDIT_COPYBITMAP       310
#define HELPID_EDIT_PASTEBITMAP      312
#define HELPID_EDIT_COPYBITMAPTO     314
#define HELPID_EDIT_PASTEBITMAPFROM  316
#define HELPID_VIEW_PREVIOUS         320
#define HELPID_VIEW_GOTO             322
#define HELPID_VIEW_JUMP_TO_TOP      324
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#define HELPID_OBJECT_NEW            330
#define HELPID_OBJECT_OPEN           332
#define HELPID_OBJECT_MOVE           334
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#define HELPID_OBJECT_PROPERTIES     340
#define HELPID_DCB_PROBLEM           350
#define HELPID_DCB_ASSET             352
#define HELPID_DCB_LOCATION          354
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#define HELPID_REP_QUERY             370
#define HELPID_REP_STATUS            371
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#define HELPID_REP_SUPPORT              377
#define HELPID_REP_USER                 378
#define HELPID_PROC_OVERVIEW            400
#define HID_HT_ORDER                    402
#define HID_HT_DRAWLINK                 404
#define HID_HT_DRAWRING                 406
#define HID_HT_HILDRAW                  420
```

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	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.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
SHIFT+F1	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.

(This feature is not available in all Windows applications.)

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 <u>Help Keys</u>)

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.

Clipboard

This is a topic that describes the Windows term "clipboard". If you click the "clipboard" term within the Copying Text or Glossary topic, this Help topic will be displayed in a pop-up window.

This topic is also tagged with the keyword "clipboard," for use with the WinHelp Search option.