##@QUERY_PRJ_USER [[Author]]$^{\#}_1$$^{\$}_2$$^{+}_3$ **Contents**

##--BEGIN-- (((@QUERY_APPL_MODEL == VALUE_DIALOG) && @QUERY_APPL_DLGCLIENT_MENU) || (@QUERY_APPL_MODEL != VALUE_DIALOG))

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File Menu

Edit Menu

Search Menu##@QUERY_APPL_MODEL == VALUE_MDI

Window Menu

Help Menu

##--END-- (((@QUERY_APPL_MODEL == VALUE_DIALOG) && @QUERY_APPL_DLGCLIENT_MENU) || (@QUERY_APPL_MODEL != VALUE_DIALOG))## (((@QUERY_APPL_MODEL == VALUE_DIALOG) && @QUERY_APPL_DLGCLIENT_MENU) || (@QUERY_APPL_MODEL != VALUE_DIALOG))##@OPT_APPL_TOOLBAR 3

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##--BEGIN-- (@QUERY_APPL_MODEL != VALUE_DIALOG)

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##--END-- (@QUERY_APPL_MODEL != VALUE_DIALOG)

Keyboard Topics

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1$^{\#}$ main_index

2$^{\$}$ Help Index

3^{+} index:0005

#4 For information on how to use Help, press F1 or select Using Help from the Help menu.

4# index_info

#[5]$[6]+[7]**Edit Menu**

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

~~Undo~~	Undo the previous operation.
~~Cut~~	Delete selected text and move it to the clipboard.
~~Copy~~	Copy selected text to the clipboard.
~~Paste~~	Move text from the clipboard to the current document.
~~Clear All~~	Delete all text in document.
~~Delete~~	Delete selected text.

5# menu_edit
6$ Edit Menu
7+ commands:010

#[8]$[9]+[10]**File Menu**

The File menu provides commands for creating new files, opening existing files, saving files, printing files, and exiting the application.
##@QUERY_APPL_MODEL == VALUE_MDI 2

New   Create a new, untitled, document.
~~Open~~   Open an existing file.##@QUERY_APPL_MODEL == VALUE_SDI 2
~~New~~   Create a new, untitled, document.
~~Open~~   Open an existing file.
~~Close~~   Close the current document.
~~Save~~   Save the current document if its contents have changed.
~~Save As~~   Save the current document under a new name.##OPT_APPL_PRINTING 3
~~Print Preview~~   View a sample printout of the current document.
~~Print~~   Print the current document.
~~Print Setup~~   Set printer characteristics.##OPT_APPL_MAIL && @OPT_APPL_DOCVIEW
~~Send~~   Send the current document using electronic mail.##OPT_APPL_MRU
~~MRU List~~   Open one of the most recently used files.##@QUERY_PRJ_NAME [[Target]]
~~Exit~~   Exit [[Target]] application.

#[11]$[12]+[13]**Search Menu**

The Search menu provides commands to find and replace text.

~~Find~~	Find a pattern of text.
~~Replace~~	Replace one pattern of text with another.
~~Next~~	Find and/or replace the next occurrence of text pattern.

11# menu_search
12$ Search Menu
13+ commands:030

##--BEGIN-- @QUERY_APPL_MODEL == VALUE_MDI#[14]$[15]+[16]**Window Menu**

The Window menu provides commands to control the position and layout of application's windows.

Cascade   Resize and position all windows in an overlapping pattern.
Tile   Resize and position all windows in an non overlapping pattern.
Arrange Icons Align all iconized windows along a grid.
Close All   Close all windows.

14# menu_window
15$ Window Menu
16+ commands:040

##--END-- @QUERY_APPL_MODEL == VALUE_MDI#¹⁷$¹⁸+¹⁹**Help Menu**

The Help menu provides access to the help system and the about dialog.

~~Contents~~   Help topic contents.

#[20]$[21]+[22]K[23]**Copying Text**

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose Edit|<u>Copy</u> from the menu.

20# proc_copying_text
21$ Copying Text
22+ procedures:010
23K copy;clipboard

\#[24]$[25]+[26]K[27]**Deleting Text**

To delete text from a document, select the text, and choose Edit|<u>Cut</u> or Edit|<u>Delete</u> from the menu.   Cut will put the deleted text in the clipboard, and Delete will simply delete it.

