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SpaceMaker® for Windows ([Standard Edition](#)) is the latest disk management utility that gives you a chance to reclaim additional free space by removing files you no longer need. The newly gained space can be then used to install other applications. It quickly identifies duplicate files on your system and list them for easy removal. It also displays all your files present on the disk and lets you search for any particular files you wish to delete, such as *.BAK files. The deletion process is very fast and easy.

SpaceMaker Plus® for Windows ([Enhanced Edition](#)) is the enhancement to the SpaceMaker for Windows. It identifies duplicates, oldest, newest and largest files, as well as it allows you to combine file searches across multiple drives and directories by utilizing File Manager's drag and drop capabilities. You can list files by their name, extension, or path they reside. The Enhanced Edition is available to registered users for a small additional fee.

SpaceMaker® for Windows and SpaceMaker Plus® for Windows are fully functional, powerful, safe, efficient, and easy to use programs. Features available in the SpaceMaker Plus are marked with a *Plus!* symbol throughout the help file.

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For information on how to use Help, press F1 or select the Using Help command under the Help menu.

New Features

This version of the program is the major new release. It has been improved for speed and usability. New features have been added along with some minor enhancements and bug fixes. Here is the history of the changes and additions to the latest release of the software:

Version 1.50a

- displays the name of the associated program to be executed
- file attributes can be set or reset for all selected files at once
- saves/restores last window position and size, including maximized and minimized state
- minor bugs fixes

Version 1.50

- now reports actual number of bytes deleted from the disk. This report is more accurate if you have drives compressed using programs such as DoubleSpace or Stacker.
- displays free disk space
- file list navigation is now similar to that of the File Manager's
- improved copying Browse Window contents to the clipboard; now you can choose to copy selected files only
- added hide selected files option
- added sort by type option *Plus!*
- added file attribute buttons
- added single keypress file search
- added file color highlighting
- added balloon help to the command buttons
- added horizontal scroll bar for easier viewing
- program position and size are now preserved between sessions

Version 1.40

- added listing files by pathname option *Plus!*
- added listing newest files option *Plus!*
- added removing identical entries option *Plus!*
- improved printing Browse Window contents; now you can print selected files
- file list is now printed to a printer in the same font and size as displayed in Browse Window

SpaceMaker® Shareware Edition

The Shareware Edition of the SpaceMaker for Windows is a **fully functional** and powerful duplicate file search utility which has the same functionality as the Standard Edition. It is available from most ftp sites on Internet as well as from many BBSs around the world. You can evaluate SpaceMaker Shareware Edition for a period of 30 days but if you continue on using the program you must register. Upon registration you will receive the latest release of the SpaceMaker Standard Edition.

You can also order SpaceMaker Plus® Enhanced Edition for a small additional fee at the time of registration. Please see How to Register for more information.

Main features of the Standard Edition include searching for duplicate files on any disk, searching and listing files in alphabetical order, easy and quick file deletion and execution, and more.

See also: Enhanced Edition

SpaceMaker Plus® Enhanced Edition *Plus!*

The Enhanced Edition of the SpaceMaker for Windows is available only to registered users. Please see [How to Register](#) for more information. In addition to the [Standard Edition](#) features, the Enhanced Edition contains many new capabilities and improvements. They are marked with a *Plus!* symbol throughout the help file.








Features added to the SpaceMaker Plus:










- Listing **largest files** on any disk,
- Listing **oldest files** on any disk,
- Listing **newest files** on any disk, 
- Combining file lists from **multiple disk drives** using drag and drop feature,
- Easy switching between different views: [duplicates](#), [largest](#), [oldest](#), and [newest](#) files , and files sorted by [name](#), [extension](#)  as well as by [pathname](#) 
- **Drag and drop** capabilities,
- And more . . .

