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Program Overview (General Information)

What is the Purpose of askSam?

Very often, the difference between mere data and useful information involves two basic considerations:
- The amount of time required to isolate the needed data; and
- The ability to present the results in a meaningful manner.

These two concepts are fundamental to askSam's overall design.   By reducing the time you might otherwise spend searching through files, notes, documents, reports, and other data, askSam frees you to put your information to real use.   askSam further increases the value of your information by allowing you to present it in the manner most appropriate to your specific needs.   Helping you take your data into the realm of information -- that's what askSam is all about.

Data Versus Information Management

Traditionally, different programs have clouded the distinction between data and useful information.   As their name suggests, databases usually offer a very limited ability to go beyond the data (such as names and addresses) which conform to their rigid structures.   Word processors, on the other hand, present data in single-purpose freeform documents but lack the flexibility needed to extract information on a broad multiple Document basis.   Personal Information Managers generally promise to combine both freeform and structured data to yield useful information.   However, when your data departs from the usual meetings, addresses, and notes which these programs are designed to manage, they begin to reveal their inherent limitations.

askSam recognizes that your data can become useful information only when it is being managed by a system which places its priority on flexibility.   The simple fact is you are faced with both structured and freeform data every day.   True information management must give you the ability to use this diverse data in a manner which addresses your changing needs both now and in the future.

What is askSam?

As a Windows application, askSam provides you with a unique array o features that actually span several software categories yet can be accessed from within a familiar intuitive environment.   Whether you choose to use the Tool Bar, the Pull-Down Menu System, Keyboard Commands, or the Command Line, askSam for Windows is ready to redefine computerized Information Management in your terms.

Uses as a database, askSam manages structured information, sorts fields, and generates reports, but without the usual limitations found in a traditional database.   askSam never restricts you to a predefined structure with fields of a specified length (a field can be one word, a paragraph, or ten pages of text). asksam can then perform complex searches involving multiple words and fields -- even in memos or notes.   In addition, the Report Writer will enable you to present the results of your searches in a manner which best suits your needs.

Uses as a Word Processor, askSam allows you to create and edit correspondence, faxes, memos, and other documents taking full advantage of the Windows environment.   Everything from the ability to use a variety of fonts and alignment schemes to a full search and replace facility is available.   Since you can group related documents together within a single file, it is possible to go back later and extract information from one or more documents and use it in a variety of ways.   askSam also allows you to import documents from other word processors and access them using the many features of askSam's versatile search engine.

Used as a Text Retrieval system, askSam gives you the ability to conduct powerful Boolean or proximity searches to locate very specific information within your documents.   Since even freeform text has an inherent structure (words, lines, sentences and paragraphs) which askSam can use in these queries,

you will be able to extract, sort and generate reports on data which other programs can only treat as blocks of text.

Simple stated, askSam for Windows fulfills its purpose by offering a design which is as dynamic and flexible as your information and management style.

Welcome to askSam -- Your personal window on Information Management.

askSam for Windows Network Version

Using askSam in a Network Environment
In order for multiple users to search, edit, and add to a database, you will require the network version of askSam. You can contact our Customer Service Department at 800-800-1997 for information on upgrading a single user version to a network version of askSam.

Using the network version of askSam is the same as using the single user version except that the network version supports record locking, allowing users to work in the same database simultaneously.

Opening Files in the askSam Network Version
In the askSam network version, you can open files either in a Shareable or an Exclusive mode.

Shareable mode allows multiple users to simultaneously search, edit and add information to a database. When a user edits a document, that document is automatically locked, preventing other users from editing that document at the same time. As a default, askSam opens files as Shareable.

Exclusive mode limits access to a database to only one user. Other users are denied access until the user who opened the database in Exclusive mode closes the database.

Certain functions require an Exclusive access level:

- Packing a file
- Creating or editing reports
- Editing an Entry Form
- Save As
- Executing a Global Replace
- Defining a Password for a file

If an attempt to perform one of these functions takes place while another user is accessing the same file, an error message will occur.

Tip: When working with files that others will not be accessing, use the Exclusive access option. When in Exclusive mode, askSam is faster.

Notes
- When creating a new file, it is created in Exclusive mode. The file must be closed before other users can enter the file.

- A *File Edit* password can be defined to protect a file. This would only allow users with the password to edit the file. Other users would only be able to access the file in a *read-only* mode.

- You can modify askSam to have the OPEN dialog default to an Exclusive option instead of Shareable when opening askSam files. To set this option, open an askSam file and see the OPTIONS -> GLOBAL PREFERENCES menu. Change the Default File Setting to Exclusive.

Exiting askSam (Important)
It is important to properly exit askSam by choosing FILE -> CLOSE. If   a document is locked and the computer is turned off   without first exiting askSam, that document will remain locked the next time you access the file. To remove any incorrectly locked documents, choose FILE -> PACK to pack the file.

New command (File menu)

Use this command to create a new file in askSam.   You can open an existing file with the <u>Open</u> command.

Shortcut

Toolbar:
Key Stroke: Ctrl+N

Dialog Box Options

File Name:
Enter a name for the new file.

Use Template:
Select a template to structure your new file. Select NONE to create an empty file.

NOTE: askSam comes with standard templates for a variety of tasks: contact management, writing faxes, clippings, a calendar file. New templates will continually be added and existing ones updated. The README file contains an up-to-date list of the templates and a brief description of each.

Directories and Drives
Select the Drive and Directory for the new file if it is not the currrent directory.

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See also
<u>Close</u> command (File menu)
<u>Open</u> command (File menu)
<u>Save</u> command (File menu)
<u>Save As</u> command (File menu)

Open command (File menu)

Use this command to open an existing file in askSam.   You can create a new file with the <u>New</u> command.

Shortcut

Toolbar:
Key Stroke: Ctrl+O

Dialog Box Options

File Name
Type or select the name of the file you want to open.

List of File Type
Select the format of the file you want to open.   Click the down arrow to view the available file formats.

Directories
Select the directory from which you want to open the file.

Drives
Select the drive from which you want to open the file.

Read Only
Click the box to open the file in Read Only Mode.   Files opened as Read Only cannot be edited.

The following options appear only in the Network Version.

Exclusive
Click the button to open the file in an Exclusive Mode. Files are opened to allow access to only one user. Other users are denied access until the file is closed.

Shareable
Click the button to open the file in a Shareable Mode. Files are opened to allow multiple users to simultaneously search, edit and add information.

Note
As a default, files are opened as Shareable.

When working with files that others will not be accessing,
use the Exclusive access option. In exclusive mode, askSam is faster.

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See also
<u>Close</u> command (File menu)
<u>New</u> command (File menu)
<u>Save</u> command (File menu)
<u>Save As</u> command (File menu)
<u>Network Version</u>

Save As command (File menu)

Use this command to save the current file with a new name, format or location.

Note: To save a file with its existing name, format, and location, use the <u>Save</u> Command.

Shortcut

Toolbar:

Dialog Box Options

File Name
Type or select the name of the file you want to save.

List of File Type
Select the format of the file you want to save.   Click the down arrow to view the available file formats.

Directories
Select the directory in which you want to store the file.

Drives
Select the drive in which you want to store the file.

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See also
<u>Close</u> command (File menu)
<u>New</u> command (File menu)
<u>Open</u> command (File menu)
<u>Save</u> command (File menu)

Save command (File menu)

Shortcut

Toolbar:

Key Stroke: Ctrl+S

Use this command to save the current file with its existing name, format, and location. If you are working with a new file, you must specify the file name, format and location.

Note: To save an existing file with a specified name, format, and location, use the <u>Save As</u> command.

Dialog Box Options

File Name
Type or select the name of the file you want to save.

List of File Type
Select the format of the file you want to save.   Click the down arrow to view the available file formats.

Directories
Select the directory in which you want to store the file.

Drives
Select the drive in which you want to store the file.

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See also
<u>Close</u> command (File menu)
<u>New</u> command (File menu)
<u>Open</u> command (File menu)
<u>Save As</u> command (File menu)

OCR (File Menu)

The ReadIris OCR Module is a powerful intelligent Optical Character Recognition (IOCR) system which lets you scan documents directly into an askSam database.

To scan resumes, papers, articles, or other documents into askSam make sure you are in the document where you want to scan the information. Choose File -> OCR.

Dialog Options

Scanner/File   Determines if you are scanning from your scanner or from a TIFF file.

Unformatted/Formatted   Unformatted scans in texts without any formatting information. Formatted scans in text with paragraph and indentation formats.

Auto Page Analysis   When Auto Page Analysis is checked, the text and graphics blocks are automatically detected and sorted. If this option is not checked, you can manually select the areas you wish to OCR and the order in which they are scanned.

# of Pages to Scan   If you plan to scan more than a single page into an askSam document, enter the number of pages you will scan in this field.

Learn Mode   When checked, ReadIris displays any doubtful characters for your approval. This feature lets you teach ReadIris to recognize unusual or poorly printed characters.

Keep OCR Loaded   After you finish scanning a document with the ReadIris OCR Module, askSam automatically removes ReadIris from memory. If you plan to scan many documents, you can check this option, and ReadIris will remain loaded after the text is scanned. This will save time when you scan the next document.

Change OCR Dictionary   If you run ReadIris on many documents of the same type, you can define specific font dictionaries for these documents. You can store learned characters in these dictionaries. This will save you time when you scan similar documents. The Append/New options let you choose whether you will create a new dictionary or append entries to an existing dictionary. As a default setting, the ASKSAM.DUS is loaded as your dictionary.

1. Choose the appropriate options and choose OK to begin scanning your document. The ReadIris OCR Module is loaded. Follow the instructions in the ReadIris User's Guide for scanning information.

2. When you've completed scanning and recognizing the information, you return to askSam, and the information is automatically inserted in your Document.

Page Setup command (File menu)

Use this command to change margins, paper source, paper size, and the direction the text appears on the page for any section of your document or file.

Dialog Box Options

Options
Select the range for the Page Setup command.
File Settings   Sets the default page setup settings for the current file.
Document Settings   Sets the default page setup settings for the current document.

Margins
Displays the Margins options.
Top   Specifies the distance between the top of the page and the top of the first line of the page.
Bottom Specifies the distance between the bottom of the page and the bottom of the last line on the page.
Left   Specifies the distance between the left edge of the page and the left end of each line.
Right   Specifies the distance between the right edge of the page and the right end of each line.

Orientation
Displays the options for setting the direction you want the text to appear on the page.
Portrait
Landscape

Header
Use this option to insert text at the top of every page in a document or file.

Footer
Use this option to insert text at the bottom of every page in a document or file.

Print Setup command (File menu)

Use this command to select a printer and a printer connection.   The default printer for askSam is the printer defined in the Windows Control Panel.

Dialog Box Options

Printer   Select the printer you want to use; only installed printers appear.   You install printers and configure ports through the Windows Control Panel.
Default Printer   Selects the default printer as defined in the Windows Control Panel.
Specific Printer Selects a printer and printer connection other than the default printer.   All installed printers will appear in the Specific Printer list.

Orientation
Select the direction you want the text to appear on the page.
Portrait
Landscaped

Paper
Select the paper size you want to use.

Options
Select the dithering, intensity control and print quality for your print job.
Dithering
Intensity Control
Print Quality

_____
See also
Print command (File menu)

Print command (File menu)

Use this command to print the current document, file, selected document(s), report, or pages of a document.

Shortcut

Toolbar:
Key: Ctrl+P

Dialog Box Options

Print Range	Select the range of the print job.
Current Document	Prints the current document. The default setting.
All Documents	Prints all documents in the current file.
Selected Documents	Prints documents selected using the Multiple Search Dialog Box.
Report	Prints the output of a Report created with the askSam Report Writer. The Run Report Dialog Box will appear.
Pages	Prints a range of pages of the current document. After selecting this option, type the page numbers in the FROM and TO boxes.

Print Quality
Changes the quality of the graphic images.

Note: This option is printer dependent and is not available for all printers.

Copies
Use this option to prints multiple copies of the print job.   The default setting is 1.

Setup
Use this option to select a printer and a printer connection.   See the Print Setup command for more information on the Print Setup Dialog Box.

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See also
Print Setup command (File menu)

Import command (File menu)

Use this command to import text, documents or files into an askSam file.

Shortcut

Toolbar:

Dialog Box Options

File Name
Type or select the name of the file you want to import.

File Type
Select the format of the file you want to import.   Click the down arrow to view the available file formats.

