

File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Print</u>	Prints a document.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Exit</u>	Exits QnA.

Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Question/Answer</u>	Prints the answers to the questions entered in the text window

View menu commands

The View menu offers the following commands:

<u>T</u> oolbar	Shows or hides the toolbar.
<u>S</u> tatus <u>B</u> ar	Shows or hides the status bar.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Help Topics</u>	Offers you an index to topics on which you can get help.
<u>About</u>	Displays the version number of this application.

New command (File menu)

Use this command to create a new document in QnA.
You can open an existing document with the Open command.

Shortcuts

Toolbar:



Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document in a new window.

You can create new documents with the New command.

Shortcuts

Toolbar:



Keys: CTRL+O

File 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:

QnA is the correct file type for this program.

Save command (File menu)

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

Save As command (File menu)

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

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 256 characters including the extension. QnA adds **.qna** as the default extension.

1, 2, 3, 4 command (File menu)

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.

Exit command (File menu)

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

Shortcuts

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



Keys: ALT+F4

Undo/Can't Undo command (Edit menu)

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

Shortcuts

Keys: CTRL+Z or
 ALT-BACKSPACE

Cut command (Edit menu)

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

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

Shortcuts

Toolbar:



Keys: CTRL+X

Copy command (Edit menu)

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

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

Shortcuts

Toolbar:



Keys: CTRL+C

Paste command (Edit menu)

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

Toolbar:



Keys: CTRL+V

Question/Answer (Edit menu)

Use this command to print answers to the questions listed in the text window. For more information, refer to the [step-by-step](#) instructions.

Toolbar command (View menu)

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

Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in QnA,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
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Open a new document.



Open an existing document. QnA displays the Open dialog box, in which you can locate and open the desired file.



Save the active document or template with its current name. If you have not named the document, QnA displays the Save As dialog box.



Print the active document.



Answer the questions in the active document.



Remove selected data from the document and stores it on the clipboard.



Copy the selection to the clipboard.



Insert the contents of the clipboard at the insertion point.

Status Bar command (View menu)

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.

Status Bar



The status bar is displayed at the bottom of the QnA window. To display or hide the status bar, use the Status Bar command in the View menu.

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.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

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

Context Help command



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

Shortcut

Keys: SHIFT+F1

Title Bar



The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the QnA window to an icon.


Shortcut

Mouse: Click the minimize icon  on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

QnA Main window

This is the main window for the QnA program. For more information about using the program, see the [step-by-step](#) instructions.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:



Keys: CTRL+P

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.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

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.

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.

Print Setup command (File menu)

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.

Page Setup command (File menu)

<< Write application-specific help here. >>

Creating the Questions

The QnA program provides you with a way to inspect your computer that is fast and simple. To operate the program, just type your questions in the main text window like this:

Q: speed of main processor

Q: number of processors

Q: vendor name of main processor

Remember to type "Q:" before each query. You may wish to refer to the BigFix documents **Authoring Fixlets** and **The Windows Inspectors** for the appropriate phrasing of the questions. Each question must be a valid Inspector.

When you have your list, move on to step 2.

Getting the Answers

After you have typed your questions, you are ready to get the answers back. Simply click on the Q/A button on the toolbar, or select Question/Answer from the Edit menu.

The program will query your computer and post each answer directly beneath the question in the following format:

Q: speed of main processor
A: 165000000 hertz

Q: number of processors
A: 1

Q: vendor name of main processor
A: GenuineIntel

Note that a line starting with "A:" contains the result of the query, followed by a blank line. If there were any "A:" lines in the text window, they will be removed. If there is no "A:" line following the query line, the result couldn't be obtained for the following reasons:

- 1 **Syntax Error**
- 2 **One or more of the objects referenced don't exist on this system**
- 3 **The result could not be cast as a string**

For more information about these errors, consult the BigFix documents *Authoring Fixlets* and *The Windows Inspectors*.

You can also ask questions that result in multiple answers. For example, if the Acrobat(tm) reader is installed on your machine and you write the line:

Q: names of files of parent folder of regapp "Acrord32.exe"

You will get the following output:

Q: names of files of parent folder of regapp "Acrord32.exe"
A: DelsL1.isu
A: Readme.wri
A: ACROBAT.PDF
A: ACROFX32.DLL
A: AcroPS16.dll
A: AcroPS32.dll
A: LICENSE.PDF
A: COMPAT.EXE
A: AcroRd32.exe
A: rdlang32.dll

