Vault Help Contents

This page lists the Help topics available for Vault. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, choose How to Use Help from the Help menu.

Introduction

What is Vault?
Available Versions of Vault
Registering this Shareware Program

Using Vault

How to Use Vault
The Toolbar
The Status Bar

Keyboard

Vault Keys

Commands

File Menu Commands
Edit Menu Commands
Outline Menu Commands
Go To Menu Commands
Options Menu Commands
Help Menu Commands

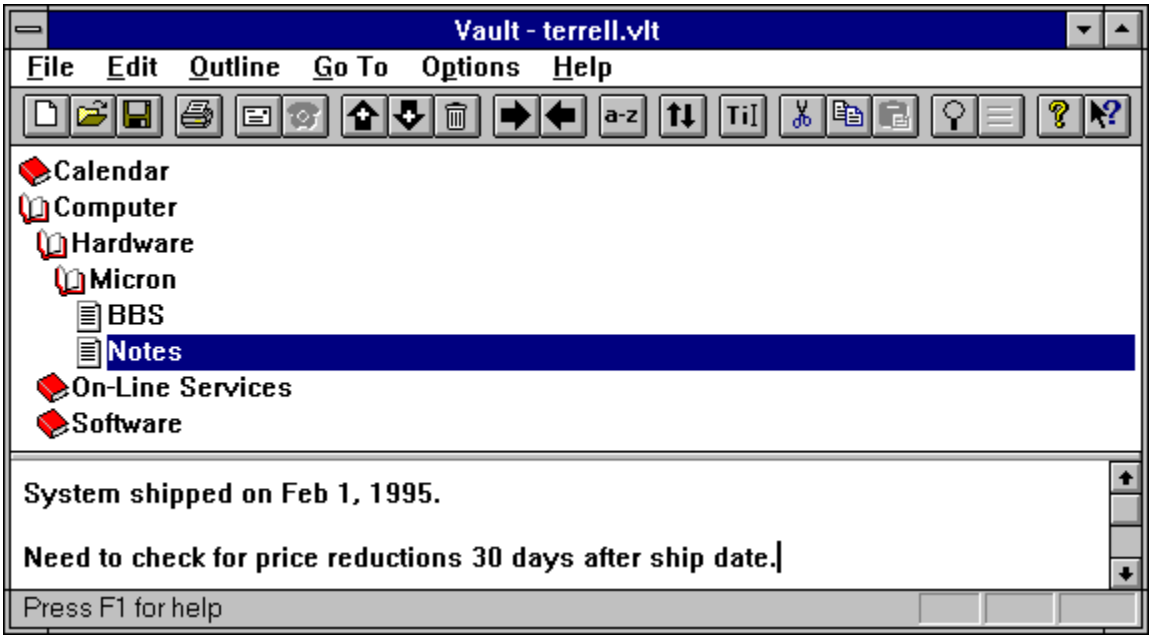
Miscellaneous

Other Shareware Programs from Pocket-Sized Software
Dialog Boxes
Error Messages

What is Vault?

Vault stores your information as an outline. Vault organizes your information into categories and sub-categories that you specify.

For example, the Vault file below has "Calendar" and "Computer" categories. Under the "Computer" category are sub-categories of "Hardware", "On-Line Services", and "Software". Under "Hardware" is "Micron", and under "Micron" are "BBS" and "Notes". Since the "Notes" item has been selected, the text for that item is displayed in the text window at the bottom of the screen.



Vault's search command finds the information you need instantly. You can also browse the outline by expanding and collapsing items.

Vault's Send command allows you to send your notes to co-workers via electronic mail.

Vault's Dial Phone command automatically dials the phone number in the current outline item.

Vault's Print command allows you to specify which notes to print, and how they should appear. Vault's Print Preview command allows you to inspect the appearance of printouts before sending them to the printer.

See Also:

Available Versions of Vault
Registering this Shareware Program
How to Use Vault

Available Versions of Vault

The following versions of Vault are available:

Vault for Windows 3.1
Vault for Windows 95 and NT

Registered users receive BOTH versions of Vault - the latest version of Vault for Windows 3.1, and the latest version of Vault for Windows 95 and NT. For information on registering Vault, see Registering this Shareware Program.

Registering this Shareware Program

Vault is shareware. To register your copy, please send $15.00 US plus postage and handling to:

Pocket-Sized Software
8547 E. Arapahoe Road
Suite J-147
Greenwood Village, CO 80112 USA

Postage and Handling:

US and Canada: $2.50 Overseas: $10.00 (for airmail delivery)

What you get for registering:

1 A disk containing the latest versions of Vault. Please specify disk type: 5 ¼" high density or 3 ½" high density.

You will receive BOTH versions of Vault - the latest version of Vault for Windows 3.1, and the latest version of Vault for Windows 95 and NT.

2 Pocket-Sized Software's customer support telephone number.

3 Notification by mail when future versions of Vault are available.

We Accept:

Checks in US funds drawn on a US bank
Registration on CompuServe ("GO SWREG")
International Postal Mail Orders
American Express International Money Orders
US Cash