Text Only	(*.TXT)ASCII text files. Imported without word wrap or tabs
Text Formatted	(*.TXT)ASCII text files. Imported with word wrap and tabs.
askSam DOS	(*.TXT)Format for exchanging data between the DOS and Windows versions of askSam. Also useful for transferring information between askSam for Windows files. This format retains Document Boundaries between askSam Documents.
CompuServe	Information Manager Files from the CompuServe Information Manager - *.ART, *.MSG, *.NWS, *.PLX, *.THD.
Comma Separated	(*.TXT) Data separated by commas. Use this format to import data from spreadsheets and other databases.
dBASE Files	(*.DBF)dBASE III, III+ and IV files. This format allows the Importing of structured information from dBASE compatible databases (including FoxPro and Clipper). It also imports memo fields associated with these databases.
Fixed Position	(*.TXT) Data stored in fixed column positions. Use this format to import data from spreadsheets and other databases.
Lexis/Nexis	(*.TXT) Files from Mead Data's On-Line systems Nexis (news articles) and Lexis (legal rulings)
RTF Files	(*.RTF)Rich Text Format files used to exchange formatted information (including .BMP Graphics.)
Tab Delimited	(*.TXT)Data separated by tabs. Use this format to import data from spreadsheets and other databases.
Word for Windows (6.0)	(*.DOC)Microsoft Word for Windows 6 files with formatting.
WordPerfect 5.X	(*.*)WordPerfect version 5 files with formatting.
WordPerfect 6.0	(*.WPD)WordPerfect version 6 files with formatting.

Directories
Select the directory from which you want to import the file.

Drives
Select the drive from which you want to import the file.

Select all
Click on this option to import all the files of the specified type and in the specified location.

Set Options
Use this option to define a document delimiter and location within your askSam file.

Append Location   Adds the imported text to a specified location within your askSam file.

End of File	Adds the imported text to the end of the current file.
End of Current Document	Adds the imported text to the end of the current document.
After Current Document	Adds the imported text in a new document inserted located directly after the current document in the current file.
After Tagged Document	Adds the imported text in a new document located directly after the tagged document in the current file.

Automatic Field Recognition

Auto Field Recognition recognizes fields in imported information. In the Import Dialog Box choose the SET OPTIONS button and select the Auto Field Recognition option. Field Recognition takes place immediately after your import is complete. You can also access Auto Field Recognition by choosing TOOLS -> AUTO FIELD RECOGNITION.

Document Delimiter

Sets the delimiter for the imported text.

No Delimiter	The entire file you import is stored in askSam as a single document.
Blank Line	Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.
Character(s)	Allows you to define one or two characters which askSam will use as a delimiter to separate imported text into multiple documents.
Page Break	Divides the file you import into askSam Documents wherever hard page breaks are encountered.
Lines	Lets you specify a number of lines as a delimiter. askSam creates a new Document each time the specified number of lines is imported.
String	Allows you to enter a string of characters which askSam will use to separate imported information into multiple Documents. The character string can contain 256 characters. Pressing ENTER inserts a CR/LF (carriage return / line feed) into the string. The Remove Delimiter String option lets you remove the Delimiter String from the imported information.

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See also
Importing Information (Step-by-step Instructions)
Export command (File menu)

Export command (File menu)

Use this command to export the current document, entire file, tagged document, selected document(s), or report.

Export sub-Menu Options

Current Document
Exports the current document.

Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Files	(*.TXT)ASCII text file.
askSam DOS	(*.TXT)Format for exchanging data between the DOS and Windows versions of askSam. It is also useful for transferring information between askSam for Windows files. This format retains the Document boundaries between askSam Documents.
askSam for Windows	(*.ASK)Creates a new .ASK file from the Exported information.
Comma Separated Values	(*.TXT)Comma separated values can be used to Export data for Mail Merge with a word processor or for use with most database programs.
RTF Files	(*.RTF)RTF files can be used to exchange formatted information (including .BMP Graphics.)
Tab Delimited	(*.TXT)Data separated by tabs. Use this format to export data for Mail Merge with a word processor or for use with most database programs.
Word for Windows 6.0	(*.DOC)Microsoft Word for Windows version 6 with formatting.
WordPerfect 6.0	(*.DOC)WordPerfect version 6 with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options - Document Delimiter
Use this option to define a document delimiter.

No Delimiter	Exports the file without inserting a delimiter between Documents. This is the Default Setting.
Blank Line	Inserts a Blank Line after each Document that is Exported.
Page Break	Outputs a Page Break after each Exported Document. If you are exporting to TXT an ASCII 12 character is used as the page break character.
String	Allows you to define a character string to output as a delimiter between Documents.

Entire File
Exports the current file.

Dialog Box Options

(See above)

Tagged Document
Exports the tagged document.

Dialog Box Options
(See above)

Select Document(s)
Exports documents you select using the askSam Multiple Search Request Dialog Box.   See <u>Multiple Search Request</u> command (Actions menu)

Dialog Box Options
(See above)

Report
Exports the output of a specified Report.

Dialog Box Options

Report Name
Type or select the name of the report you want to run.

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See also
<u>Exporting Information</u> (Step-by-step Instructions)
<u>Import</u> command (File menu)

Pack command (File menu)

Use this command to permanently remove deleted documents and reclaim fragmented space.   Packing should be done periodically to decrease file size and speed searches.

Undelete command (Edit menu)

Use this command to restore deleted text to its original position in the current document.

Shortcut

Key: Ctrl+Z

Cut command (Edit menu)

Use this command to remove selected text or a graphic from a document and put it in the Clipboard. This command is not available if you have not selected text or graphics.

Note: Cutting text or graphics to the Clipboard replaces the contents previously stored in the Clipboard.

Shortcut:

Keys: Ctrl+X

Toolbar: ![cut icon]

_____
See also

Copy command (Edit menu) ![copy icon]

Paste command (Edit menu) ![paste icon]

Copy command (Edit menu)

Use this command to copy selected text or a graphic from a document and put it on the Clipboard.   This command is unavailable if you have no selected text or graphics.

Note: Copying text or graphics to the Clipboard replaces the contents previously stored there.

Shortcut:

Keys: Ctrl+C
Toolbar:

_____
See also

Cut command (File menu)
Paste command (File menu)

Paste command (Edit menu)

Use this command to insert a copy of the Clipboard contents at the cursor position. This command in unavailable if the Clipboard is empty.

Shortcut

Keys: Ctrl+V

Toolbar:

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See also

Cut command (Edit menu)

Copy command (Edit menu)

Delete command (Edit menu)

Use this command to remove the selected text or graphic from the document.

Note: To restore the deleted text to its original location, use the <u>Undelete</u> command.

Shortcut

Keys: Del

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See also
<u>Selecting Text</u> (Using the askSam Word Processor)

Paste Special command (Edit menu)

Use this command to paste an existing object or graphic into the current document without having it linked to a source file in a Server Application.

Note: To enable updating the object, use the <u>Paste Link</u> command.

Dialog Box Options

Data Type
Select the type of information you are pasting.

Paste
Inserts the object or graphic without creating a link to the source file in the server application.

Paste Link
Inserts a link to the server application and its data into the document.

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See also
<u>Paste Link</u> command (Edit menu)

Paste Link command (Edit menu)

Use this command to insert an OLE Link in the current askSam document to information in another application.

_____
See also
Paste Special command (Edit menu)

Find command (Edit menu)

Use this command to search for a word or phrase in the current document.

Shortcut

Keys: Shift+F3

Dialog Box Options

Find What
Type or select the word or phrase you want to search for.

Match Case
Click on the box to define the Find search as case sensitive.

Find Next
Click on the Find Next Button to search for the next occurrence of the word or phrase in the current document.

Cancel
Click on the Cancel Button to stop the Find search at the current position in the document.

Note: To reexecute the last Find search request, press F3.

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See also
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Repeat Last Find

Repeat Last Find command (Edit menu)

Executes the last Find search request.   See the <u>Find</u> command (Edit menu)

Shortcut

Keys: F3

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See also
<u>Boolean Search</u>
<u>Search in Field</u>
<u>Numeric Search</u>
<u>Proximity Search</u>
<u>Date Search</u>
<u>Multiple Search Request</u>
<u>Search Multiple Files</u>
<u>Hyper on Selected</u>
<u>Hyper on File</u>

<u>Find</u>
<u>Repeat Last Find</u>

Replace command (Edit menu)

Use this command to replace text in the current document with specified text.

Dialog Box Options

Find What
Type or select the word or phrase you want to replace.

Replace With
Type or select the word or phrase you want inserted in the document.

Match Case
Click the Box to define the Replace search as case sensitive.

Find Next
Click the Find Next Button to find the next occurrence of the word or phrase you want to replace.

Replace
Click the Replace Button to replace a single occurrence of the text in the document.

Replace All
Click the Replace All Button to replace every occurrence in the document.

_____
See also
Global Replace command (Edit menu)

Global Replace command (Edit menu)

Use this command to change specified text to a newly specified text in the every document in the current file.

Dialog Box Options

Find What
Type or select the text you want to replace in the file.

Replace With
Type or select the text you want inserted in file.

Match Case
Click the Box to define the Global Replace search as case sensitive.

All occurrences per document
Click the Box if you want to replace all occurrences of the text in each document in the current file. askSam's default setting is to replace only the first occurrence of the text in each document in the file.

Replace
Click the Replace Button to replace a single occurrence of the text in the file.

Replace All
Click the Replace All Button to replace every occurrence in the file.

Only in Selected Documents
The Multiple Search Dialog will appear, and you can define a Search Request. The Global Replace will only be executed in the Documents selected by the Search Request.

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See also
Replace command (Edit menu)
Multiple Search Dialog

Stamp command (Edit menu)

Use this command to insert the time, date, and weekday in the current document.
To modify the time and date formats, use the Date/Time Formats command (Options menu).

Note: askSam uses the system time and date.

Shortcuts

Toolbar:

      Time

Date

Keys:
Date   Ctrl+D
Time   Ctrl+T

Stamp sub-Menu Options

Date
Inserts the system date in the current document at the cursor position.

Time
Inserts the system time in the current document at the cursor position.

Weekday
Inserts the system weekday in the current document at the cursor position.

Insert Object command (Edit menu)

Use this command to insert a new object in the current document.   To insert an existing object in the current document, use the Paste or Paste Special commands.

Dialog Box Options

Object Type
Type or select the type of object you want to insert.   The appropriate server application will open to allow you to create the object.

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See also
Links command (Edit menu)
Object command (Edit menu)

Entry Form command (Edit menu)

Use this command to turn the Entry Form Editor ON.   This enables you to create an entry form for your file, or to edit an existing entry form.   To turn the Entry Form Editor OFF and save the Entry Form, choose the Entry Form command again.

Note: If no Entry Form has been defined for the current file, a blank document will appear for you to create the Entry Form.   If an Entry Form exists for the current file, the Entry Form will appear for you to edit.

Data Entry Mode
When you turn the Entry Form Editor you are prompted to save changes. In the save changes box is an option to Turn On Data Entry Mode. If marked the current askSam file will default to data enrty mode. If the data entry box is not marked the file will default to a word processing mode.

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See also
Add w/Entry Form command (Document menu)

Display (View Menu)

Allows you to increase your Work Space by selectively hiding various sections of the screen.

Changing The askSam Screen

From the View Menu, you can choose to remove any of the following:
> Tool Bar
> Format Bar
> Command Line
> Status Bar
> Ruler

To hide (or restore) the various sections of the askSam screen:

The dialog lists the removable sections of the askSam screen. Select the screen sections you want to change and choose OK. The askSam screen changes to reflect your selection.

NOTE: askSam defaults to having all screen sections ON.

Hypertext Link (View menu)

If selected, this option will execute a hypertext link.

Shortcut

Keys: CTRL-ENTER

Move the cursor onto the Linked word or phrase (the green underlined text). Press CTRL+ENTER (or choose VIEW -> HYPERTEXT LINK)

One of three things will happen depending on the type of link you defined:

1. You will jump to another location.
2. A Report will be run.
3. An askSam Menu Command will be executed.

_____
See also
History command (View menu)
Backtrack command (View Menu)

History (View menu)

To Display a List of the Previous Hypertext Links (History):

The Hypertext History Dialog Box will appear. This dialog contains a list of the Hypertext Links you've used during this session with askSam.

Select the name of a Hypertext Link and choose OK.
You will return to the Hypertext Link you selected.

_____
See also
Hypertext link command (View menu)
Backtrack command (View Menu)

Backtrack (View menu)

If selected, you will return to the previous Hypertext Link.