24\# proc_deleting_text
25$ Deleting Text
26+ procedures:020
27K delete;clipboard

\#[28]$[29]**Exiting**

To exit the application, choose File|<u>Exit</u> from the menu.

28# proc_exiting
29$ Exiting

#30$31 **Edit Window**

The edit windows in this application allow reading, editing, printing and saving text files up to 64K characters in size.

30# client_window
31$ Edit Window

##--BEGIN-- @OPT_APPL_DRAGDROP^{#32}^{$33} **Drag/Drop from the File Manager**
##@QUERY_PRJ_NAME [[Target]]
A file can be opened into an editor in the application by dragging the file from the File Manager, and dropping it on [[Target]]'s main window.

32[#] drag_drop
33[$] Drag/Drop from the Program Manager

##--END-- @OPT_APPL_DRAGDROP##--BEGIN-- @OPT_APPL_PRINTING#34$35 **Printing**

There are three commands on the File menu which support printing of documents from the application.   File|<u>Print Setup</u> is used to select and configure a printer device.   File|<u>Print Preview</u> displays a special preview window which shows how the document will appear when printed. File|<u>Print</u> causes the current document to be printed.

34# print
35$ Printing

##--END-- @OPT_APPL_PRINTING#[36]$[37]+[38]**Edit Copy Command**

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard.   To paste the copied text into another document, choose Edit|<u>Paste</u>.

36# CM_EDITCOPY
37$ Edit Copy Command
38+ menu_edit:020

#[39]$[40]+[41]**Edit Cut Command**

The Edit|Cut command removes the selected text from your document and places the text in the clipboard.   Choose Edit|<u>Paste</u> to paste the cut text into another document. The text remains selected in the clipboard, and can be pasted multiple times.

39# CM_EDITCUT
40$ Edit Cut Command
41+ menu_edit:030

\#[42]\$[43]+[44]**Edit Paste Command**

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

42# CM_EDITPASTE
43$ Edit Paste Command
44+ menu_edit:040

#[45]$[46]+[47]**Edit Undo Command**

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation.   Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.

45# CM_EDITUNDO
46$ Edit Undo Command
47+ menu_edit:050

#[48]$[49]+[50]**Edit Clear All Command**

The Edit|Clear All command deletes the entire contents of the current document.   Use Edit|<u>Undo</u> to restore the contents.

48# CM_EDITCLEAR
49$ Edit Clear All Command
50+ menu_edit:060

#[51]$[52]+[53]**Edit Delete Command**

The Edit|Delete command deletes the currently selected text from the current document.   The text is not placed in the clipboard.   Use the Edit|<u>Undo</u> command to restore the text.

51# CM_EDITDELETE
52$ Edit Delete Command
53+ menu_edit:070

#[54]$[55]+[56]**File Close Command**

File|Close closes the currently active window.

54# CM_FILECLOSE
55$ File Close Command
56+ menu_file:010

#[57]$[58]+[59]**File Exit Command**
##@QUERY_PRJ_NAME [[Target]]
The File|Exit command exits [[Target]].   If you've modified documents without saving, you'll be prompted to save before exiting.
##@QUERY_APPL_MODEL == VALUE_MDI 2

57# CM_EXIT
58$ File Exit Command
59+ menu_file:020

#[60]$[61]+[62]**File New Command**##@QUERY_APPL_MODEL == VALUE_SDI 2

60# CM_MDIFILENEW
61$ File New Command
62+ menu_file:030

#[63]$[64]+[65]**File New Command**

The File|New command opens a new, untitled document, and makes it the active window. The application prompts you to name untitled documents when they are closed.
##@QUERY_APPL_MODEL == VALUE_MDI 2

63# CM_FILENEW
64$ File New Command
65+ menu_file:030

#[66]$[67]+[68]**File Open Command**##@QUERY_APPL_MODEL == VALUE_SDI 2

66# CM_MDIFILEOPEN
67$ File Open Command
68+ menu_file:040

#[69]$[70]+[71]**File Open Command**

The File|Open command displays the Open a File dialog box so you can select a file to load into a new document window.   You can also create a new document by naming a file that doesn't currently exist.

69# CM_FILEOPEN
70$ File Open Command
71+ menu_file:040

##--BEGIN-- @OPT_APPL_PRINTING#[72]$[73]+[74]**File Print Command**

The File|Print command prints the contents of the active window.   Use File|<u>Print Preview</u> to see how the document will be laid out on printer pages.   Use File|<u>Print Setup</u> to select a printer, and to set printer options.