How to Use Vault

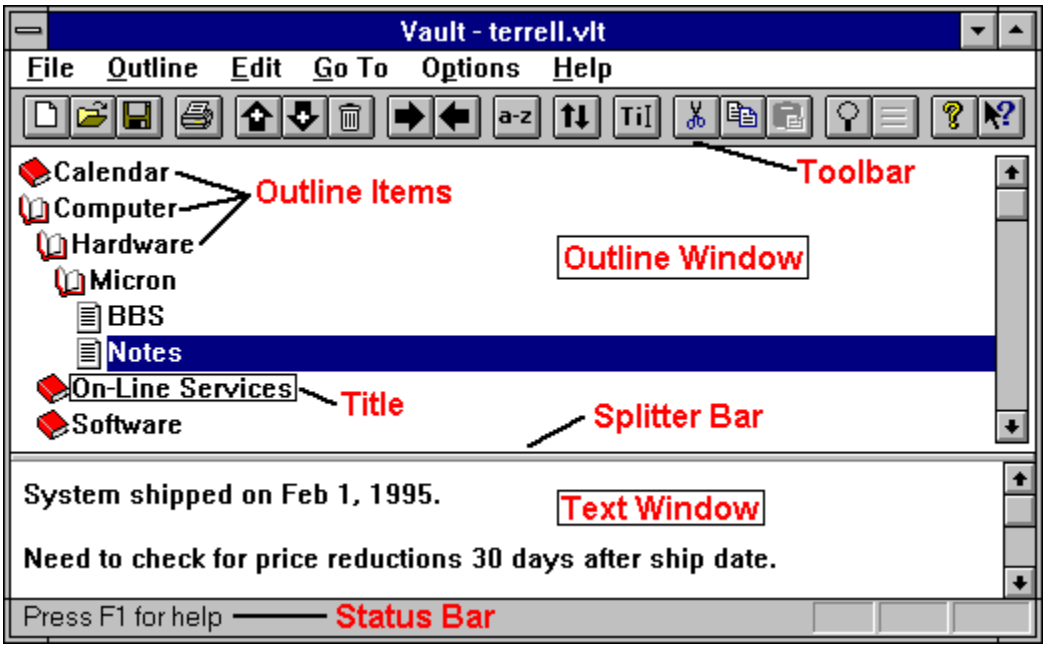
Opening a File

To open a Vault file, use the File / Open command. You may want to open "EXAMPLE.VLT" to learn how to use Vault.

Creating a New File

To create a new Vault file, use the File / New command.

Vault has two windows separated by a movable "splitter bar". The top window is the outline window, and the bottom window is the text window:



For further information on the splitter bar, see Move Split.

The Outline Window

Selecting Items

Items in the outline window can be expanded and contracted by double-clicking them with the mouse. For further information, see Outline / Expand and Outline / Collapse.

To select an outline item, move the mouse pointer over it and press the left mouse button once. When you select one outline item, that item's text will appear in the text window.

To select a range of items, select the first item with the mouse. Then hold down the shift key and select the last item with the mouse.

To select multiple, non-contiguous outline items, hold down the Ctrl key and select items with the mouse. If you accidentally select the wrong item, just click it once again with the mouse.

When you select multiple items, the text window will be blank.

Adding and Deleting Items

To add new outline items, use the Outline / Add Above and Outline / Add Below commands. To delete outline items, use the Outline / Delete Items command. To change an item's title, use the Outline / Change Title command.

Indenting and Un-Indenting Outline Items

To change the indentation of outline items, use the Outline / Indent and Outline / Un-indent commands.

Cutting, Pasting, and Copying

To cut, paste, and copy outline items, use the Outline / Cut Items, Outline / Paste Items, and Outline / Copy Items commands.

The Text Window

The text window displays the current outline item's text and allows you to edit it. For further information, see Edit / Undo, Edit / Cut, Edit / Copy, Edit / Paste, Edit / Select All, Edit / Find, Edit / Replace, Edit / Insert Date, Edit / Insert Time, Edit / Insert Date and Time., and Edit / Insert Text File.

Searching

Use the Outline / Search command to search for items.

Printing

Use the File / Print Preview and File / Print commands to preview and print your Vault file.

Saving a File

Use the File / Save and File / Save As commands to save your Vault file.

Sending Outline Items via Electronic Mail

To send outline items via electronic mail, select the items and use the File / Send command.

Dialing the Phone

To automatically dial a phone number, select the item containing the phone number and use the Outline / Dial Phone command.

The Toolbar

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many Vault commands. If you leave the mouse above a toolbar button for a moment, help for that button will be displayed.

To hide or display the Toolbar, choose Toolbar from the Options menu (Alt, p, T).

Click	To
	Open a new document.
	Open an existing document. Vault displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document with its current name. If you have not named the document, Vault displays the Save As dialog box.
	Print the active document.
	Send the selected outline items through electronic mail.
	Dial the phone number in the current outline item's text.
	Add a new outline item above the selected item.
	Add a new outline item below the selected item.
	Delete the selected outline items.
	Indent the selected outline items.
	Un-indent the selected outline items.
a-z	Sort all outline items in alphabetical order.
	Get information about moving outline items.
Ti	Change the title of the selected outline item.
	Delete the selected outline items, but allow subsequent pasting.
	Copy the selected outline items for subsequent pasting.
	Insert previously-cut outline items in a new position.
	Search for outline items containing specific text.
	View outline items found by previous search.

Display program information, version number, and copyright.

Display help for clicked on buttons, menus, and windows.

The Status Bar

The status bar is displayed at the bottom of the Vault window. To display or hide the status bar, use the Options / Status Bar command.

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 which of the following keys are latched down:

Indicator	**Description**
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Vault Keys

Use the following keys in Vault:

Press	To
Ctrl+N	Create a new Vault file
Ctrl+O	Open a Vault file
Ctrl+S	Save the Vault file
Ctrl+P	Print the Vault file
Alt+Shift+Insert	Add a new outline item above the selected item
Alt+Insert	Add a new outline item below the selected item
Alt+Right Arrow	Indent the selected outline items
Alt+Left Arrow	Un-indent the selected outline items
Alt+Up Arrow	Open the selected outline item and show subordinate items (double-clicking the listbox item works too)
Alt+Down Arrow	Close the selected outline item and hide subordinate items (double-clicking the listbox item works too)
Alt+Delete	Delete the selected outline items
Ctrl+Z	Undo the last change to the text in the text window
Ctrl+X	Cut the selected text and put it in the Clipboard
Ctrl+C	Copy the selected text and put it in the Clipboard
Ctrl+V	Insert the clipboard contents into the current text position
F5	Insert the current date and time at the cursor position
F2	Go to the outline window
F3	Go to the text window
F1	Display on-line help

Shift+F1	Display context help (see Help / Context Help for further information)

File Menu Commands

New
Open
Save
Save As
Print
Print Preview
Print Setup
Send
Open Previously-Opened File
Exit

File / New

Use this command to create a new Vault document.