_____
See also
Hypertext link command (View menu)
History command (View Menu)

Bookmark (View menu)

Use this command to view a bookmark

Shortcut

Keys: Ctrl + F2

This dialog contains a list of all the Bookmarks in the active file. Select the name of the Bookmark you wish to view and choose the OK button. You jump to the line containing the selected Bookmark.

_____
See also
Set Bookmark command (Document menu)

Next command (View menu)

Use this command to move to the next document in the current file.

Shortcut

Toolbar: ▶
Keys: Alt + PgDn

_____
See also
Previous command (View menu)
First command (View menu)
Last command (View menu)

Previous command (View menu)

Use this command to move to the previous document in the current file.

Shortcut

Toolbar: ◄
Keys: Alt + PgUp

_____
See also
Next command (View menu)
First command (View menu)
Last command (View menu)

First command (View menu)

Use this command to move to the first document in the current file.

Shortcut

Toolbar:
Keys: Alt + Home

_____

See also
Next command (View menu)
Previous command (View menu)
Last command (View menu)

Last command (View menu)

Use this command to move to the last document in the current file.

Shortcut

Toolbar: ⏭
Keys: Alt + End

_____
See also
Next command (View menu)
Previous command (View menu)
First command (View menu)

Go to Tagged command (View menu)

Shortcuts

Toolbar:

Use this command to move to the tagged document in the file.

Note: To tag a document, use the Tag command (Documents menu).

_____
See also
Tag command (Document menu)

Zoom Out (Tool Bar)

Reduces the document one level.

_____
See Also
Zoom In (Tool Bar)
Zoom Command (View Menu)

Zoom In (Tool Bar)

Magnifies the document one level.

_____
See Also
Zoom Out (Tool Bar)
Zoom Command (View Menu)

Zoom command (View menu)

Use this command to enlarge or reduce the current document on the screen.

Shortcuts

Toolbar:

Zoom In

Zoom Out

Dialog Box Options

Magnifications
Select the magnification you want for the document.

200%   Magnifies the document 200 percent of its original size.
100%   Returns the document to its original size. This is the default setting.
75%   Reduces the document to 75 percent of its original size.
50%   Reduces the document to 50 percent of its original size.
25%   Reduces the document to 25 percent of its original size.
Custom Use this option to designate a specific magnification for the document. Type the magnification
        level you want in the Box.

Search Multiple Files (Actions Menu)

Allows you to search a group of askSam files.

Dialog Options

Files to Search
Displays the selected files to be searched.

Search
Allows you to build a search using the Multiple Search Request Dialog Box

Add Files
Select the files to include in the search

Remove
Remove a file from the list of files to search

Remove All
Removes all files from the list of files to search

_____
See Also
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Boolean Search command (Actions menu)

Use this command to construct a multiple word search request to search in the current file, using the Boolean operators And, Or, Not.

Dialog Box Options

Word or Phrase
Type or select the word or phrase you want to search for in the current file.

Boolean Operators
Select the Boolean operator you want to use to connect the words or phrases in your search request.
Note: If no Boolean operator is selected, an implied And is used to connect the search request.

Search List
Displays the search request as you construct it.

Add   Enters another word or phrase and the Boolean operator you want to use in the search request.

Replace Replaces a word, phrase, or Boolean operator that you select in the Search List.

Clear   Removes the word, phrase, or Boolean operator that you select in the Search List.

Clear All Removes all word, phrases, and boolean operators in the search list

Move Up Moves a word or phrase and its boolean operator up one line in the Search List

Move Dn Moves a word or phrase and its boolean operator down one line in the Search List

Priority in Boolean Searches
In both the Boolean Search Dialog and the Multiple Search Request Dialog the searches you define are inserted in a Search List. The first item you define is first in the list, and the rest are added to the end of the list. The entries in a Search List are executed from top to bottom. This means that the first item in your search list is the first to be searched for when askSam executes the search.Complex searches (searches containing AND and OR operators) at times require a way to denote priority. In askSam you define how items in a search are grouped and prioritized by including or not including the Boolean operator AND. Entries in your search list that do not contain an AND and are not followed in the next line by an OR or AND are always required.

_____
See also
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Search in Field command (Actions menu)

Use this command to search for documents in the current file that contain a specific word or phrase in a specific field.

Dialog Box Options

Word or Phrase
Type or select the word or phrase you want to find in the current file.

in Field
Type or select the field in which you want to search for the word or phrase.

Multi-line Field
Click on this box if the field in which you are searching contains more than one line.

Empty
Lets you search for Documents where a field is empty.

Not Empty
Lets you search for Documents where a field is not empty.

Note: The default setting is that the field is a single line.   The end of a multi-line field is a closing bracket ( ]) or the end of the document.

_____
See also
Boolean Search
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Numeric Search command (Actions menu)

Use this command to search for documents in the current file based on a numeric comparison of fielded information.

Dialog Box Options

Select Documents with Field
Type or select the field in which you want to search.   It must be a field containing a numeric value.

Numeric Operator
Type or select the numeric operator that you want to use in your search request.

Numeric Value
Type the numeric value you want to use in your search request.

_____
See also
Boolean Search
Search in Field
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Proximity Search command (Actions menu)

Use this command to search for two words or phrases occurring within a specified proximity of one another in a document in the current file.

Dialog Box Options

Word or Phrase 1
Type or select the first word or phrase of the search.

Qty
Type a number in the quantity field to define the relationship between the words or phrases in the search. Leave the Qty Box blank if you want the words or phrases to appear in the same Sentence, Line, or Paragraph.

Structure
Select a structural unit for the search
Word(s)   Defines the search unit as a specified number of Words.
Lines(s)   Defines the search unit as a specified number of Lines.
Sentence(s) Defines the search unit as a specified number of Sentences.
Paragraph(s) Defines the search unit as a specified number of Paragraphs.

Direction
Select the direction for the search condition.
Before   Searches for the first word or phrase to appear before the second word or phrase, as defined by the search condition.
On either side of   Searches for the first word or phrase to appear on either side of the second word or phrase, as defined by the search condition.
After   Searches for the first word or phrase to appear after the second word or phrase, as defined by the search condition.
In the same structure as Searches for the first word or phrase to appear in the same specified structure (ie. paragraph, sentence etc.) as the second word or phrase, as defined by the search condition.

Word or Phrase 2
Type or select the second word or phrase of the search.

Options
Click on the Options Button to further modify the Proximity Search.

Proximity Type
Word or Phrase   Searches the entire text of each document in the current file.
First word of each document Limits the search to a word or phrase in the first word, sentence, line, or paragraph of a document in the current file.

Output Form
Document   Output the the entire document matching the proximity selection. This is the default.
Selected Structure Output only the structure containing the proximity selection.

_____
See also

Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Sort command (Actions menu)

Use this command to arrange the documents in the current file in a specified order. You can Sort alphabetically, by number, or by date.

Dialog Box Options

Field List
Type or select the name of field you want to use for the Sort.

Field Type
Select the field type.
Text   Sorts text in alphanumeric order.
Date   Sorts fields containing dates.
Numeric   Sorts fields containing numbers.

Modifiers
Defines a modifier for the Sort.
Ignore Upper/Lower Case If selected the sort will not be case sensetive.
Descending   Places the Sort list in a descending order.
Ignore Articles   Ignores the words "A", "An", and "The" when Sorting.
Sort on Last Word   Sorts on the last word in a field.

Modifiers - Sort Order
List of the fields and modifiers for your sort as you build the sort.
Add   Adds a field and modifier to the end of the Sort List.
Replace Replaces the selected   field and modifier with the field and modifier you enter.
Move Up Moves a field and modifiers up one line
Move Dn Moves a field and modifiers down one line
Clear All   Removes all fields and modifiers from the Sort List.

Sort by
Select the Sort criteria you want.
Multiple words in field Sorts a field with multiple words in the Sort field.
First word in field   Sorts by the first word in the Sort field.
First word in doc   Sorts by the first word in each document in the current file.

Word Search (Multiple Search Request Dialog)

Enter a word or phrase to search for in the current file.

Multiple Search Request command (Actions menu)

Use this command to combine all of askSam's search functions into a single request. The Multiple Search Dialog Box links the various searches together with Boolean logic.

Dialog Box Options

Selection
Defines the search type you want to execute.

Word   Defines a search for a word or phrase in the current file.

Field   Defines a search for documents in the current file that contain a specific word or phrase in a specified field.

Date   Defines a search for a documents in the current file according to a Date in a field. The categories of Date searches are Single Range, Dual Range, and Comparison.

Numeric   Defines a search for documents in the current file based on a numeric comparison of fielded information.

Proximity Defines a search for two words or phrases occurring within a specified proximity of one another in a document in the current file.

Search List
List the search request as you construct it.

Boolean Operators
Use the Boolean operators, And, Or, Not,   to construct a multiple word search request to search in the current file.

Note: If no Boolean operator is selected, an implied And is used to connect the search request.

Move Up
Click the Move Up Box to move the selected item in the Search List to the position preceding it.

Delete
Removes the selected item in the Search List from the search request.

Clear All
Clears all items from the Search List.

Count selected documents
Counts the number of document in the current file that meet the search criteria.

_____
See also
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Output Fields command (Actions menu)

Use this command to output the contents of any field in the current file.

Dialog Box Options

Field
Type or select the field which contains the information you want to output.

Total Field command (Actions menu)

Use this command to calculate the sum, count and average of numerical data contained within a specific field in the current file.

Dialog Box Options

Field
Type or select the field which contains the numerical value you want to total.

Modifiers
Use the Total Field Modifiers to further define the Total Field command.

List Amounts   Outputs the total and the number from each field used to calculate the total.

First Value Only When a the specified numeric field occurs more than once in the current file, the First Value Only options uses only the value in the first field to calculate the total. The default setting for askSam is to use all the values in calculating the total.

_____
See also
Multiple Search Request command (Actions menu)

Show command (Actions menu)

Use this command to output sentences, lines, and paragraphs which contain specific words or phrases.

Dialog Box Options

Word or Phrase
Type or select the word or phrase you want to locate.

Quantity
Type a number in the Box which determines how many words, sentences, lines, or paragraphs will be output.

Structure
Select a structure for the output.
Word(s)   Outputs the specified number of words in the direction you select.
Line(s)   Outputs the specified number of lines in the direction you select.
Sentence(s) Outputs the specified number of sentences in the direction you select.
Paragraph(s) Outputs the specified number of paragraphs in the direction you select.

Direction
Determines the direction from the specified word or phrase that is output.
Before word or phrase   Outputs the word or phrase immediately preceding the specified word or phrase.
Either side of word or phrase Outputs either the word, line, sentence, or paragraph on either side of the specified word or phrase.
After word or phrase   Outputs either the word, line, sentence, or paragraph immediately after the specified word or phrase.
Containing word or phrase   Outputs the line, sentence, or paragraph containing the specified word or phrase.

Options
Modifies the output from the Show command.
Reformat Output   Click the Box to output the text formatted with the current margins. The default setting is to output the text as it is stored in the document from which it is retrieved.
First Structure of Document Click the Box to output only the first line, sentence, or paragraph of the documents containing the specified word or phrase. The default setting is to output all lines, sentences, or paragraphs of the documents containing the specified word or phrase.

Count Word or Phrase command (Actions menu)

Use this command to count the number of times a specific word or phrase occurs in the current file.

Dialog Box Options

Word or Phrase
Type or select the word or phrase you want to count in the current file.

Count All occurrences of word/phrase
Select this option to count all occurrences of the specified word or phrase in the current file.   The default setting is to count only the first occurence of the word or phrase.

Count # of Documents with word/phrase.
Select this option to count the number of documents in the current file which contain the word or phrase.

Hyper on Selected command (Actions menu)

Use this command to select a word or group of words and execute a Hypertext Search through all the documents in the current file for further occurrences of this text.

Shortcuts

Keys: Ctrl+Y

_____
See also
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on File

Find
Repeat Last Find

Hyper on File command (Actions menu)

Use this command to select a word or group of words and execute a Hypertext Search in any open file in askSam for documents containing these word(s).

Shortcuts:

Keys: Ctrl+F

Dialog Box Options

Current Open File(s)
Select the open file in which you want to conduct the Hypertext Search.

_____
See also
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected

Find
Repeat Last Find

Set Hypertext Link (Document Menu)

Hypertext links can be set to other documents, reports, files or commands. If you want to set a Hypertext Link to jump to another location, you must define a Bookmark at this location. The Bookmark gives your destination a name that Hypertext can link to. To set a Bookmark, you place the cursor in the line where you want the Bookmark and choose DOCUMENT -> SET BOOKMARK. Enter a name for the Bookmark and choose OK.