See also: [largest files](#), [oldest files](#), [newest files](#), [duplicates](#), [drag and drop](#)

The Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the toolbar activate and deactivate according to the state of the application. Some buttons on the toolbar marked by *Plus!* are available only in the **SpaceMaker Plus® for Windows Enhanced Edition**.

Button	Action	File Menu Equivalent
	List <u>duplicate files</u> on the disk	<u>List Duplicates</u>
	List oldest files on the disk	<u>List Oldest</u>
	List newest files on the disk	<u>List Newest</u>
	List largest files on the disk	<u>List Largest</u>
	List files by names	<u>List by Name</u>
	List files by type	<u>List by Type</u>
	List files by pathnames	<u>List by Pathname</u>

Button	Action	Edit Menu Equivalent
	Delete selected files	<u>Delete</u>
	Find and select files in the list	<u>Find and Select</u>
	Select or deselect all listed files	<u>Select All</u>
	Hide unselected files or restore the list	<u>Hide Unselected</u>
	Hide selected files or restore the list	<u>Hide Selected</u>
	Change files hidden attribute	<u>Hidden Attr</u>
	Change files system attribute	<u>System Attr</u>
	Change files read only attribute	<u>ReadOnly Attr</u>
	Change files archive attribute	<u>Archive Attr</u>

Edit Menu

The Edit menu provides commands to copy the file list from the Browse Window to Clipboard, select files for deletion, show and hide unselected files, search specific files in the list, and delete files from disk.



Delete Delete selected files from the drive.



Find and Select Find and select specified files in the Browse Window.



Hide Unselected Hide unselected files or restore the list in the Browse Window.



Hide Selected Hide selected files or restore the list in the Browse Window.



Select All Select or deselect all listed files.



Hidden Attr Change files hidden attribute



System Attr Change files system attribute




ReadOnly Attr Change files read only attribute



Archive Attr Change files archive attribute





Cleanup List Remove identical entries from the Browse Window. 



Copy Copy selected text to the clipboard.
















Options Menu

The Options menu provides commands for customizing the Browse Window. You can change character font and size used to display information in the window, change letter case, and disable or enable output fields.

<u>Font</u>	Change current font face and size
<u>Colors</u>	Change colors used for file highlighting 
<u>Show Size</u>	Show or hide file size fields
<u>Show Date</u>	Show or hide file date fields
<u>Show Time</u>	Show or hide file time fields
<u>Show Attributes</u>	Show or hide file attributes fields
<u>Show Path</u>	Show or hide file location
<u>Lowercase</u>	Display list of files in lowercase or uppercase.
<u>Color Highlighting</u>	Enable color highlighting in Browse Window 

File Menu

The File menu provides commands for searching and listing specific files, printing and exiting the application.

	<u>List Duplicates</u>	List all <u>duplicate files</u> .
	<u>List Oldest</u>	List oldest files.
		
	<u>List Newest</u>	List newest files.
		
		
	<u>List Largest</u>	List largest files.
		
	<u>List by Name</u>	List files in the alphabetical order.
	<u>List by Type</u>	List files by extensions.
		
		
	<u>List by Pathname</u>	List files by pathnames.
		
		
	<u>Disk Info</u>	Display information about the current drive.
	<u>Print</u>	Print the list of files.
	<u>Print Setup</u>	Set printer characteristics.
	<u>Execute File</u>	Execute file in the <u>Browse Window</u> .
	<u>Exit</u>	Exit SpaceMaker for Windows.

Browse Window


The Browse Window in this application is where you can browse the list of files. You can choose commands by selecting any one of the active buttons from the [Toolbar](#) or the menu. For standard mouse or key actions refer to [Selecting Files](#) section. You can also use mouse to perform additional actions:

Mouse action

Event

Left button double click

[Execute highlighted program](#) or document.

Drag and drop 

[Dragging and dropping](#) files from the File Manager into the Browse Window. The existing list will be cleared just before dropping new files. To append new files to the existing list [hold down the Ctrl key](#) while dropping files from the File Manager.