You can open an existing document with the File / Open command.

Shortcuts

Toolbar:

Keys: CTRL+N

File / Open

Use this command to open an existing Vault document.

You can create new documents with the File / New command.

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. If you are opening a Vault file, select "Vault Files". If you are inserting a text file, select "Text Files".

Drives
Select the drive that contains the file that you want to open.

Directories
Select the directory that contains the file that you want to open.

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

Shortcuts
Toolbar:
Keys: CTRL+O

File / Save

Use this command to save the active document to its current name and directory. When you save a document for the first time, Vault 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

See Also:

File / Save As

File / Save As

Use this command to save and name the active document. Vault 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.

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. Vault 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.

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

See Also:
File / Save

File / Print

Use this command to print a document.

Shortcuts

Toolbar:

Keys: CTRL+P

First Print Dialog Box:

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

Set Font

Press this button to select a printer font. See Font Dialog Box for further information.

Second 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.
Selection	Prints the currently selected text.
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.

See Also:

File / Print Preview
File / Print Setup

File / Print Preview

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.

Dialog Box:

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

Set Font
Press this button to select a printer font. See Font Dialog Box for further information.

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.

See Also:
File / Print

File / Print Setup

File / Print Setup

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.

See Also:
File / Print
File / Print Preview

File / Send

Use this command to e-mail the selected outline items to other users. This feature is available if MAPI-based e-mail software is installed on your machine.

Shortcuts

Toolbar:

File / Open Previously-Opened File

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.

File / Exit

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

Shortcuts

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

Keys: ALT+F4

Edit Menu Commands

Undo
Cut
Copy
Paste
Select All
Find
Replace
Insert Date
Insert Time
Insert Date and Time
Insert Text File

Edit / Undo

Use this command to reverse the last editing action, if possible.

Shortcuts

Keys: CTRL+Z or
ALT-BACKSPACE

Edit / Cut

Use this command to remove the currently selected text and put it on the clipboard. This command is unavailable if there is no text currently selected.

Cutting text to the clipboard replaces the contents previously stored there.

Shortcuts

Keys: CTRL+X

Edit / Copy

Use this command to copy selected text onto the clipboard. This command is unavailable if there is no text currently selected.

Copying text to the clipboard replaces the contents previously stored there.

Shortcuts

Keys: CTRL+C

Edit / Paste

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Keys: CTRL+V

Edit / Select All

Use this command to select the entire contents of the text window. Once selected, the text can be copied or replaced with other text.

See Also:

Edit / Copy

Edit / Find

Use this command to search for specific text in the text window.

Find Dialog Box:

Find What
Enter the text to search for.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Direction
Specify the direction of the search: Up from the current position, or Down from the current position.

Find Next
Choose this option to find the next match.

Cancel
Quits finding text.

Help
Gives help on the Find command.

See Also:
Edit / Replace

Edit / Replace

Use this command to find text and replace it with new text.

Replace Dialog Box:

Find What
Enter the text to find.

Replace With
Enter the text that will replace the found text.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Find Next
Press this button find the next occurrence of the text entered in the Find What box.

Replace
Press this button to replace the selected text with the text in the Replace With box.

Replace All
Choose this option to replace all occurrences of the Find What text with the Replace With text.

Cancel
Quits finding and replacing text.

Help
Gives help on the Replace command.

See Also:
Edit / Find

Edit / Insert Date

Use this command to insert the current date at the cursor position in the text window.

See Also:

- Edit / Insert Time
- Edit / Insert Date and Time

Edit / Insert Time

Use this command to insert the current time at the cursor position in the text window.

See Also:

Edit / Insert Date
Edit / Insert Date and Time

Edit / Insert Date and Time

Use this command to insert the current date and time at the cursor position in the text window.

See Also:

- Edit / Insert Date
- Edit / Insert Time

Edit / Insert Text File

Use this command to insert a text file at the current cursor position.

Outline Menu Commands

Add Above
Add Below
Indent
Un-indent
Expand
Expand All
Collapse
Collapse All
Change Title
Cut Items
Copy Items
Paste Items
Delete Items
Sort All Items
How to Move Items
Search
View Previous Search Results
Dial Phone

Outline / Add Above

Use this command to add a new outline item above the selected item. For example, since "Notes" is selected, the Add Above command will insert a new item above "Notes" and below "BBS":

When you add a new item, the following dialog box prompts you for the new item's title:

Shortcuts

Keys: Alt+Shift+Insert

Toolbar:

See Also:

Outline / Add Below

Outline / Add Below

Use this command to add a new outline item below the selected item. For example, since "Notes" is selected, the Add Below command will insert a new item below "Notes" and above "On-Line Services":

When you add a new item, the following dialog box prompts you for the new item's title:

Shortcuts

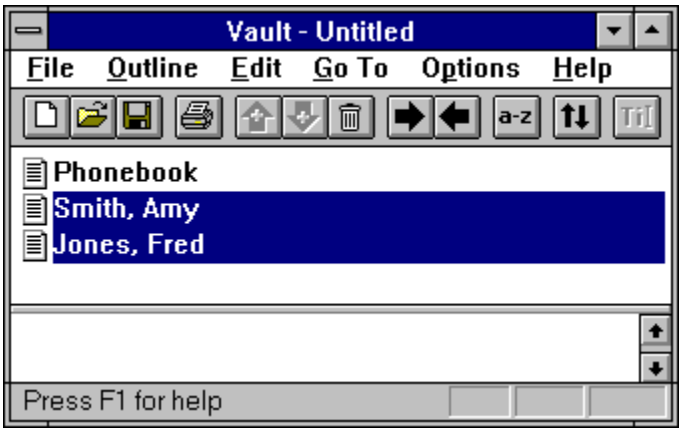
Keys: Alt+Insert
Toolbar:

See Also:

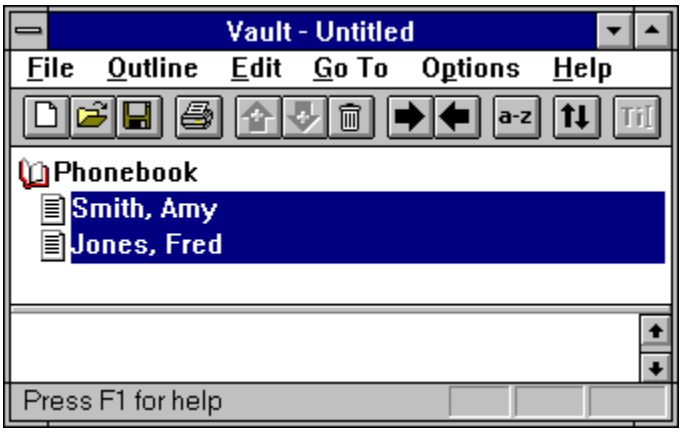
Outline / Add Above

Outline / Indent

Use this command to indent outline items. To indent items, select them:



and then select Outline / Indent:



Notice that the "Phonebook" icon changed into an open book since it now contains subordinate items.

Shortcuts

Keys: Alt+Right Arrow

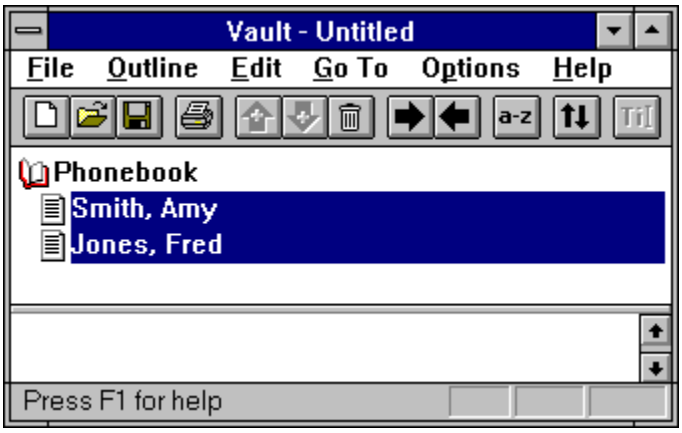
Toolbar:

See Also:

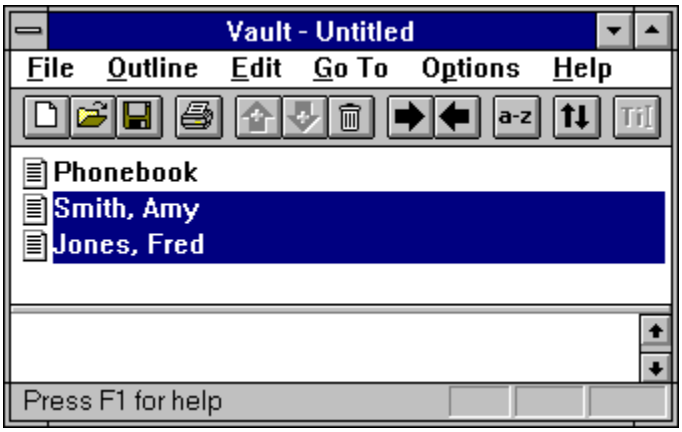
Outline / Un-indent

Outline / Un-indent

Use this command to un-indent outline items. To un-indent items, select them:



and then select Outline / Un-indent:



Notice that the "Phonebook" icon changed to a book page since it no longer contains subordinate items.

Shortcuts

Keys: Alt+Left Arrow

Toolbar:

See Also:

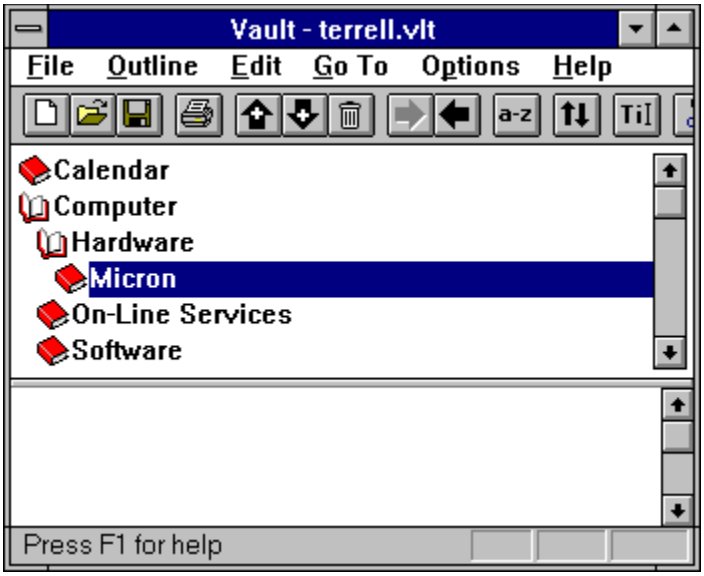
Outline / Indent

Outline / Expand

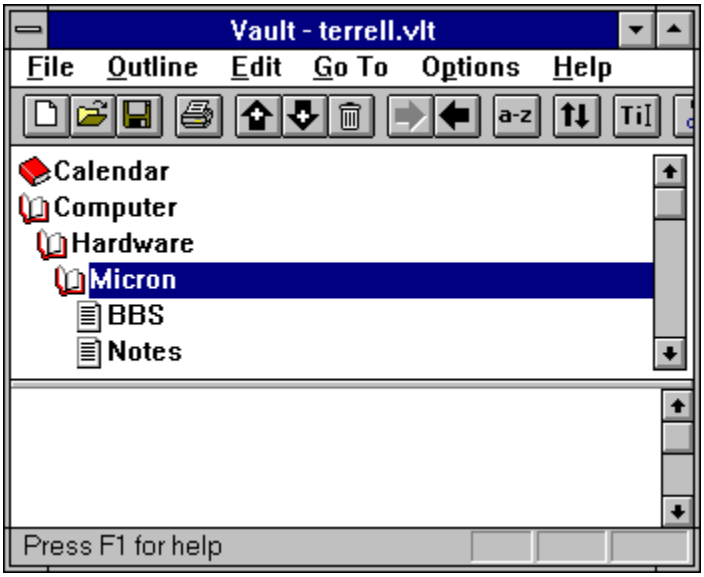
Use this command to open an outline item and show its subordinate items. Only items that are drawn as closed books can be expanded.