Shortcuts:

Keys: F4

Dialog Options

Link To:
Current Document   Set a Link to a Bookmark in the current Document.
Current File   Set a Link to a Bookmark in the current File
Other File   Choose this option and then choose the Browse button to select another
                         askSam File. You can set a Link to a Bookmark in this File.
Reports in Current File   Set a Link to a Report in the current File.
Reports in Other File Choose this option and then choose the Browse button to select another
                         askSam File. You can set a Link to a Report in this File.
Menu Commands   Set a Link to any askSam Menu Command.

Bookmarks
Select a Bookmark, Report, or Menu Command and choose the OK Button.
The selected text turns green and underlined. It is now linked. By Double Clicking on it, you jump to the Bookmark, run the Report, or execute the Menu Command.

NOTE: You can set multiple Hypertext Links to a single Bookmark. For example, if you have a Bookmark called "Table of Contents", you can have Hypertext Links in several different places that jump back to this Bookmark.
To edit an existing Hypertext Link, select the green underlined word or phrase and redefine the Link by choosing DOCUMENT -> SET HYPERTEXT LINK.

Each askSam document is limited to 256 hypertext links.
_____
See also
Set Bookmark (Documents Menu)
Bookmarks (View menu)
Hypertext Link (View Menu)

Set Bookmark (Document menu)

Shortcuts:

Keys: F2

Use this command to set a bookmark on a line of a document. Start by placing the cursor in the line where you want the bookmark.

Bookmark Name:
Enter a name for the Bookmark.
Bookmark names can contain letters and numbers. A name may also consist of multiple words.
NOTE:A bookmark is set in the current line. A file may contain an unlimited number of Bookmarks. Each Document in a file may contain up to 256 Bookmarks.

Current Bookmarks
Displays a list of current bookmarks.

Delete
Delete a bookmark

Note
Each askSam document is limited to 256 bookmarks.

_____
See also
Bookmark (View menu)

View Deleted Documents command (Document menu)

Use this command to view the documents that were deleted from the current file.   When a document you want to restore to the file is on the screen, use the <u>Undelete</u> command (Document menu).

Note: Packing a file permanently deletes a document from the file.

Phone Dialer command (Tools menu)

Use this command to automatically dial the selected phone number in the current file.

Shortcut

Toolbar:
Keys: Ctrl+R

Add command (Document menu)

Use this command to add a blank document to the current file.

Shortcuts

Toolbar:
Keys: Crtl+A

Add w/Entry Form command (Document menu)

Use this command to add a document with a predefined Entry Form to the current file.

Shortcuts

Toolbar:
Keys: F5

Delete command (Document menu)

Use this command to remove a document from the current file.   To undelete a document, use the Undelete command (Document menu).

Delete Selection command (Document menu)

Use this command to remove multiple documents from the current file.   To undelete documents, use the Undelete command (Document menu).

Dialog Box Options

See Multiple Search Request (Actions menu).

View Deleted Docs
If checked, askSam will provide a chance to view the documents. You can choose to delete or not delete each document.

Delete Duplicates (Document Menu)

The Delete Duplicates command simplifies finding and deleting duplicate documents in your file. You define which field or fields should not have duplicate entries, and askSam displays any documents where duplication occurs. You then have the option of deleting the duplicate documents.

Dialog Options.

Select Fields
A Dialog Box will appear in which you define the field or fields which should not contain duplicate information in any two documents (for example Name and Telephone fields, or the Title and Author fields).

Field List	List of fields available for comparison in the current file
Add	Select the fields that should not contain duplicate information from the Field List and choose the Add button after selecting each field.
Unique Fields	List of fields selected that should not contain duplicate information.
Replace	Replace a field from the field list with a field in the unique fields list
Move Up	Move a field up one line in the Unique Fields list
Move Dn	Move a field down one line in the Unique Fields list
Clear All	Clear all fields from the Unique Fields list

Duplicates
askSam searches your file for duplicates. If duplicates are found, the first duplicate document will be displayed. The Retrieval Dialog Box appears, and you can move through the duplicate documents by choosing Next and Previous. Choose Delete to delete Documents from your file.

_____

See Also
Delete
Delete Selection
View Deleted Documents
Undelete

Undelete command (Document menu)

Use this command to restore a deleted document to the current file.   To view the documents deleted from the current file, use the <u>View Deleted Documents</u> command (Actions menu).

Tag command (Document menu)

Use this command to remember a document in the current file for quick retrieval.

Note: To retrieve the tagged document, choose the <u>Go to Tagged</u> command (View menu).

Shortcuts

Toolbar:

_____
See also
<u>Go to Tagged</u> command (View menu).

Data Entry command (Document menu)

Use this command to switch between Data Entry Mode and Word Processing Mode. When in Data Entry Mode the word DATA will appear in the status bar.

Shortcut

Keys: Ctrl+E

Line Spacing (Format Menu)

Set the spacing between lines of text.

Options

Single Spacing
1.5 Spacing
Double Spacing

Tabs (Format Menu)

Use this command to define the tabs for the selected text or the line containing the cursor in the current document.   To remove a tab, select the tab measurement for this tab in the Tab Stop Position list and Click the Clear Button from the Tab Dialog Box.

Shortcuts:

Left t

Center ↑

Right ↕

Decimal t.
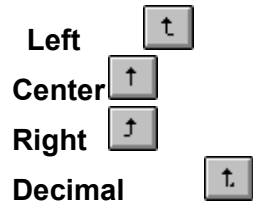
Dialog Box Options

Tab Stop Positions
Type a measurement for the tab you want to define in the current document.

Alignment
Select the justification for the tab.
Left   Justifies the text on the left tab margin.
Center   Center justifies the text.
Right   Justifies the text on the right tab margin.
Decimal Justifies the numeric text on the decimal point.

Set
Defines the tab with the setting you selected.

Clear
Removes the selected text from the Tab Stop Position list.

Clear All
Removes all text from the Tab Stop Position list.

_____
See Also
Setting Tabs (Step by Step Instructions)
Left Tab
Center Tab
Right Tab
Decimal Tab

Indents (Format Menu)

Indents can be set on either the left or right side of the page. You can indent the first line of a paragraph, or you can define a hanging indent. Indents may be set on a line-by-line basis.

Dialog Options

Left
Enter your left indent setting

Right
Enter your right indent setting

Type
None	Indents all selected lines
First Line	Indents only the first line
Hanging	Indents all lines but the first line

By
Defines the number of inches for First Line or Hanging indents

NOTE: Margins and Indents are similar, but they serve different purposes. Margins are set for an entire Document, whereas Indents can be set on a line-by-line basis. Indents are displayed on screen. Margins are not displayed, they only affect printing. Generally, margins are used when you print on different size paper, stationary, or labels. Indents are used to format documents.

Font command (Format menu)

Use this command to define the font type, font size, font style, and color for the selected text or the text entered at the cursor position.

Dialog Box Options

Font
Type or select the Font that you want to use.

Font Style
Type or select the Font style that you want to use (bold, italic, bold italic).

Size
Type or select the size of the Font you want to use.

Effects
Type or select the Font effects you want to use (strikeout, underline).

Color
Type or select the color you want to use.

Sample
Displays an example the Font type, style, size, effect, and color that you selected.

Alignment command (Format menu)

Use this command to align the selected text or the text entered at the cursor position on either the left margin, right margin, or centered between the two margins.

Shortcut

Toolbar:

Left

Center

Right

Sub-menu Options

Left
Aligns the text on the left margin of the current document.

Centered
Aligns the text between the left and right margins of the current document.

Right
Aligns the text on the right margin of the current document.

Subscript (Style Sub-menu)

Changes the highlighted text to a subscript.

_____

Superscript (Style Sub-menu)

Changes the highlighted text to a superscript.

_____

Style command (Format menu)

Use this command to define the font style for the selected text or the text entered at the cursor position.

Shortcut

Toolbar:

Sub-menu Options

Normal
Defines the text as normal script.

Bold
Defines the text as bold script.

Italic
Defines the text as italic script.

Underline
Underlines the text.

Strikeout
Strikes through the text.

Superscript
Makes the text a superscript

Subscript
Makes the text a subscript

Color command (Format menu)

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Single Line Spacing command (Format menu)

Use this command to define the line spacing for the selected text or the text entered at the cursor position in the current document (single, 1.5, and double).   The default setting in askSam is single spacing.

Shortcut

Toolbar:

Sub-menu Options

Single
Defines the line spacing for the text as single space.

1.5 Lines
Defines the line spacing for the text as 1.5 lines.

Double
Defines the line spacing for the text as double.

_____

See also
1.5 Line Spacing command (Format menu)
Double Line Spacing command (Format menu)

Set Page Break command (Format menu)

Use this command to set a manual page break in the current document at the cursor position.   To remove a manual page break, use the Remove Page Break command.

Remove Page Break command (Format menu)

Use this command to remove a manual page break.   Remove a page break, position the cursor immediately above the page break and select Remove Page Break from the Format menu.

Note: To insert a manual page break, use the <u>Set Page Break</u> command (Format menu).

Repaginate command (Format menu)

Use this command to insert automatic page breaks in the current document.   To change the placement of an automatic page break, insert a manual page break before the automatic page break and repaginate the document.

Note: askSam does not automatically display page breaks before printing.   To insure that the page breaks on the screen match those in the actual printout, use the Repaginate command before printing.

Left Tab command (Format menu)

Use this command to define a left tab for the selected text or the line containing the cursor in the current document. When set and the tab key is selected text is left justified at the tab position.

Shortcuts

Toolbar:

To set a left tab
Place the cursor on the line where you want a left tab. Click on the left tab button in the format bar. Click on the position in the ruler where you want a left tab. The left tab is set for the line where the cursor is currently located.

To remove a left tab setting
Select the left tab measurement on the ruler with a mouse and drag it off the ruler.

_____
See also
Tabs (Format Menu)
Right Tab
Center Tab
Decimal Tab

Number Format (Global Preferences)

Customize the sort order of characters.

1000 Separator
Select the character to separate thousands (ie. select comma to have 1,000)

Decimal Separator
Select the character to separate decimals (ie. select a period to have 200.05)

_____
See Also
Global Preferences (options menu)

Currency (Global Preferences)

Change currency symbol and placement.

Symbol Placement
Select style of currency display (ie. $1, 1$)

Symbol
Select currency symbol

_____
See Also
Global Preferences (options menu)

Sort Table (Global Preferences)

Customize the sort order of characters.

Default
Use the default askSam sort table

User Defined
Use a customized sort order

_____
See Also
Global Preferences (options menu)

Customize Button Bars (Options Menu)

Define the buttons you want to include in the format bar and tool bar.

Button Bar
Choose either Format Bar or Tool Bar. Buttons currently on the chosen button bar will appear below.

Available Commands
These are buttons available for you to add to the Format or Tool bar.

Add
Add selected available button to Format or Tool Bar.

Replace
Replace selected Button from Format or Tool Bar with selected button from the Available Commands.

Insert
Add button from available Commands to Format or Tool Bar above the selected button.

Delete
Remove a button from the Format or Tool Bar or from the Available Commands.

Default
Set the Format or Tool Bar back to its original appearance.

File Preferences command (Options menu)

The File Preferences Dialog Box contains options which can be defined for the current file. Defaults for all files can be set using the Global Preferences.

Dialog Box Options

HIGHLIGHT COLORS
Foreground Color Allows you to set the default foreground color for the current file.
Background Color Allows you to set the default background color for the current file.

ADD NEW DOCS TO
End of File   New documents will be added to the end of the current file.
Top of File   New documents will be added to the front of the current file.
After Current Doc New documents will be added after the current document.

FILE FONT
Defines the default font used by all Documents contained in a file. (It will not affect fonts specified using the FONT Dialog Box or the drop-down Font Menu.)

CASE SENSITIVE SEARCHES
If checked, all searches are case sensitive   the case of the word or phrase you enter in a Search must match the word or phrase in the Document.

SHOW ALL MATCHES
If checked, all occurrences of the word you searched for are highlighted. If unchecked, only the first occurrence in a Document is highlighted. This setting also affects field output. If the same field occurs multiple times in a Document, it will be output multiple times when this option is checked. (See the "Output All Occurrences of A Field" in the Report Settings description.)

TURN ON DATA ENTRY
If checked, Data Entry Mode will be active for your file. See the chapter Working with Documents for a description of Data Entry Mode.

SAVE AS DEFAULTS
Check this option if you want to save the current File Preference settings as default settings for new files.