72# CM_FILEPRINT
73$ File Print Command
74+ menu_file:050

#[75]$[76]+[77]**File Print Preview Command**

File|Print Preview opens a special window that shows how the active document will appear when printed.   The preview window shows one or two pages of the active document as they would be laid out on printer pages.   Controls on the window allow you to page through the pages of the document.

75# CM_FILEPRINTPREVIEW
76$ File Print Preview Command
77+ menu_file:060

#[78]$[79]+[80]**File Print Setup Command**

The File|Printer Setup command displays the Printer Setup dialog box which allows you to select and configure the printer to be used to print documents in the application.

78# CM_FILEPRINTERSETUP
79$ File Print Setup Command
80+ menu_file:070

##--END-- @OPT_APPL_PRINTING##--BEGIN-- @OPT_APPL_MAIL &&
@OPT_APPL_DOCVIEW#[81]$[82]+[83]**File Send Command**

The File|Send command sends the currently selected document using electronic mail.

81# CM_FILESEND
82$ File Send Command
83+ menu_file:080

##--END-- @OPT_APPL_MAIL && @OPT_APPL_DOCVIEW##--BEGIN-- @OPT_APPL_MRU#[84]$[85]+[86]**File MRU List Command**

The Most Recently Used Files list on the File menu displays the last few files used by the application.   Selecting a file from the list loads that file into a new document window.

84# CM_FILEMRULIST
85$ File Send Command
86+ menu_file:090

##--END-- @OPT_APPL_MRU#[87]$[88]+[89]**File Save Command**

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

87# CM_FILESAVE
88$ File Save Command
89+ menu_file:100

#[90]$[91]+[92]**File Save As Command**

The File|Save As command allows you to save a document under an new name, or in a new location on disk.   The command displays the Save File As dialog box.   You can enter the new file name, including the drive and directory.   All windows containing this file are updated with the new name.   If you choose an existing file name, you are asked if you want to overwrite the existing file.

90# CM_FILESAVEAS
91$ File Save As Command
92+ menu_file:110

#93$94+95**Search Find Command**

The Search|Find command searches the current document for a text pattern.   The command displays the Find dialog which controls the search process.   Options in the dialog determine whether only whole words are to be matched, whether the case of characters is significant, and whether the search should be conducted forwards or backwards through the document.   As each match is found, it is highlighted in the document.

93# CM_EDITFIND
94$ Search Find Command
95+ menu_search:010

#96$97+98**Search Next Command**

The Search|Next command repeats the last Find or Replace operation.

#99$100+101**Search Replace Command**

The Search|Replace command searches the current document for a text pattern, and replaces occurrences of the of the pattern with new text.   The command displays the Replace dialog which controls the search/replace process.   Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant.   The dialog is also used to specify the pattern to search for, and the text to replace occurrences with.

99# CM_EDITREPLACE
100$ Search Replace Command
101+ menu_search:030

##--BEGIN-- @QUERY_APPL_MODEL == VALUE_MDI$^{\#102}$$^{\$103}$$^{+104}$**Window Arrange Icons Command**

The Window|Arrange Icons command arranges all iconized windows into rows along the bottom of the application's main window.

102$^{\#}$ CM_ARRANGEICONS
103$^{\$}$ Window Arrange Icons Command
104^{+} menu_window:010

#[105]$[106]+[107]**Window Cascade Command**

The Window|Cascade command arranges all document windows from the top-left position of the application's main window so that the title bar of each is visible.

105[#] CM_CASCADECHILDREN
106[$] Window Cascade Command
107[+] menu_window:020

#₁₀₈$₁₀₉+₁₁₀**Window Close All Command**

The Window|Close All command closes all document windows open in the application.

108# CM_CLOSECHILDREN
109$ Window Close All Command
110+ menu_window:030

#111$112+113**Window Tile Command**

The Window|Tile command arranges all document windows side-by-side in a non-overlapping pattern.

111# CM_TILECHILDREN
112$ Window Tile Command
113+ menu_window:040

##--END-- @QUERY_APPL_MODEL == VALUE_MDI[#114][$115][+116]**Window Help table of contents**

The Help|Contents displays the help contents page.

114[#] CM_HELPCONTENTS
115[$] Help table of contents
116[+] menu_help:010