An item can also be expanded by double-clicking it with the mouse.

For example, double-clicking the "Micron" item:



opens it and reveals its subordinate items, "BBS" and "Notes":



Shortcuts

Keys: Alt+Up Arrow

See Also:

- Outline / Expand All
- Outline / Collapse

Outline / Expand All

Use this command to open all outline items and show all subordinate items.

See Also:

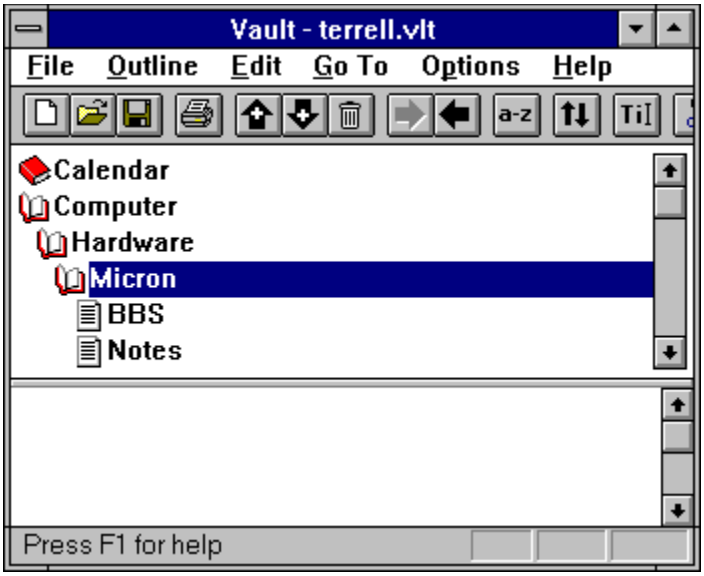
Outline / Expand

Outline / Collapse

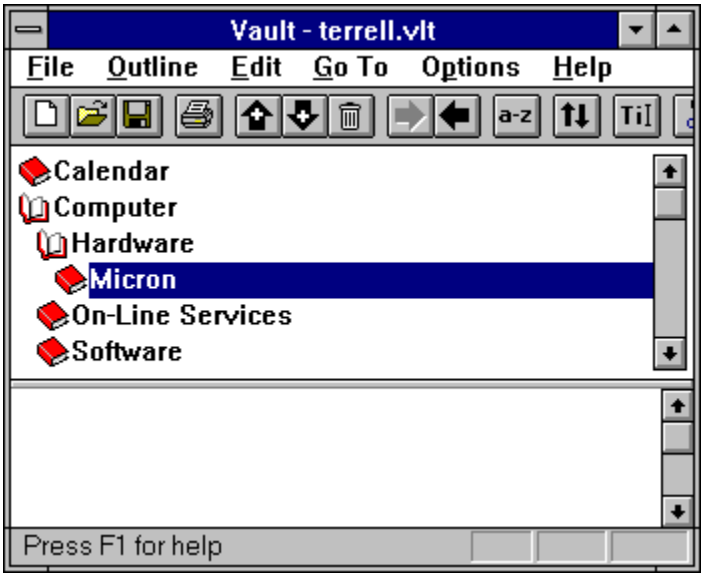
Use this command to close an outline item and hide its subordinate items. Only items that are drawn as open books can be collapsed.

An item can also be collapsed by double-clicking it with the mouse.

For example, double-clicking the "Micron" item:



closes it and hides its subordinate items, "BBS" and "Notes":



Shortcuts

Keys: Alt+Down Arrow

See Also:

- Outline / Collapse All
- Outline / Expand

Outline / Collapse All

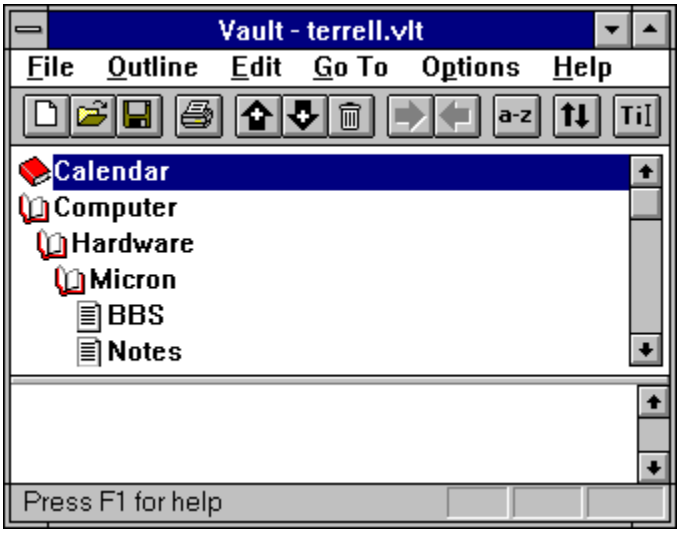
Use this command to close all outline items and hide all subordinate items.