DOCUMENT COUNTER
The ^N command can be inserted into an Entry Form to number Documents as they are added. The Document Counter allows you to reset the number of the next Document added to your file.

FIELD CHAR
Defines which character designates a field. The default setting is the character [(open square bracket). Words ending with this character are treated like fields. For example, Name[or Fax[. If your information contains words ending in another character, and you wish to use these words as fields, define this character as the Field Character. For example, if you have a file containing E-Mail and want to use words such as To:, From:, and Date: as fields, enter a : (colon) as the Field Character.

RULER SETTINGS
Left Ruler   Sets default values for the Left ruler (margin)
Right Ruler Sets default values for the Right ruler (margin)

Note: These settings will only affect New Documents added or imported to your file (not your existing

Documents).

INDENT SETTINGS
Indent Type Sets the type of indent to be used in the current file (First Line or Hanging)
Ruler Indent   Sets the indent distance in inches.

Note: These settings will only affect New Documents added or imported to your file (not your existing Documents).

_____

See also
Global Preferences

Password/Encrypt command (Options menu)

Use this command to prevent access to your files with password protection and text encryption.   To remove a password or text encryption, use the Password/Encrypt command.

Dialog Box Options

File Lock Password
Locks the current file to prevent unauthorized access with a password.   Also allows you to edit or remove an existing password.   The Set Password Dialog Box will appear.

File Edit Password
Locks the current file to prevent editing, but allows read-only access.   Also allows you to edit or remove an existing password.   The Set Password Dialog Box will appear (See above).

Encrypt File
Encrypts the text of the current file to prevent access.   To remove the file encryption protection, reselect the Encrypt File option in the Security Dialog Box.

Set Password
Click here to type new passwords or replace old password

Set Password Dialog Box

Old Password	To edit an existing password, type the existing password to obtain access to the file.
New Password	Type in a new password to replace the existing password.
Retype Password	Retype the password you want to define for the file, either the existing password, or the new password. To verify the password

Date/Time Formats command (Options menu)

askSam allows you stamp the date, time, and weekday into your Documents. The Date/Time Format Dialog Box lets you define the format to use for stamping this information into your Documents.

Dialog Box Options

Date Format
Defines the date format for the current file

Short	If checked, you may select a short date format for the current file.
	MDY 08-18-94
	DMY 18-08-94
	YMD 94-08-18

Separator   Select a date separator: \ (08\18\94), - (08-18-94)

Long	If checked, you may select a long date format for the current file.
	Aug 18, 1994
	August 18, 1994
	18 Aug 94
	18 August 1994

Day	Select a day format for the current file.
	Long Thursday
	Short Thur

Time Format
Defines the time format for the current file.

12 Hour	Defines the time format in hour and minute values (12:00 AM -11:59).
12 Hour w/Seconds	Defines the time format in hour, minutes, and seconds values (12:00.00 AM - 11:59.59).
24 Hour	Defines the time format in 24 hour values (00:00.00 - 23:59.59).

Save as Defaults
If checked, the settings specified for Date\Time formats will register as default settings.

Output Separator command (Options menu)

Use this command to define a separator that will be output between documents when generating Reports in the current file.   To define a separator for a specific report, use the Output Separator option in the Report Settings Dialog Box.

Dialog Box Options

Defines the document separator you want to use.

Line(s) between Docs	Select the Box to define a specified number of lines as the separator. Enter the specific number of lines you want to use.
A line of the character	Select the Box to define a character as the separator. Enter the character you want to use.
A page break between Docs	Select the Box to define a page break as the separator.
No separator	Select the Box to not define a separator. This is the default setting.

Global Preferences command (Options menu)

The Global Preferences Dialog Box allows you to modify askSam's default system settings. Specific settings can be set for each file by using the File Preferences command.

Dialog Box Options

Show Commands from Dialogs
The Search Requests generated by the Dialog Boxes in the Actions Menu can also be entered directly on the Command Line. If you wish to see the Commands that the system generates, turn this option on. The requests generated by reports are also displayed before the report is run. The default setting for this option is OFF.

Warning Beep
Activates or deactivates the Warning Beep. The Warning Beep is heard in conjunction with various messages. The Default setting is ON.

Save BackUp File Before Packing
When you pack a file, a copy is made of the file you are packing, and it receives the extension .BAK. If a .BAK file already exists, the .BAK file is renamed to a .SAV file. If you do not want .SAV files, turn this option off. The Default setting is ON.

Save document when adding with Entry Form.
This option controls whether the Current Document is automatically saved when you add another Document containing an Entry Form. This simplifies entering data.   The Default setting for this option is ON.

Activate Text Drag and Drop
Controls whether Drag and Drop editing is active. Drag and Drop text offers a simple method for moving and copying selected texts within a Document. The Default setting for this option is ON.

Automatic Save Every ?? Minutes
Automatically saves all open files at a specified interval.

Measurement Units
Sets the Ruler and all Measurements in either Inches or Centimeters.

Sort Table
Customize the sort order of characters.
Default   Use the default askSam sort table
User Defined Use a customized sort order

Currency Format
Sets the currency symbol used in totals and subtotals.
Change:
Symbol Placement Select style of currency display (ie. $1, 1$)
Symbol   Select currency symbol

Number Format
Sets the numeric format used in totals and subtotals.
Change:
1000 Separator   Select the character to separate thousands (ie. select comma to have 1,000)
Decimal Separator Select the character to separate decimals (ie. select a period to have 200.05)

_____

See also

Phone Dialer Setup command (Phone Dialer Options menu)

Use this command to setup the askSam phone dialer feature for your particular system.

Dialog Box Options

Modem Port
Select the proper modem port for your system

Dial Type
Select the proper dial type.
Tone   Sets tone as the dial type.   This is the default setting.
Pulse Sets pulse as the dial type.

Dialing Prefix
Type the long distance codes, international access number, or prefixes and suffices for outside lines that must be added to the number you want to dial in the current file.

Add	Adds the typed number to the end of the Dialing Prefix List.
Replace	Replaces the selected item in the Dialing Prefix List with the item typed number.
Delete	Deletes the selected item in the Dialing Prefix List.
Move to Top	Moves the selected item in the Dialing Prefix List to the position immediately preceding it.

Always on Top command (Options menu)

Use this command to keep the askSam window on top of the screen when you have several Windows applications open at the same time.

Generate List (Auto Field Recognition)

This dialog displays a list of fields recognized in your file.

Selected Fields List of fields you choose to add to the Entry Form.
Available Fields List of possible fields found in the database.
Add Add a field from the Available list to the Selected List.
Add All Add all fields from Available List to the Selected List.
Replace Replace a field in the Selected List with a field from the Available List
Insert Insert a field from the Available List above a field in the Selected List
Remove Remove a field from the Selected List

Auto Field Recognition (Tools Menu)

Auto Field Recognition searches through an askSam file and displays a list of fields names. You choose the valid field names from this list, and askSam inserts them into the Entry Form.

What Character Defines a Field
Enter the character which identifies fields in your file. This tells askSam that words ending with this character may be fields.

List Field Recognized In
Choose the number of Documents askSam should scan looking for fields. If the fields in your file are the same in all Documents, leave this option set for 2 Documents (it speeds up the process). If the field structure varies in your Documents, choose the ALL DOCUMENTS option.

Generate List
This dialog displays a list of fields recognized in your file.

Selected Fields List of fields you decide to ad to the Entry Form.
Available Fields List of possible fields found in the database.
Add   Add a field from the Available list to the Selected List.
Add All   Add all fields from Available List to the Selected List.
Replace   Replace a field in the Selected List with a field from the Available List
Insert   Insert a field from the Available List above a field in the Selected List
Remove   Remove a field from the Selected List

Spelling (Tools Menu)

Spell Check an Existing Document

Shortcut

Keys   F7

Toolbar:

To Spell Check an Existing Document:
Go to the Document you want to Spell Check. If you don't want to Spell Check the entire Document, select the text you want checked. askSam will begin checking the spelling in your Document. If askSam encounters a word it does not recognize, the Spelling Dialog Box will appear.

Spelling Dialog Options

Not In Dictionary	Highlighted word was not found in thedictionary. Options follow.
Change To	word entered here will be replaced over incorrect word
Suggestions	a list of similar spelled words that serve as corrections to the incorrect word
Change	Changes the spelling of the unrecognized word to the alternative that askSam suggests or to an alternative that you enter.
Ignore	Ignores this word (in this instance and any other instances encountered in this Document) and continues with the Spell Check.
Add To Dict	Adds the unrecognized word to your User Dictionary. When a word is added to the User Dictionary, it will no longer be displayed as an incorrect spelling.

After askSam completes the spell check, a message will appear stating how many words were checked and how many were spelled incorrectly.

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See also
Auto Spell Check

Auto Spell Check (Tools Menu)

If checked, askSam will check your spelling as you type.

_____

See also
Spelling

Print Mail Merge (Tools Menu)

Printing A Mail Merge Letter

Dialog Options

Selection

If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear.
Enter a Search request to select the addresses for this letter and choose OK.

Sort
If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose
OK.

Print the letter
Highlight a letter to Print and choose OK to view the letters.

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See also
Create/Edit Mail Merge Letter
View Mail Merge

View Mail Merge (Tools Menu)

Previewing A Mail Merge Letter

Dialog Options

Selection

If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.

Sort
If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.

View the letter
Highlight a letter to view and choose OK to view the letters.

NOTE: It may take a considerable amount of time to output all the letters to your screen. Often it makes more sense to enter a restricted Selection criteria and preview only several letters.

_____
See also
Create/Edit Mail Merge Letter
Print Mail Merge

Create/Edit Mail Merge Letter (Tools Menu)

Mail Merge allows you to choose a group of addresses (or other data) and merge it into a letter. For each address selected, a letter is printed. In this way, Mail Merge automates the creation of customized letters.

Create/Edit Mail Merge Letter (Tools Menu)

Enter a name for your Mail Merge Report and choose OK.
The askSam Report Layout Editor will appear.
Type your Letter. Drag fields from the Field List and place them in the appropriate positions in your letter. (Field names can also be typed directly into the Letter).
NOTE: You can also use the Windows' Clipboard to paste a Letter from another askSam file or another application.
Edit Letter
Select a previously entered Mail Merge Report and choose OK
The askSam Report Layout Editor will appear including the information from the selected mail merge. Make desired corrections.

View Mail Merge (Tools Menu)

Previewing A Mail Merge Letter
Selection
If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.
Sort
If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.
View the letter
Highlight a letter to view and choose OK to view the letters.
NOTE: It may take a considerable amount of time to output all the letters to your screen. Often it makes more sense to enter a restricted Selection criteria and preview only several letters.

Print Mail Merge (Tools Menu)

Printing A Mail Merge Letter
Selection
If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.
Sort
If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.
Print the letter
Highlight a letter to Print and choose OK to view the letters.

_____

See also
View Mail Merge
Print Mail Merge

New Report command (Tools menu)

Use this command to create, layout, and run a Report in the current file in askSam.

Dialog Box Options

Report Name
Type or select the name for the report you want to create.   The name can contain multiple words and have a length of up to 80 characters.   If you do not specify a name, askSam assigns the name Untitled Report # to your Report.

Select the documents to include in your report
Select this Button to build a search request using the Multiple Search Request Dialog Box.   See the Multiple Search Request command (Actions menu) for more details about the Dialog Box.

Sort the documents to include in your report
Select this Button to Sort the documents that want included in your report using the Sort Dialog Box. See the Sort command (Actions menu) for more details about the Sort Dialog Box.

Define the layout for your report
Select this Button to activate askSam's Report Layout Editor.   From this Editor you can define the layout of your Report.   You can insert fields, define which fields will be totaled and grouped, as well as define headers and footers.

Place Field Selects a field and positions it in the Editor

Group Footer Add text to totals and subtotals from Total and Count commands.

Report Settings Defines settings specific to the current Report.

Count Places the number of documents selected or grouped into your report.

Place Text Places text into your Report.

Spacing Defines the spacing method when placing fields in a Report.

Header Defines a header for the Report.

Footer Defines a footer for the Report.

Reset Row Sets a Report up in multiple rows.

Close Closes the Report Layout Editor and lets you save or cancel your changes.

Run the current Report
Executes the Report settings defined for the current report.

Open/Edit Report command (Tools menu)

Use this command to edit, delete or run an existing report.

Dialog Box Options

Report Name
Type or select the name of the report you want to edit, delete, or run.

Selection
Select this Button to access the Multiple Search Request Dialog Box and edit the search criteria for the designated report.   See the Multiple Search Request (Actions menu) for more details about the Dialog Box.