Keyboard action

Event

Pressing a letter or digit Scan list, starting from the current position, for the first occurrence of a filename beginning with the key. Pressing [Shift-letter](#) combination starts the search from the [beginning](#) of the list.

The status bar at the bottom of the screen displays context sensitive messages, indicates current search option used and shows the line number of the file in [focus](#). It also tells how many files are currently displayed in the window along with their total size as reported by DOS, and how many files are selected and the space they [occupy](#) on the disk. See [disk allocation unit](#) for information on the difference between a file size and space they actually occupy on the disk.

There are two fields to the right of the toolbar buttons. One field shows current drives available space and the second field contains the name of the initial scan directory.

You can also use color highlighting to easily spot files of interest, such as *.BAK files. To add, delete or change color assignments use [Options | Colors](#) menu item.

See also: [Colors](#), [Selecting Files](#)

Drag & Drop from the File Manager

Directories and files can be dragged from the File Manager and dropped into the applications Browse Window. Make sure that you start dragging them from the right panel of the File Manager's window. You can tell whether you are able to drop files or directories into the program by looking at the cursors shape. The cursor should look like a document symbol with a plus sign inside it.

Dragging new items from the File Manager replaces contents of the Browse Window. If you want to **append** items to the existing list, **hold down the Ctrl key** while dropping them into the Browse Window

Hint: You can use the above append feature to list files and directories from different drives at once. Just select desired items from any drive you want and append them to the existing list. Repeat that procedure for any directory or disk drive you wish to include in the list.

Lowercase Command

The [Lowercase](#) command under the [Options](#) menu toggles Browse Windows display between lowercase and uppercase letters.

Show Size Command

The [Show Size](#) command under the Options menu displays or hides the Size field. Hidden fields are removed from the screen and will not be sent to the printer.

Show Date Command

The [Show Date](#) command under the Options menu displays or hides the Date field. Hidden fields are removed from the screen and will not be sent to the printer.

Show Time Command

The [Show Time](#) command under the Options menu displays or hides the Time field. Hidden fields are removed from the screen and will not be sent to the printer.

Show Attributes Command

The [Show Attributes](#) command under the Options menu displays or hides the Attributes field. Hidden fields are removed from the screen and will not be sent to the printer.

Show Path Command

The [Show Path](#) command under the Options menu displays or hides the Path field. Hidden fields are removed from the screen and will not be sent to the printer.

Font Command

The **Font** command under the Options menu executes the Windows Font dialog box. It allows you to customize font type and size that is used to display information in the Browse Window. Font attributes such as italics and bold can also be changed.

Note: Changes to the font settings will affect printing, i.e., currently selected font and size will be used to send data to the printer. Therefore, before printing a large list of files try on a small sample first.

Colors Command

The **Colors** command under the Options menu executes the colors dialog box where you can assign different colors to different file types. You can assign colors to any type of files, such as *.BAK or *.ZIP files. When Color Highlighting option is turned on each file name is displayed in a different color depending on the file's extension. Color highlighting helps quickly locate important files in the list.

Color Highlighting Command

The [Color Highlighting](#) command under the [Options](#) menu turns on or off color highlighting in the [Browse Window](#).

See also: [Colors Command](#)

Color Highlighting Dialog Box

This dialog box is used to assign colors to different file types. You can add new color assignments and delete or change existing ones.

- | | |
|------------------|--|
| File Type | - here you type in a new file extension so that files of this type could be displayed in different color. |
| Color | - select a new color from the list to be assigned to the current file type. Changes to that field are immediately reflected in the Browse Window. |
| Add | - press this button if you want to add a new file type to the list. This button is activated only when you enter new extension in the file type list box |
| Delete | - press this button to remove color assignment to the specified file type. Changes are immediately reflected in the Browse Window. |

Hide Unselected Command

The [Hide Unselected](#) command under the [Edit](#) menu hides all unselected files in the [Browse Window](#). If all files are selected and some files have already been hidden by this command choosing this menu item will make them visible again. This feature is very handy in managing larger selections of files.