See Also:

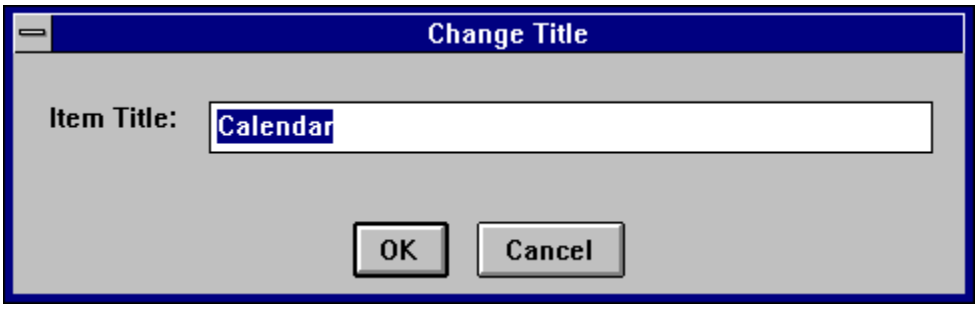
Outline / Collapse

Outline / Change Title

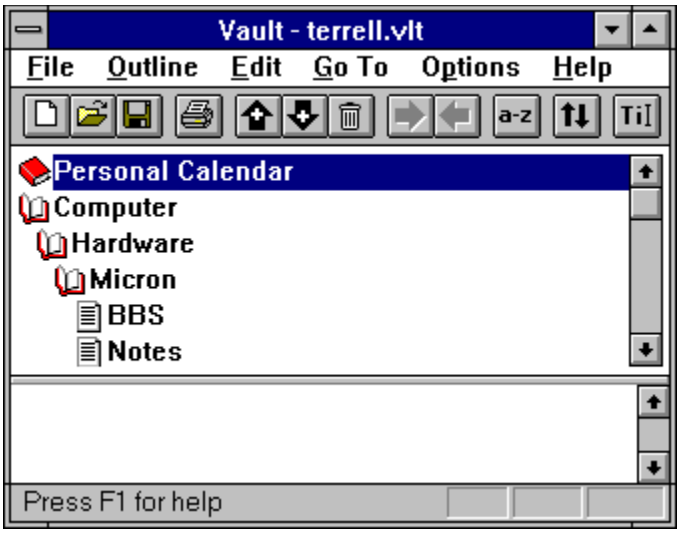
Use this command to change an outline item's title. An item must be selected before its title can be changed. For example, to change the title of the "Calendar" item to "Personal Calendar", first select it by clicking it with the mouse:



Then select the Outline / Change Title command (or press the "Change Title" toolbar button). The following dialog box will be displayed, allowing you to change the title:



After the OK button is pressed, the title is changed:



Shortcuts

Toolbar:

Outline / Cut Items

Use this command to delete outline items. Once cut, the items can be subsequently pasted in another place in the outline. Items must be selected before they can be cut.

Shortcuts

Toolbar:

See Also:

Outline / Paste Items

Outline / Copy Items

Use this command to copy outline items. Once copied, the items can be pasted in another place in the outline. Items must be selected before they can be copied.

Shortcuts

Toolbar:

See Also:

Outline / Cut Items
Outline / Paste Items

Outline / Paste Items

Use this command to insert previously cut or copied outline items. Before pasting, select the item the pasted items should be pasted before or after.

Dialog Box:

Paste above selected item
Select this option to insert the outline items before the selected item.

Paste below selected item
Select this option to insert the outline items after the selected item.

OK
Press this button to finish pasting the items.

Cancel
Press this button to cancel the paste.

Shortcuts
Toolbar:

See Also:
Outline / Cut Items
Outline / Copy Items

Outline / Delete Items

Use this command to delete outline items. Items must be selected before they can be deleted.

Dialog Box:

Yes
Press this button to delete the current outline item.

Yes to All
Press this button to delete all selected outline items.

No
Press this button if you dont want to delete the current outline item.

Cancel
Press this button to stop deleting outline items.

Shortcuts
Keys: Alt+Delete
Toolbar:

Outline / Sort All Items

Use this command to arrange all outline items in ascending alphabetical order.

If there are items with dates in their titles, they will be sorted into alphabetical order, not chronological order. To prevent this, enter dates in the form YYMMDD at the start of titles.

For example, the following items will stay in chronological order after sorting:

"19950202 Presentation to User's Group"
"19950302 Vendor Negotiations"
"19950727 Design Review"

The following items will not stay in chronological order after sorting:

"February 2, 1995 Presentation to User's Group"
"March 2, 1995 Vendor Negotiations"
"July 27, 1995 Design Review"

Shortcuts

Toolbar:

Outline / How to Move Items

Use this command to get information about moving outline items.

Shortcuts

Toolbar:

Outline / Search

Use this command to search for a specific item.

Search Dialog Box:

Search for
Enter the text to search for.

Search Titles
Choose this option to search for the text in outline titles only.

Search Titles and Text
Choose this option to search for the text in both outline titles and text.

Match Whole Word Only
Select this option to find occurrences that are words, and not part of a larger word.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

OK
Press this button to begin the search.

Cancel
Press this button to cancel the search.

Once the search is complete, the Search Results dialog box is displayed:

Search Results Dialog Box:

Items found
List of all outline items that contain the search text.

Go To Item
Press this button to go to the selected outline item.

You can also do this by double-clicking the outline's title.

New Search
Press this button to begin a new search.

Close
Press this button to close the Search Results dialog box.

Shortcuts
Toolbar:

See Also:

Outline / View Previous Search Results

Outline / View Previous Search Results

Use this command to view items that were found by the previous search.

Search Results Dialog Box:

Items found
List of all outline items that contain the search text.

Go To Item
Press this button to go to the selected outline item.

You can also do this by double-clicking the outline's title.

New Search
Press this button to begin a new search.

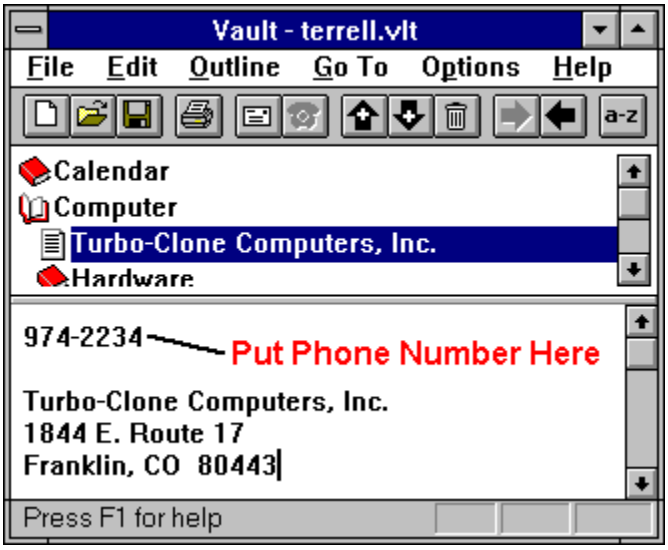
Close
Press this button to close the Search Results dialog box.