Sort
Select this Button to access the Sort Dialog Box and edit the Sort criteria for the designated report.   See the Sort command (Actions menu) for more details about the Dialog Box.

Edit Layout
Select this Button to edit the layout of the designated Report using the Report Layout Editor.   See the New Report command for more details about the Editor.

Run
Executes the Report as edited.

Delete
Removes the selected Report from the Report Name List.

Run Report (Tools menu)

Use this command to execute a specific Report in the current file.

Shortcut

Toolbar:

Dialog Box Options

Report Name
Type or select the report you want to execute.

Place Field command (Tools menu)

Use this command to select a field and position it in the Report Layout Editor.

Shortcut

Report Tools:

Dialog Box Options

Field Name
Type or select the name of the field you want to include in the Report.

Note: The list of field names displayed is generated from the fields listed in the Entry Form of the current file.   If no fields are displayed in the list, exit the Report Layout Editor and use the Entry Form command (Edit menu) to enter the names of the fields in the current file.

Field Type
Defines the text in the specified field as single line or multiple line.   The default setting is single line.

Single Line	Outputs the text in a field until either askSam encounters the end of a line or a field terminator character ("]").
Multi-line	Outputs the text in a field until askSam encounters the designated field terminator character. Enter the field terminator character you want to use.
Retain line breaks	Outputs text in your multiple line field exactly as it is stored in your document

Column word wrap
Defines a column size for a field.   This prevents the output of one field from overwriting the output of the field that follows it.   With the column size set, the contents of a field will wrap down to the next line if it exceeds the column size.

Column Size Click the Box to define a column size. Enter the column size you want to use.

Actions
Groups, subtotals, and totals fields for inclusion in the Report.

Group	Groups the text from the designated field. If the text is numeric, askSam calculates a subtotal for the grouped field.
Total	Totals the numeric text from the designated field.

Spacing
The fields you place using the Field Placement   Dialog Box are output in the column where the first letter of the field name is located.   To place a field in a position relative to the preceding field use the Spacing option.

Relative Spacing Click the Box to position a field relative to the preceding field in the Report layout.   Type or select the number of spaces you want to precede the designated field.

Options
Defines group and total modifiers for the Report.

Group Modifiers

Match Case	Makes the grouping command case sensitive.
Last Word	Groups and outputs only the last word in the designated field.
Date	Specifies that the group field contains a date.
Blank Line between Groups	Outputs a blank line between groups.
Page Break between Groups	Outputs a page break between groups.

Field Length   Lets you define the number of characters to group and output in your report. The default value is 40.

Total Modifiers

Total with Commas   Defines how the totaled value will be output.   Without the total modifier activated, one thousand is formatted as 1000.00.   With the total modifier activated, one thousand is formatted as 1,000.00.

Total with $s and commas Defines how the totaled value will be output.   Without the total modifier activated, one thousand dollars is formatted as 1000.00.   With the total modifier activated,one thousand dollars is formatted as $1,000.00.

Decimal Places   Defines how many decimal places will output after a number.   You can choose between 0 and   9.

Group Footer command (Report Tools menu)

Use this command to add text to totals and subtotals from the Total in the Place Field Dialog Box and the Count Documents command.   You must be either creating or editing the layout of a Report.

Shortcut

Report Tools:

Dialog Box Options

Group Level
Type the group level that you want to include a group footer.   Each group sort is a group level, the first sort being the first level

Footer Text
Type the text of the footer that you want to include.

Report Settings command (Tools menu)

Shortcut

Report Tools:

Use this command to define whether the report will be case sensitive, will output the field names, output more than one occurrence of the field in a document, and include an output separator.

Dialog Box Options

Match Case
Defines the selection made for the Report is case sensitive.

Output Field Names
Outputs the field name along with the contents of the field when you run the Report.

Output All Occurrences of a field
Outputs all occurrences of a field in a document.   The default setting is to output only the first occurrence of a field in a document.

Field Character
Defines per Report what character designates a field.   Enter the character you want to use as the field designator.

Set Output Separator
Defines a separator that will be output between documents.   See the Output Separator command (Options menu) for more details about the Output Separator Dialog Box.

Count Documents command (Tools menu)

Use this command to count the number of documents selected in a grouping.   You must be in the Report Layout Editor creating or editing a report layout.

Place Text command (Tools menu)

Use this command to place text into your Report.

Dialog Box Option

Text
Type the text you want to enter into the Report.

Spacing command (Tools menu)

Use this command to define the spacing method when placing fields in the Report.

Dialog Box Options

The fields you place using the Field Placement   Dialog Box are output in the column where the first letter of the field name is located.   To place a field in a position relative to the preceding field use the Spacing option.

Relative Spacing   Click the Box to position a field relative to the preceding field in the Report layout. Type or select the number of spaces you want to precede the designated field.

Peceded w/a comma Click the Box if you want a comma to precede the designated field.

Header command (Tools menu)

Use this command to include a Header at the top of every page in the Report (titles, column headings, page numbers, dates or any other information you want repeated on every page).

Shortcut

Report Tools:

Dialog Box Options

Header Icons options
Inserts the code command   to execute a specific header function in the Report.

Inserts the current system date code in the Header text list to automatically stamp the current date in the Header.

Inserts the current system time code in the Header text list to automatically stamp the current time in the Header.

Inserts the total number of pages output code in the Header text list to automatically stamp the total number of pages in Header.

Inserts the name of the current askSam file code in the Header text list to automatically stamp the current askSam file name in the Header.

Inserts the name and path of the current askSam file code in the Header text list to automatically stamp the name and path of the current askSam file in the Header..

Inserts the page number code in the Header text list to automatically stamp the page number in the Header.

Inserts the center code in the Header text list to automatically center the Header between the left and right margins of the Report.

Inserts the left align code in the Header text list to automatically align the Header on the left margin of the Report.   This is the default setting.

Inserts the right align code in the Header text list to automatically align the Header on the right margin of the Report.

Header Text List
Type the text you want to include in the Header.   Click an icon (described above) to include the code commands to automatically stamp information in the Header.   Press Ctrl+Enter to move to the next line in the Header text list.

Footer command (Tools menu)

Use this command to include a Footer at the bottom of every page in the Report (titles, column headings, page numbers, dates or any other information you want repeated on every page).

Shortcut

Report Tools:

Dialog Box Options

Footer Icons
Inserts the code command   to execute a specific Footer function in the Report.

Inserts the current system date code in the Footer text list to automatically stamp the current date in the Footer.

Inserts the current system time code in the Footer text list to automatically stamp the current time in the Footer.

Inserts the total number of pages output code in the Footer text list to automatically stamp the total number of pages output in the Footer.

Inserts the name of the current askSam file code in the Footer text list to automatically stamp the name of the current askSam file in the Footer.

Inserts the name and path of the current askSam file code in the Footer text list to automatically stamp the name and path of the current askSam file in the Footer.

Inserts the page number code in the Footer text list to automatically stamp the page number of the Report in the Footer.

Inserts the center code in the Footer text list to automatically center the Footer between the left and right margins of the Report.

Inserts the left align code in the Footer text list to automatically align the Footer on the left margin of the Report.   This is the default setting.

Inserts the right align code in the Footer text list to automatically align the Footer on the right margin of the Report.

Footer Text List
Type the text you want to include in the Footer.   Click an icon (described above) to include the code commands to automatically stamp information in the Footer.   Press Ctrl+Enter to move to the next line in the Footer Text List.

Reset Row command (Tools menu)

Use this command to set up a Report in multiple columns.   This command is most commonly used when you want to create 3 Wide Labels.

Shortcut

Report Tool Bar:

Tile command (Window menu)

When you open several askSam file windows at a time, some windows are hidden beneath others.   Use this command to rearrange all the open askSam file windows so that part of each window is visible.

Cascade command (Window menu)

When you open several askSam file windows at a time, some windows are hidden beneath others.   Use this command to rearrange all the open askSam file windows so that part of each window is visible.

Arrange Icons command (Window menu)

When you minimize an askSam open file window, it becomes an icon.   Use this command to arrange the icons in an order.

Close All command (Window menu)

Use this command to close all open askSam file windows.

Contents command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to various reference information and to step-by-step instructions for using askSam.

Once you open Help, you can click the first button on the left in the Help window whenever you want to return to the opening screen.

See Contents for askSam for Windows Help.

How to use Help command (Help menu)

Use this command to display an introduction to using Help.   From this screen, you can jump to various reference information and to step-by-step How to instructions for using Help.

Search for Help command (Help menu)

Use this command to enter a topic and search for specific relevant information in Help.

Keys Help (Help menu)

Use this command to display a listing and description of the keyboard shortcuts for askSam.

Keyboard Shortcuts

File Keys

Ctrl+N	Create New File
Ctrl+O	Open a File
Ctrl+F4	Close a File
Ctrl+S	Save a File
Ctrl+P	Print
Alt+F4	Exit askSam

Edit Keys

Ctrl+Z	Undelete
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Shift+F3	Find
F3	Repeat Last Find
Ctrl+D	Stamp Date
Ctrl+T	Stamp Time

View Keys

Alt+PgDn	Next Document
Alt+PgUp	Previous Document
Alt+Home	First Document
Alt+End	Last Document
Ctrl+F2	View Bookmark
Ctrl+Enter	View Hypertext Link

Actions Keys

Ctrl+Y	Hypertext Search
Ctrl+F	Hypertext Search On File

Document Keys

Ctrl+A	Add a Document
F5	Add a Document with Entry Form
Ctrl+E	Toggle Data Entry Mode
Ctrl+Q	Tag Document
F2	Set Bookmark
F4	Set Hypertext Link

Format Keys

Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+K	Strikeout
Ctrl+G	Repaginate

Tools Keys

Ctrl+R	Run Report
Ctrl+S	Close Report
Alt+P	Place Field

F7	<u>Spelling</u>
Ctrl+W	<u>Dial Phone Number</u>

Help Keys

F1	Help
Shift+F1	<u>Context Sensitive Help</u>

Help Mode command (Help menu)

Use this command to activate the askSam context sensitive Help mode.   Once activated, clicking on an icon or any other part of the askSam screen accesses Help for that item.

Shortcut

Toolbar:

About askSam command (Help menu)

Displays the version number and other information about askSam.

Add Information (Step-by-Step Instructions)

[Creating a New askSam File](#)
[Creating a New askSam File with an Entry Form](#)
[Adding a Document to an askSam File](#)
[Adding Document to an askSam File with an Entry Form](#)
[Adding a Document with Data Entry Mode](#)

Creating a New askSam File (Add Information Step-by-step Instruction)

You can create an empty file with no structure, or you can create a file patterned after an existing File Template.

Note: askSam comes with standard templates for a variety of tasks -- contact management, writing faxes, clippings, a calendar file. New templates will continually be added and existing ones updated. The README file contains an up-to-date list of the templates and a brief description of each.

To create an empty file with no structure
From   the File menu, choose <u>New (Ctrl+N)</u>.

Shortcut

Toolbar:

New File Dialog Box

Create an Empty File:
1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose OK.

Your screen will clear and you will be in an empty document. You can now either:

1. Immediately begin typing the information in the first document;
2. Import information into the file;
3. Design an Entry Form for the documents you want to enter in this file.

Create a New File from an Existing Template:
1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose the Template that best suits your needs in the USE TEMPLATE field.
5. Choose OK.
6. askSam will create a new file containing the settings from the Template you selected.

Your screen will clear and you will be looking at the first screen of the new document. On the first screen will be instructions on how to use this file, its Entry Form and reports. This docment may be deleted at any time. Press F5 to add a new document with the exsisting Entry Form.

_____
See also
<u>Create a New File with an Entry Form</u>

Create a New File with an Entry Form (Add Information Step-by-step Instruction)

You can create an empty file and define a customized structure for the documents you enter in the file with an Entry Form.   askSam allows only one Entry Form per file.

Shortcut

Toolbar:

Creating a New File:
1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose OK.

Your screen will clear and you will be in an empty document. You can now either:

1. Immediately begin typing the information in the first document;
2. Import information into the file;
3. Design an Entry Form for the documents you want to enter into this file.

To Create an Entry Form
1. From the Edit menu, choose <u>Entry Form</u>. This activates the Entry Form Editor.   askSam brings up an empty document to the screen.
2. Type the fields and text you want to include in the Entry Form. The standard features of the askSam Word Processor are available.
3. From the Edit menu, choose Entry Form to save the Entry Form you just created. A message will appear asking you if you want to save your changes.
4. Choose Yes.