See also: [Hide Selected Command](#)

Hide Selected Command

The [Hide Selected](#) command under the [Edit](#) menu hides all selected files in the [Browse Window](#). If there are no selected files and some files have already been hidden by this command choosing this menu item will make them visible again. This feature is very handy in managing larger selections of files.

See also: [Hide Unselected Command](#)

Cleanup List Command



The **Cleanup List** command under the **Edit** menu removes identical entries from the Browse Window . It does **not** remove files from the disk drive however. This feature is useful when some entries were duplicated while appending files using the drag and drop feature. By default, the program does not compare dropped files with what it already has in the Browse Window since it slows down the operation. Therefore, this feature is left for the user to activate.

Note: This option is enabled only when the Browse Window contains files appended by using drag and drop feature.

Execute File Command

The [Execute File](#) command under the [File](#) menu executes the file in focus. The alternative would be to double click on the line with the left mouse button. If the file is a document, the program associated with it will be launched automatically.



Hidden, System, ReadOnly, Archive Command

These menu commands under the [File](#) menu toggle hidden, system, read only, and archive attributes of a file in focus. **Note, that changes to the file attributes are immediately updated on the disk.**

List Duplicates Command

The [List Duplicate](#) command under the [File](#) menu scans selected drive for duplicate files and lists them in the Browse Window. The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are processed.

See also: [Reclaiming Disk Space](#)

List Largest Command



The [List Largest](#) command under the [File](#) menu scans selected drive for the largest files and lists them in the [Browse Window](#). The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

See also: [Reclaiming Disk Space](#)

List Oldest Command



The [List Oldest](#) command under the [File](#) menu scans selected drive for the oldest files and lists them in the [Browse Window](#). The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

See also: [Reclaiming Disk Space](#), [List Newest Command](#)

List Newest Command



The [List Newest](#) command under the [File](#) menu scans selected drive for the newest files and lists them in the [Browse Window](#). The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

See also: [List Oldest Command](#)

List By Name Command

The [List By Name](#) command under the [File](#) menu scans selected drive for files and lists them alphabetically in the Browse Window. The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

List By Pathname Command



The [List By Pathname](#) command under the [File](#) menu scans selected drive for files and lists them by pathnames in the Browse Window. The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

List By Type Command



The [List By Type](#) command under the [File](#) menu scans selected drive for files and lists them by their extensions in the [Browse Window](#). The search starts from the directory chosen in the open file dialog box and continues until all its subdirectories are scanned.

Delete Command

The [Delete](#) command under the [Edit](#) menu deletes all files currently selected in the [Browse Window](#). Before the files are deleted you will be asked for confirmation. You can choose to *delete* a single file, *delete all* selected files, *skip* a file, or *cancel* the procedure.

Caution: Selecting *delete all* in the dialog box will delete all remaining files **without further confirmations**. However, if a selected file is a system, hidden, or read-only file you still will be asked to confirm the deletion. Also, make sure that the files that you wish to delete are not being used by other applications.

See also: [Reclaiming Disk Space](#)

Select All Command

The [Select All](#) command under the [Edit](#) menu toggles selection of all files in the [Browse Window](#). If one or more files are already selected in the list the command deselects them. If no files are selected, the command selects entire list.

See also: [Select Command](#)


Find and Select Command

The **Find and Select** command under the **Edit** menu searches the list of files in the Browse Window for files matching user supplied pattern. The search compares filenames only. As each match is found, it is highlighted in the list. The filenames may contain standard DOS wild card characters such as ? and *. Please refer to your DOS reference manual for rules governing usage of wild card characters.

Disk Info Command

Selecting the [Disk Info](#) command under the [File](#) menu displays information about the current drive, such as a total disk space, amount of free memory and the size of the disk allocation unit.