Shortcuts
Toolbar:

See Also:
Outline / Search

Outline / Dial Phone

Use this command to automatically dial a phone number. To dial the phone, select the outline item containing the telephone number. Make sure that the telephone number is the first thing in the text window. The telephone number must be the only thing on the first line:



The Dial Phone command requires Windows 95. Also, make sure that you've installed the Windows 95 Phone Dialer, and make sure that it works properly.

To install the Phone Dialer, go to the Start menu. Select the Settings item and the Control Panel item. Double-click the "Add/Remove Programs" icon in the Control Panel. Select the Windows Setup tab. Double-click the "Communications" item. Finally, check the "Phone Dialer" check box and press the OK button.

Your phone must be connected to the "Phone" jack in back of your modem. TAPI-compliant telephones can also be used.

Make sure the number has been completely dialed before lifting the receiver.

Shortcuts

Toolbar:

Go To Menu Commands

Go To Outline
Go To Text

Go To / Outline

Use this command to go to the outline window.

See Also:

Go To / Text

Go To / Text

Use this command to go to the text window.

See Also:

Go To / Outline

Options Menu Commands

Settings
Toolbar
Status Bar
Move Split

Options / Settings

Use this command to configure Vault based on your preferences.

Settings Dialog Box:

Load the following file on start-up
Select this option to always open the same file every time Vault is run. Press the Specify File button to enter the name of that file.

Specify File
Press this button to specify the name of the file to automatically open every time Vault is run.

Load most recently opened file on start-up
Select this option to automatically open the last file that was opened.

Dont automatically load file on start-up
Select this option to prevent Vault from automatically opening a file on start-up.

Before saving a file, save the old file as <FILENAME>.BAK
When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

OK
Press this button to save your changes and quit.

Cancel
Press this button to discard your changes and quit.

Options / Toolbar

Use this command to display and hide the Toolbar, which includes buttons for some of the most common Vault commands, 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.

Options / Status Bar

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.

Options / Move Split

Use this command to move the splitter bar between the outline and text windows. You may then use the mouse or the keyboard arrows to move the splitter bar. When you are finished, press the mouse button or return to leave the splitter bars in their new location. Pressing escape keeps the splitter bars in their original location.

Help Menu Commands

Contents
Search for Help on
Using Help
How to Register this Shareware Program
About Vault

Help / Contents

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Vault.

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

Help / Search for Help on

Use this command to search for help on a specific topic.

Help / Using Help

Use this command for instructions about using Help.

Help / How to Register this Shareware Program

Use this command to get information about registering Vault.

See Also:

Registering this Shareware Program

Help / About Vault

Use this command to display the copyright notice and version number of your copy of Vault.

Shortcuts

Toolbar:

Help / Context Help

Use the Context Help command to obtain help on some portion of Vault. 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 Vault window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Toolbar:

Other Shareware Programs from Pocket-Sized Software

Program Name	Description	Requires	Windows 95, NT, and Win32s Version
Astronomy Lab	Astronomy program for MS Windows 3.X	Win 3.1	AVAILABLE
Astronomy Clock	Clock for astronomy enthusiasts	Win 3.1	AVAILABLE
Bog	Word search game	Win 3.1	AVAILABLE
Bomb Squad	Logic Puzzle	Win 3.1	AVAILABLE
FracView	Fractal viewer	Win 3.1	AVAILABLE
Hangman	Hangman game	Win 3.1	AVAILABLE
MIDI JukeBox	Plays multiple MIDI files on sound card	Win 3.1	AVAILABLE
Puzzle-8	8 tile puzzle	Win 3.1	AVAILABLE
RCALC	Talking RPN calculator	Win 3.1	AVAILABLE
Stopwatch	Clock/stopwatch program	Win 3.1	AVAILABLE
Talking Clock	Talking clock	Win 3.1	AVAILABLE
Telephone Puzzle	Word Game	Win 3.1	AVAILABLE

Dialog Boxes

About Dialog Box
Confirm Delete Dialog Box
Add Item Dialog Box
Change Title Dialog Box
Paste Items Dialog Box
Print / Print Preview Dialog Box
Search Dialog Box
Search Results Dialog Box
Settings Dialog Box
Font Dialog Box
Print Dialog Box
Print Setup Dialog Box
Open Dialog Box
Save As Dialog Box
Find Dialog Box
Replace Dialog Box
How to Move Items Dialog Box

About Dialog Box

This dialog box displays the copyright notice and version number of your copy of Vault.

See Also:

Help / About Vault

Confirm Delete Dialog Box

This dialog box asks you for confirmation before outline items are deleted.

Dialog Box:

Yes
Press this button to delete the current outline item.

Yes to All
Press this button to delete all selected outline items.

No
Press this button if you dont want to delete the current outline item.

Cancel
Press this button to stop deleting outline items.

See Also:
Outline / Delete Items

Add Item Dialog Box

This dialog box allows you to enter the title of a newly-added outline item.

Dialog Box:

Item Title
Type the title of the new outline item.

See Also:
Outline / Add Above
Outline / Add Below

Change Title Dialog Box

This dialog box allows you to change the title of an outline item.

Dialog Box:

Item Title
Type the new title.

See Also:
Outline / Change Title

Paste Items Dialog Box

This dialog box allows you to specify where to insert pasted outline items.

Dialog Box:

Paste above selected item
Select this option to insert the outline items before the selected item.

Paste below selected item
Select this option to insert the outline items after the selected item.

OK
Press this button to finish pasting the items.

Cancel
Press this button to cancel the paste.

See Also:
Outline / Paste Items
Outline / Copy Items
Outline / Cut Items

Print / Print Preview Dialog Box

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

Set Font

Press this button to select a printer font. See Font Dialog Box for further information.

See Also:

File / Print
File / Print Preview
File / Print Setup

Search Dialog Box

Search for
Enter the text to search for.