Your Entry Form is saved and you will return to the first document in the file.   To enter a document with the Entry Form, press F5 (or from the Toolbar   choose).

To Edit an Entry Form
1. Open the file containing the Entry Form you want to edit
2. From the Edit menu, choose Entry Form. The Entry Form Editor is activated. The Entry Form appears on the screen.
3. Edit the Entry Form as you want it to appear.
4. From the Edit menu, choose Entry Form to save the changes to the Entry Form.

askSam brings you back to the first document in the file.

_____
See Also
<u>Creating a New askSam File</u>

Adding a Document to an askSam File (Add Information Step-by-step Instruction)

You can add a new document to a file without structure, or add a new document to a file with a File Entry Form.

To add a document to a file without structure
1. Open the file into which you want to add information.   (See <u>Open</u> command (File menu). The first document in the file appears on the screen.
2. From the Document menu, choose <u>Add</u> (Ctrl+A). A blank document will appear on the screen. Enter the information you want included in the document.

Shortcut

Toolbar:

To add a document to a file with an File Entry Form.
1. Open the file into which you want to add information. See <u>Open</u> command (File menu). The first document in the file appears on the screen.
2. From the Document menu, choose <u>Add w/Entry Form</u> (F5). A new document will appear on the screen overlaid with the Entry Form. Enter the information you want to include in the document.

Shortcut

Toolbar:

Note: To save the document, from the File menu, choose <u>Save</u> (Ctrl+S).   From the Toolbar, you can click (icon).

Adding a Document to a File w/Entry Form (Add Information Step-by-step Instruction)

You can add a new document with an Entry Form to a file.
1. Open the file into which you want to add information.   (See <u>Open</u> command (File menu). The first document in the file appears on the screen.
2. From the Document menu, choose <u>Add w/Entry Form</u> (F5). A document will appear on the screen overlaid with the Entry Form. Enter the information you want included in the document.

Shortcut

Toolbar:

Note: To restrict the area on the screen that you can edit and prevent the overwriting of fields, add information in Data Entry Mode.

Adding a Document in Data Entry Mode (Add Information Step-by-step Instruction)

The Data Entry Mode is designed to simplify the entry of structured data by restricting the area on the screen where you can edit.   Data Entry Mode is only useful when activated in conjunction with an Entry Form.   When Data Entry Mode is activated, the word DATA appears in the Status Bar.

To activate Data Entry Mode
From the Document menu, choose <u>Data Entry</u> (Ctrl+E). The Data Entry Mode is activated, and the word DATA appears in the Status Bar.

Note: To deactivate Data Entry Mode, choose Data Entry from the Document menu. The word DATA will disappear from the Status Bar.

Data Entry Mode Restrictions
1. You can only enter data into Entry Form fields - the area between the beginning and closing brackets, Example: ZIPCODE[   ]   Here you would only be permitted to type between the brackets ([ ]).
2. If no closing bracket is used in the field, the text will not wrap to the next line, but continue past the right margin.   Place a closing bracket in a line following the field (before the next text or field) and your text will wrap.

To Add a Document in Data Entry Mode
1. Open the file into which you want to add information.   (See <u>Open</u> command (File menu). The first document in the file appears on the screen.
2. From the Document menu, choose <u>Data Entry</u> (Ctrl+E). The Data Entry Mode is activated. DATA appears in the Status Bar. Note: The Data Entry setting is stored with your file.   Once you activate Data Entry Mode the first time, your file remains in Data Entry Mode until you turn it off.
3. From the Document menu, choose <u>Add w/Entry Form</u> (F5). An Entry Form will appear with the cursor in the first field position. Enter the information for the first field
4. Press Enter or Tab to move to the next field. Press Shift+Tab to return to the previous field.

Note: In certain cases you may want to switch to and from Data Entry Mode.   For example, if you want to add a field, or delete a field, you can switch off Data Entry Mode, modify the Entry Form, and then switch Data Entry Mode back on again.

To quickly toggle the Data Entry Mode On and Off, press Ctrl+E.

Defining an Entry Form (Step-by-step Instruction)

You can create a customized data Entry Form to define structure for the documents you enter in a file in askSam.   Defining an Entry Form also assist you in organizing your information and simplifies data entry.   askSam is a very open information management system --   you can vary the degree of structure from file to file or from document to document.   Fixed field positions or predefined field lengths are not required.

To define an Entry Form for the file
1. Open the file in which you want to create an Entry Form, see <u>Open</u> command (File menu).
2. From the File menu, choose <u>Save</u> (the Save Dialog Box will appear).
3. Type or select the name of the file you want to save.
4. Select the format of the file you want to save. Click the down arrow to view the available file formats.
5. Select the directory in which you want to store the file.
6. Select the drive in which you want to store the file.
7. Choose OK, and askSam returns you to your file.
8. From the Edit menu, choose <u>Entry Form</u>. This activates the Entry Form Editor. askSam brings up an empty document to the screen.
9. Type the fields and text you want to include in the Entry Form. The standard features of the askSam Word Processor are available.
10. From the Edit menu, choose <u>Entry Form</u> to save the Entry Form you just created. A message will appear asking you if you want to save your changes.
11. Choose Yes.

Your Entry Form is saved and you will return to the first document in the file.   To enter a document with the Entry Form, press F5.

Note: To Edit an Entry Form
1. Open the file containing the Entry Form you want to edit
2. From the Edit menu, choose <u>Entry Form</u>. The Entry Form Editor is activated. The Entry Form appears on the screen.
3. Edit the Entry Form as want it to appear.
4. From the Edit menu, choose <u>Entry Form</u> to save the changes to the Entry Form.

askSam brings you back to the first document in the file.

Export Information (Step-by-step Instruction)

You can export information in a variety of formats.   Unstructured information can be exported as text or RTF files.   Structured information can be exported for use with other databases or for mail merge with word processors (using the CSV format).

To export from askSam
1. Open the file containing the information you want to export.   See the <u>Open</u> command (File menu).
2. From the File menu, choose <u>Export</u>.   A Sub-menu is displayed.
 -- To export the current document, choose Current Document.
 -- To export the current file, choose Entire File.
 -- To export the tagged document, choose Tagged Document.
 -- To export a selected document, choose Select Document(s).
 -- To export a report, choose Report.

Exporting the Current Document Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Files	(*.TXT)ASCII text file.
askSam DOS	(*.TXT)Format for exchanging data between the DOS and Windows versions of askSam. It is also useful for transferring information between askSam for Windows files. This format retains the Document boundaries between askSam Documents.
askSam for Windows	(*.ASK)Creates a new .ASK file from the Exported information.
Comma Separated Values	(*.TXT)Comma separated values can be used to Export data for Mail Merge with a word processor or for use with most database programs.
RTF Files	(*.RTF)RTF files can be used to exchange formatted information (including .BMP Graphics.)
Tab Delimited	(*.TXT)Data separated by tabs. Use this format to export data for Mail Merge with a word processor or for use with most database programs.
Word for Windows 6.0	(*.DOC)Microsoft Word for Windows version 6 with formatting.
WordPerfect 6.0	(*.DOC)WordPerfect version 6 with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options - Document Delimiter
Use this option to define a document delimiter.

No Delimiter	Exports the file without inserting a delimiter between Documents. This is the Default Setting.
Blank Line	Inserts a Blank Line after each Document that is Exported.
Page Break	Outputs a Page Break after each Exported Document. If you are exporting to TXT an ASCII 12 character is used as the page break character.
String	Allows you to define a character string to output as a delimiter between Documents.

Entire File Dialog Box Options
(See above)

Tagged Document Dialog Box Options
(See above)

Report Dialog Box Options

Report Name
Type or select the name of the report you want to run.   The Run Dialog Box will appear.   See <u>Run Report</u> (Tools Menu).

Using Graphics and OLE (Step-by-step Instruction)

While askSam cannot create Graphics, it does allow you to insert graphics into your askSam documents.   There are two methods for inserting Graphics:
-- Pasting graphics from the Clipboard
-- Using OLE (Object Linking and Embedding).

Pasting a Graphic Using the Clipboard

Since askSam doesn't create Graphics, you must copy your graphics from another program to the Windows Clipboard and then Paste them into askSam.   You can Paste these Graphics directly into documents and Entry Forms.

To Paste a Graphic Using the Clipboard
1. Go to the application that contains the Graphic you want to copy into the document or Entry Form.
2. Use the mouse or cursor to Select the Graphic.
3. From the Edit menu, choose Copy in the application.
4. Go to askSam.
5. Open the file containing the document or Entry Form into which you want to insert the Graphic.   See the Open command (File menu).
6. Make the document into which you want to insert the Graphic the current document.   See Searching.
7. Position the cursor where you want to insert the Graphic.
8. From the Edit menu, choose Paste (Ctrl+V or). The Graphic is inserted at the cursor position.

To Deleting a Graphic
1. Go to the document containing the Graphic you want to delete.
2. Use the cursor keys or the mouse to Select the graphic.   See Selecting Text (Word Processing).
3. From the Edit menu, choose Delete (Del). The Graphic is deleted.

OLE (Object Linking and Embedding)

OLE (Object Linking and Embedding) allows you to insert objects from other applications into your information.   Graphics, sounds, video clips, or worksheets can be inserted into your information and yet still retain their connection to the application in which they were created.

What is OLE?

OLE is made up of two components: Object Linking and Object Embedding.   Both allow you to insert objects into an askSam document, but they do it in different ways.

When you Link an object, the object is stored in the application where it was created. askSam creates a link to this object within your document.   Any change made to the object in the source file is reflected in the object in askSam.

When an object is Embedded, the object is actually stored in your askSam document.   To edit this object, you can Double Click on it in askSam and start the application in which it was created.

Various applications handle OLE in different ways.   Some applications act as "OLE Servers", providing objects to other applications.   Other applications act as "OLE Clients", storing the objects from the Servers.   askSam acts as an OLE Client.

To Insert a Linked Object
1. Start the Server Application and create or open the Object you wish to insert into askSam.
2. Select the object in the Server Application.

3. From the Edit menu in the Server Application, choose Copy. The Selected object is copied to the Clipboard.
4. Switch from the Server Application to askSam.
5. Open the file containing the document or Entry Form into which you want to insert the Graphic. See the <u>Open</u> command (File menu).
6. Make the document into which you want to insert the Graphic the current document. See <u>Searching</u>.
7. From the Edit menu, choose <u>Paste Link</u>. The object is inserted, and a link is created between the object and the Server Application.

To Edit a Linked Object
1. Open the file containing the graphic to edit. See the <u>Open</u> command (File menu).
2. Make the document, containing the Graphic to edit, the current document. See <u>Searching</u>.
3. Select the object you want to edit. See <u>Selecting Text</u> (Using the Word Processor).
4. From the Edit menu, choose Edit xxxx Object ("xxxx" represents the name of the Server Application linked to this object). With a mouse, you can Double Click on the object. The Server Application is started.
5. Edit the object using the features of the Server Application.
6. From the File menu of the Server Application, choose Save.
7. From the File menu of the Server Application, choose Exit. The askSam document is displayed with the object edited.

To Break a Link
1. Open the file containing the graphic to edit. See the <u>Open</u> command (File menu).
2. Make the document, containing the graphic to edit, the current document. See <u>Searching</u>.
3. From the Edit menu, choose <u>Links</u>. See the Links command (Edit menu). The Links Dialog Box appears.
4. Type or select the Link you want to break.
5. Choose the Cancel Link Button.
6. Choose OK. The object remains in the document, but the link to the Server Application is canceled.

To Delete a Object and a Link
1. Go to the document containing the linked object you want to delete.
2. Use the cursor keys or the mouse to Select the object. See <u>Selecting Text</u> (Word Processing).
3. From the Edit menu, choose Delete (Del). The object and the link are deleted.

To Embed an Object
1. Start the Server Application and create or open the Object you wish to insert into askSam.
2. Select the object in the Server Application.
3. From the Edit menu in the Server Application, choose Copy. The Selected object is copied to the Clipboard.
4. Switch from the Server Application to askSam.
5. Open the file containing the document or Entry Form into which you want to insert the Graphic. See the <u>Open</u> command (File menu).
6. Make the document into which you want to insert the Graphic the current document. See Searching.
7. Position the cursor at the position you want the object embedded in the document.
8. From the Edit menu, choose <u>Paste Special</u>. See the Paste Special command (Edit menu). The Paste Special Dialog Box appears.
9. Choose the Paste Button. The object is embedded in the document at the cursor position.