Print Command

The **Print** command under the **File** menu prints the contents of the Browse Window. Use the Print Setup command under the **File** menu to select a printer, and to set printer options. You can choose to print entire list or its subset . To print a subset of the list mark files you want to print before executing the print command. Later, in the printer dialog box choose *Selection* radio button as the print range rather than *All* radio button.

Printing

There are two commands on the File menu which support printing. The Print Setup command under the [File](#) menu allows you to select and configure your printer device. Print command under the [File](#) menu allows you to print the entire contents of the Browse Window or its selections. Note that you can print only those fields that are visible. You can show or hide these fields from the Options Menu.

Print Setup Command

The **Print Setup** command under the **File** menu displays the Printer Setup dialog box which allows you to select and configure your printer.

Copying Text

To copy the list of files from the Browse Window to clipboard choose the Copy command under the [Edit](#) menu.


Copy Command

The [Copy](#) command under the [Edit](#) menu copies the list of files from the [Browse Window](#) into the clipboard. You can copy either the entire list or selections.

You can paste the copied information into another application by selecting the [Paste](#) command under the [Edit](#) menu of that application. If the copied list looks misaligned in the clipboard, change the font to a fixed width font by selecting the [OEM Text](#) command under the [Display](#) menu.

Deleting Files

To delete a file or files from the Browse Window, mark the files you want to delete by clicking on each file with the left mouse button while holding the Ctrl key, and do one of the following:

- choose the Delete command under the File menu,
- press Del key on the keyboard, or
- click on the  button in the toolbar.

A line in the Browse Window is in **focus** if it is surrounded by a dotted rectangle. Note, that the line itself does not have to be selected or highlighted to be in focus.

Exit Command

The [Exit](#) command under the [File](#) menu exits SpaceMaker for Windows. The program will terminate immediately.

Exiting

To exit the application, choose Exit command under the **File** menu. You can also press Alt-F4 key combination to exit any Windows application.

Duplicate files are files that have the same name and the same extension but are located in different directories. [They can have different lengths and creation dates.](#)

Output Fields

The information displayed in the Browse Window is composed of output fields. There are six types of field: *Filename*, *Size*, *Date*, *Time*, *Attr* and *Path*. All fields except the *Filename* field can be shown or hidden from the Options Menu. The *Filename* field is always visible and cannot be removed from the screen.

Note that disabled or hidden fields will not be sent to a printer.

Disk allocation unit

Disk allocation unit is the least amount of disk space that can be allocated by a file. Files can be of any size but they are stored on disk in the series of clusters of equal size. Depending on the type of the drive, the disk allocation unit can have different lengths. For example, a floppy drive allocation unit usually has 512 bytes and hard drives units start from 2048 bytes and go up to 8192 bytes and more. Even though your file contains only a single character it will use disk space equal to at least one allocation unit.

Reclaiming disk space

The Murphys Law says that the larger the disk drive the faster it will fill up. And as the result you may quickly end up with the hard drive almost completely full. If you have come across errors such as Insufficient disk space or Destination disk full when attempting to write to a disk drive you know the problem first hand. But do not worry, the situation need not necessarily force you to buy a new, larger hard drive. Here are some hints on how to manage your disk space and, at the same time, save your money:

Delete old files that are no longer in use

Delete large files you do not need

Delete duplicate files

Combine small files into one larger file

Delete backup and temporary files

See also: [SpaceMaker Plus](#), [List Duplicates](#), [List Largest](#), [List Oldest](#), [List Newest](#)

Delete backup and temporary files

Almost every application creates backup copies of files or documents you have modified. Although this safety mechanism allows you to restore original data after you have made changes, it also effectively reduces the disk space available for other programs. Sometimes you do not need this extra protection. You can then remove those backup files still leaving original copies on the disk. Good candidates for deletion here are files with extensions such as [bak](#), [bk!](#), [~*](#).