Search Titles
Choose this option to search for the text in outline titles only.

Search Titles and Text
Choose this option to search for the text in both outline titles and text.

Match Whole Word Only
Select this option to find occurrences that are words, and not part of a larger word.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

OK
Press this button to begin the search.

Cancel
Press this button to cancel the search.

See Also:
Outline / Search
Outline / View Previous Search Results

Search Results Dialog Box

Items found
List of all outline items that contain the search text.

Go To Item
Press this button to go to the selected outline item.

You can also do this by double-clicking the outline's title.

New Search
Press this button to begin a new search.

Close
Press this button to close the Search Results dialog box.

See Also:
Outline / Search
Outline / View Previous Search Results

Settings Dialog Box

Load the following file on start-up

Select this option to always open the same file every time Vault is run. Press the Specify File button to enter the name of that file.

Specify File

Press this button to specify the name of the file to automatically open every time Vault is run.

Load most recently opened file on start-up

Select this option to automatically open the last file that was opened.

Dont automatically load file on start-up

Select this option to prevent Vault from automatically opening a file on start-up.

Before saving a file, save the old file as <FILENAME>.BAK

When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

OK

Press this button to save your changes and quit.

Cancel

Press this button to discard your changes and quit.

Font Dialog Box

The following options allow you to specify the font used to print your vault document:

Font
Select the desired font from this list.

Font Style
Specify the font style (e.g. Regular, *Italic*, **Bold**, ***Bold Italic***) from this list.

Size
Specify the size of characters in the printout. The size is measured in points.

Effects
Choose ~~Strikeout~~ or Underline.

Sample
The sample window gives you a preview of the selected Font, Font Style, Size, Effects, and Color.

Color
Specify the color of text in the printout.

See Also:
File / Print
File / Print Preview
File / Print Setup

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.
Selection	Prints the currently selected text.
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.

See Also:
File / Print
File / Print Preview
File / Print Setup

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.

See Also:
File / Print
File / Print Preview
File / Print Setup

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. If you are opening a Vault file, select "Vault Files". If you are inserting a text file, select "Text Files".

Drives
Select the drive that contains the file that you want to open.

Directories
Select the directory that contains the file that you want to open.

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

See Also:
File / Open
Edit / Insert Text 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. Vault 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.

Network...

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

See Also:

File / Save
File / Save As

Find Dialog Box

Find What
Enter the text to search for.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Direction
Specify the direction of the search: Up from the current position, or Down from the current position.

Find Next
Choose this option to find the next match.

Cancel
Quits finding text.

Help
Gives help on the Find command.

See Also:
Edit / Find
Edit / Replace

Replace Dialog Box

Find What
Enter the text to find.

Replace With
Enter the text that will replace the found text.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Find Next
Press this button find the next occurrence of the text entered in the Find What box.

Replace
Press this button to replace the selected text with the text in the Replace With box.

Replace All
Choose this option to replace all occurrences of the Find What text with the Replace With text.

Cancel
Quits finding and replacing text.

Help
Gives help on the Replace command.

See Also:
Edit / Replace
Edit / Find

How to Move Items Dialog Box

This dialog box gives information about moving outline items.

See Also:

Outline / How to Move Items

Error Messages

Text Too Long
Please Enter Search Text
No Items Found
Out of Memory
Fatal Error. Out of Memory
Invalid Filename
Press the Specify File Button to Select a File to Load on Start-Up
Cannot Save .BAK File
Title Must be Non-Blank
The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load
The Item Cannot be Inserted Because the Outline Listbox is Full
Cannot Insert Text File
Cannot Dial Phone Number

Text Too Long

This error message is given when the file being opened contains text that is too long for the Windows 3.1 version of Vault. The Windows 3.1 version of Vault is limited to 32,766 characters of text per outline item.

The solution is to run the Windows 95 and NT version of Vault. For further information, see Available Versions of Vault.

Please Enter Search Text

This error message is given when the Search for box of the Search dialog box is left blank. Enter the text to search for in the Search for box.

See Also:

Outline / Search

No Items Found

This error message is given when the Search did not find any matches.

See Also:

Outline / Search

Out of Memory

This error message is given when Vault has run out of memory, but the program can keep running. If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT. For further information, see Available Versions of Vault.

Fatal Error. Out of Memory

This error message is given when Vault has run out of memory, and cannot keep running. If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT. For further information, see Available Versions of Vault.

Invalid Filename

This error message is given when an invalid filename was specified. To solve this problem, go to the Options menu and select "Settings" and specify a valid filename.

See Also:

Options / Settings

Press the Specify File Button to Select a File to Load on Start-Up

This error message is given when the "Load the following file on start-up" option was selected in the Settings dialog box, but a filename was not specified. To solve this problem, press the Specify File button and select a file.

See Also:

Options / Settings

Cannot Save .BAK File

This error message is given when Vault cannot save a backup copy of a file when doing a File / Save or File / Save As. To solve this problem, make sure your disk has sufficient free space. If the .BAK file already exists, make sure that it is not read-only. Use the File Manager or the attrib command to do this.

See Also:

Options / Settings

Title Must be Non-Blank

This error message is given when an outline item has been added, or an outline item's title has been changed, but the title was left blank. To solve this problem, enter a title in the Item Title box.

See Also:

- Outline / Add Above
- Outline / Add Below
- Outline / Change Title

The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load

This error message is given when the file that you are loading contains more items than the Windows 3.1 version of Vault can load. To solve this problem, use the Windows 95 and NT version of Vault. For further information, see Available Versions of Vault.

The Item Cannot be Inserted Because the Outline Listbox is Full

This error message is given when an outline item cannot be inserted because the Outline listbox is full. To solve this problem, use the Windows 95 and NT version of Vault. For further information, see Available Versions of Vault.

Cannot Insert Text File

This error message is given when the Edit / Insert Text File command fails.

See Also:

Edit / Insert Text File

Cannot Dial Phone Number

This error message is given when the Outline / Dial Phone command fails.

See Also:

Outline / Dial Phone