See also: [List Duplicates](#), [List Largest](#), [List Oldest](#), [Combine Small Files](#)

Combine small files into one larger file.

Each file stored on the disk occupies at least one disk allocation unit of disk space. The unit size is related to the capacity of the drive itself. The larger the drive the larger the unit size. For example, if the unit size is 4kB it means that 4kB is the smallest space that can be allocated to one file. Eliminating small files or combining them into a larger one may therefore save you thousands of bytes of disk space.

See also: [List Duplicates](#), [List Largest](#), [List Oldest](#), [Delete Backup and Temporary Files](#)

Delete old files that are no longer in use.

If you have executable files (those with EXE or COM extensions) from 1987 or so, there is a chance you dont really need them. By now you either have newer versions of these programs, or they are simply obsolete. These executables tend to be large so the disk space savings can be significant. Be careful though not to delete files you do use or those required by other programs. When in doubt - keep them.

See also: [SpaceMaker Plus](#), [List Oldest](#), [List Newest](#)

Delete large files you do not need.

Your hard drive may easily become a collection of large and very large files. And you might not be even aware of that. They can easily tie up many megabytes of precious disk space! These files are listings produced by parsers and capture programs, bitmaps, sound waves, and symbolic tables just to name a few. Some of them are created automatically by your applications without your knowledge. Delete them - chances are you won't be using them anyway. Be careful though not to delete files you might need!

See also: [SpaceMaker Plus](#), [List Largest](#)

Delete duplicate files.

It is amazing how many files are duplicated. You can have the same libraries, executables, configuration and initialization files. You may also have different versions of the same utility programs, documents, games... The list goes on, and on. In most cases you need only one copy of the file.

There is a simple rule of thumb which of the two files should be deleted: pick a much older copy or if the dates are not too distant, choose a smaller one. If in doubt - examine them to verify the contents or compare version numbers.

See also: [SpaceMaker Plus](#), [List Duplicates](#)

File Search Dialog Box

This dialog box is where you specify names of files you wish to find and where you change a starting search directory.

File name

The File Name input box is where you enter the name or name pattern of files to search. You can use standard DOS wildcards: ? and *. If you enter a file name with a wildcard and press Enter, you will see a list of all matching files in the file list box below.

Example:

*.exe	- search for executable files with an EXE extension
.	- search for any file
README.TXT	- search for README.TXT files

List Files of Type

In this list box you can select the predefined file name pattern to search. If new file pattern is selected the changes will be reflected in the File name input box.

Directories

The Directories list box displays directories on currently selected drive. Double-click a directory name or icon to switch to a new directory. Use this list box to choose a directory you want the file search to start from. All subdirectories of the selected directory will also be scanned. For example, selecting c:\ (root directory) will search the entire C: drive.

Drives

This list box is where you select a new search disk drive.

See also: [List Duplicates](#), [List Largest](#), [List Oldest](#), [List in Alphabetical Order](#)

Selecting Files

Before you can delete a file, you must select it. There are several ways to select files in Browse Window. If the files you want are visible in the window, you can use the mouse or keyboard to quickly select them. If the files are not visible, or if you want to select a group of files with similar names, use the Find and Select menu command under the Edit menu option.

For help on selecting files, choose one of the following tasks:

[Using a Mouse to Select Files](#)

[Using the Keyboard to Select Files](#)

[Using the Find and Select Command to Select Files](#)

Using a Mouse to Select Files

You can use a mouse to select a file or group of files. Before you select files, they must be visible in the directory window.

To select a file:

Click the filename or directory name.

To select two or more items in sequence:

Click the first file you want to select.

Press and hold down SHIFT while you click the last file in the group.

To select two or more items out of sequence:

Press and hold down CTRL while you click each file.

To cancel a selection:

Press and hold down CTRL while you click the selected file.

See Also: [Using the Keyboard to Select Files](#), [Find and Select](#)

Using the Keyboard to Select Files

You can use the keyboard to select a file or group of files. Before you select files, they must be visible in the Browse Window.

To select a file:

Press

Up or Down Arrow

End

Home

Page Up

Page Down

A character

To Select

A file above or below the current selection

The last file in the list

The first file in the list

The file at the top of the previous screen

The file at the bottom of the next screen

The next file that begins with that letter or number

To select two or more items in sequence

Use the arrow keys to move to the first file you want to select.

Press and hold down SHIFT while you select the remaining items in the group.

To select two or more items out of sequence

Use the arrow keys to move to the first file you want to select.

Press and release SHIFT+F8. The selection cursor begins to blink.

Move to the next item you want to select.

Press the SPACEBAR to select each file or directory.

Press SHIFT+F8 when you finish selecting files.

To cancel a selection

Press SHIFT+F8 so the selection cursor begins to blink.

Move to the selection you want to cancel, and then press the SPACEBAR.

Press SHIFT+F8 when you finish canceling selections.

See Also: [Using a Mouse to Select Files](#), [Find and Select](#)

If you have a printer you can print the order form by selecting [Print Topic](#) command under the [File](#) menu in this help file.

How to Register SpaceMaker

If you use **SpaceMaker for Windows** (Shareware Edition) for over 30 days you must register the program. Upon registration you will receive the latest version of the utility and you will be eligible for upgrades at lower prices.

Please note that registered users can upgrade to **SpaceMaker Plus** (Enhanced Edition) for only US\$5.95 a copy!

If you have any comments or questions please fax us at **(604) 669-9766**.

Registration/Order Form

SpaceMaker Registration and Order Form

Please, send the registration form (you can print this form) and a **money order** or **certified check** drawn on any Canadian or US bank to:

Copernicus Software International
Box 2354
349 West Georgia Street
Vancouver, B.C.
Canada, V6B 3W5

Personal checks will be accepted but the shipment may be delayed by inter-bank fund transfers. We have had many requests for accepting **cash** sent by mail. You can do so if you are ordering our products from outside USA or Canada, but please do so at your own risk.

If you have any comments or questions please fax us at **(604) 669-9766**.

REGISTRATION FORM

Name: _____ Phone: _____
Company: _____
Address: _____
City: _____ State/Prov: _____
Country: _____ Zip/Post Code: _____
E-mail: _____ Computer type: _____
Where did you hear about the SpaceMaker? _____
Any comments and suggestions will be appreciated _____

ORDER FORM

SpaceMaker copies ordered: _____ x US\$**15.95** (Can\$**19.95**) per copy = _____
Upgrade to SpaceMaker Plus add _____ x US\$**5.95** (Can\$**7.95**) per copy = _____
or Upgrade to the latest version: _____ x US\$**2.95** (Can\$**3.95**) per copy = _____
(for registered users only)

Site License:

10 to 50 computers: _____ x US\$**11.95** (Can\$**14.95**) per comp = _____
more than 50 computers: _____ x US\$**9.95** (Can\$**12.95**) per comp = _____
Upgrade to SpaceMaker Plus add _____ x US\$**3.95** (Can\$**4.95**) per comp = _____

Subtotal _____

Canadian residents add 7% GST = _____

B.C. residents add 7% PST = _____

Shipping & Handling (\$**3.00** US & Canada, \$**5.00** overseas) = _____

Total _____

Processor type: 286 386/486 (default)

Floppy disk requested: 5¼ 3½ (default)

Windows Keys

[Cursor Movement Keys](#)

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[Help Keys](#)

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Cursor Movement Keys

Key(s)	Function
Arrow 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.
Arrow 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+ Arrow 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	<p>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.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>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.</p> <p>(This feature is not available in all Windows applications.)</p>

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, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
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 Help Keys)

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.
Arrow 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.