To Edit an Embedded Object
1. Open the file containing the embeeded object you wish to edit. See the <u>Open</u> command (File menu).
2. Make the document, containing the embedded object to edit, the current document. See <u>Searching</u>.
3. Select the object you want to edit. See <u>Selecting Text</u> (Using the Word Processor).
4. From the Edit menu, choose Edit xxxx Object ("xxxx" represents the name of the Server Application linked to this object). With a mouse, you can Double Click on the object. The Server Application is

started.

5. Edit the object using the features of the Server Application.
6. From the File menu of the Server Application, choose File Update.
7. From the File menu of the Server Application, choose Exit. The askSam document is displayed with the object edited.

Importing Information (Step-by-step Instruction)

You can import information in a variety of formats.   Unstructured information can be imported as text or RTF files.   Structured information can be imported from other databases or from word processors.

To import from askSam
1. Open the file where you want to import the information. See the <u>Open</u> command (File menu) or choose 🗗 button on the toolbar.

2.   From the File menu, choose <u>Import</u>, or 🗗 from the toolbar.

Dialog Box Options

File Name
Type or select the name of the file you want to import.

File Type
Select the format of the file you want to import.   Click the down arrow to view the available file formats.

Text Only	(*.TXT)ASCII text files. Imported without word wrap or tabs
Text Formatted	(*.TXT)ASCII text files. Imported with word wrap and tabs.
askSam DOS	(*.TXT)Format for exchanging data between the DOS and Windows versions of askSam. Also useful for transferring information between askSam for Windows files. This format retains Document Boundaries between askSam Documents.
CompuServe	Information Manager Files from the CompuServe Information Manager - *.ART, *.MSG, *.NWS, *.PLX, *.THD.
Comma Separated	(*.TXT) Data separated by commas. Use this format to import data from spreadsheets and other databases.
dBASE Files	(*.DBF)dBASE III, III+ and IV files. This format allows the Importing of structured information from dBASE compatible databases (including FoxPro and Clipper). It also imports memo fields associated with these databases.
Fixed Position	(*.TXT) Data stored in fixed column positions. Use this format to import data from spreadsheets and other databases.
Lexis/Nexis	(*.TXT) Files from Mead Data's On-Line systems Nexis (news articles) and Lexis (legal rulings)
RTF Files	(*.RTF)Rich Text Format files used to exchange formatted information (including .BMP Graphics.)
Tab Delimited	(*.TXT)Data separated by tabs. Use this format to import data from spreadsheets and other databases.
Word for Windows (6.0)	(*.DOC)Microsoft Word for Windows 6 files with formatting.
WordPerfect 5.X	(*.*)WordPerfect version 5 files with formatting.
WordPerfect 6.0	(*.WPD)WordPerfect version 6 files with formatting.

Directories
Select the directory from which you want to import the file.

Drives
Select the drive from which you want to import the file.

Select all
Click on this option to import all the files of the specified type and in the specified location.

Set Options

Use this option to define a document delimiter and location within your askSam file.

Append Location   Adds the imported text to a specified location within your askSam file.

End of File   Adds the imported text to the end of the current file.

End of Current Document Adds the imported text to the end of the current document.

After Current Document Adds the imported text in a new document inserted located directly after the current document in the current file.

After Tagged Document   Adds the imported text in a new document located directly after the tagged document in the current file.

Automatic Field Recognition
Auto Field Recognition recognizes fields in imported information. In the Import Dialog Box choose the SET OPTIONS button and select the Auto Field Recognition option. Field Recognition takes place immediately after your import is complete. You can also access Auto Field Recognition by choosing TOOLS -> AUTO FIELD RECOGNITION.

Document Delimiter
Sets the delimiter for the imported text.

No Delimiter The entire file you import is stored in askSam as a single document.

Blank Line   Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.

Character(s) Allows you to define one or two characters which askSam will use as a delimiter to separate imported text into multiple documents.

Page Break   Divides the file you import into askSam Documents wherever hard page breaks are encountered.

Lines   Lets you specify a number of lines as a delimiter. askSam creates a new Document each time the specified number of lines is imported.

String   Allows you to enter a string of characters which askSam will use to separate imported information into multiple Documents. The character string can contain 256 characters. Pressing ENTER inserts a CR/LF (carriage return / line feed) into the string. The Remove Delimiter String option lets you remove the Delimiter String from the imported information

Create Mailing Labels (Step-by-step Instruction)

You can use the askSam Report Writer to design Mailing Labels which meet a variety of specifications.

To Print Continuous Labels
1. Open the file containing the addresses you want to include on the labels.   See the Open command (File menu).
2. From the Tools Menu, choose New Report.

New Report Dialog Box Options

Report Name
Type or select the name for the report you want to create.   The name can contain multiple words and have a length of up to 80 characters.   If you do not specify a name, askSam assigns the name Untitled Report # to your Report.

Select the documents to include in your report
Select this Button to build a search request using the Multiple Search Request Dialog Box.   See the Multiple Search Request command (Actions menu) for more details about the Dialog Box.

Sort the documents to include in your report
Select this Button to Sort the documents that want included in your report using the Sort Dialog Box. See the Sort command (Actions menu) for more details about the Sort Dialog Box.

Define the layout for your report
Select this Button to activate askSam's Report Layout Editor.   From this Editor you can define the layout of your Report.   You can insert fields, define which fields will be totaled and grouped, as well as define headers and footers.

Place Field   Selects a field and positions it in the Editor

Group Footer   Add text to totals and subtotals from Total and Count commands.

Report Settings   Defines settings specific to the current Report.

Count   Places the number of documents selected or grouped into your report.

Place Text   Places text into your Report.

Spacing   Defines the spacing method when placing fields in a Report.

Header   Defines a header for the Report.

Footer   Defines a footer for the Report.

Reset Row   Sets a Report up in multiple rows.

Close   Closes the Report Layout Editor and lets you save or cancel your changes.

Field List
Drag and drop fields fom this list and drop them into the label.

Example:

Name[
Company[
Address1[
Address2[

City[^0, ^1 State[^2 Zip[

3. From the Tools Menu, choose Report Settings.   See the Report Settings command (Tools Menu).
4. Select the Output Separator Button.
5. In the Dialog Separator Dialog Box, select the Page Break between Docs option.
6. Choose OK.
7. Choose OK to exit the Report Settings Dialog Box and return to the Report Layout Editor.
8. From the Tools Menu, choose New Report. Choose Yes to save the report.
9. From the File menu, choose Page Setup.   See the Page Setup command (File menu). Select the File Settings option. Set the appropriate margins.
10. From the File menu, choose Print.   See Print command (File menu). Select the Report option.
11. Type or select the name of the Report name.

To Print 3 Wide Labels
1 From the Options menu, choose Word Wrap. This turns askSam's Word Wrap function Off (3 Wide Labels require using the entire page width).
2. Open the file containing the addresses you want to include on the labels. See the Open command (File menu).
3. From the Tools Menu, choose New Report (See above for description of Dialog Box Options).
4. Type the name for your labels report.
5. Choose the Select Button, enter a search request for the desired addresses, and choose OK.
6. Choose the Sort Button, enter your sort request, and choose OK.
7. Choose the Layout Design Button.
8. Place the fields for your labels (start at column 1 row 1).   Example

Name[
Company[
Address1[
Address2[
City[^0, ^1 State[2 Zip[

9. From the Tools Menu, choose Reset Row. askSam will return you to the Report Layout Editor. With a Mouse, position the crosshair cursor after the last field (Zip[in the example above) and click the left mouse Button. With the Keyboard,   Use the cursor keys, Space key, and the Enter key to position the cursor after the last field (Zip[in the example above). Press Ctrl+Enter to insert the Reset Row Command. The Reset Row command,^R , is inserted in your report.
10. Place the fields for the second column of labels in the line under the Reset Row command, ^R. Make sure that you place the fields in the proper column (for standard 3 Wide Labels on a laser printer, place your fields in column 36).
11. Repeat steps 3 through 5 for 3 Wide Labels (place your fields for the third column in column 71 if you are using standard 3 Wide Labels).
12. From the Tools Menu, choose Report Settings and select the Set Output Separator Button.   See Report Settings command (Tools Menu). Select the Lines between Docs Button. Type or select 2 lines between each document.   (The number of lines you set is determined by the number of lines in your address.   For standard   3 wide Labels on a laser printer, the number of lines in the address plus the number of lines skipped must equal 7).
13. Choose OK to accept the Output Separator settings.
14. Choose OK to exit the Report Settings Dialog Box.
15. From the Tools Menu, choose New Report. Select the Yes Button to save the Report.
16. Before printing the labels, choose Page Setup from the File menu.   See the Page Setup command (File menu).
17. Select the File Settings Option.
18. Set the left, right, top, and bottom margins to 0.
19. From the File menu, choose Print.   See the Print command (File menu). Select the Report option.
20. Type or select the 3 Wide Label Report name.

Creating Mail Merge Letters (Step-by-step Instruction)

You can use the askSam Mail Merge function to merge askSam database fields with a letter. For each document selected, a letter is created, automating the creation of custom letters.

To Create a Mail Merge Letter
1. Open the file containing the fields you want to merge into a letter. See the Open command (File

   menu) or choose the [icon] button from the toolbar.
2.   From the Tools menu, choose Create/Edit Mail Merge Letter.

Create/Edit Mail Merge Dialog Box Options

Letter Name
Type or select the name for the report you want to create or edit.   The name can contain multiple words.   If you do not specify a name, askSam assigns the name Untitled Mail Merge # to your Report.

Choose OK.

You will now have a chance to write (or edit) your Mail Merge Letter. For more help on the askSam report layout feature see: Reports.

Following is an Example:

Name[
Company[
Address[
City[^0, ^1 State[^2 Zip[

Dear Salutation[^0,

We would like to remind you that your account with us is past due.   Please transfer payment of Amount[^2 immediately.

Thank you.

Miles Lowther

Note: You can also use the Windows' Clipboard to paste in a letter from another askSam file or another application.

When you have completed your letter select TOOLS -> CLOSE REPORT. Choose OK at the Save dialog. Your Mail Merge letter is now saved under the name given in the beginning of this procedure.

View Mail Merge Letter
Previewing A Mail Merge Letter

Dialog Options

Selection

If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.

Sort

If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.

View the letter

Highlight a letter to view and choose OK to view the letters.

NOTE: It may take a considerable amount of time to output all the letters to your screen. Often it makes more sense to enter a restricted Selection criteria and preview only several letters.

Print Mail Merge Letter

Printing A Mail Merge Letter

Dialog Options

Selection

If you only want to send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.

Sort

If you want the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.

Print the letter

Highlight a letter to Print and choose OK to view the letters.

Reports (Step-by-step Instruction)

Creating a New Report (Reports Step-by-step Instruction)

You can use the askSam Report Writer to view information from multiple documents in a file in an organized and summarized manner.   The Report Writer also allows you to store frequently used searches and requests.

Before you create a report, you need to know the purpose of the report.   Are you saving a search request?   Creating a sorted list?   Totaling and tallying data?

The Purpose of the Report determines:
A. What documents you select to include in your Report
B. How these documents are sorted
C. What fields are included in the Report
D. How the Report is laid out

Once you know this information, creating, editing, and running a report is simple.

To Create a New Report

Reports are created with the New Report command (Tools Menu).   This New Report Dialog Box allows you to execute the steps necessary to create a report:
1. Selecting documents to include in the Report
2. Sorting the documents
3. Defining a layout for the Report.

A Report does not require all three of these elements.   In fact, a Report may consist of any one element, any combination of elements, or all three elements combined.
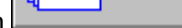
1. Open the file containing the addresses you want to include on the labels.   See the Open command (File menu) or choose button on the toolbar.
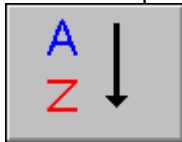2.   From the Tools Menu, choose New Report.
3.   Type or select the name for the report you want to create in the Report Name Box.   The name can contain multiple words and have a length of up to 80 characters.   If you do not specify a name, askSam assigns the name Untitled Report # to your Report.

4. Choose the Select the documents to include in your Report   Button to build a search request using the Multiple Search Request Dialog Box.   See the Multiple Search Request command (Actions menu) for more details about the Dialog Box.
5.   Choose OK to return to the New Report Dialog Box.
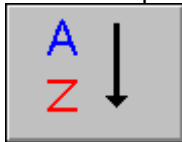
6.   Choose the Sort Button . Select the fields you wish to Sort. The Sort Dialog box will only sort the document you selected in the Multiple Search Request Dialog Box. See the Sort command (Actions menu) for more details about the Sort Dialog Box.
7. Choose OK to return to the New Report Dialog Box.
8. Select the layout for your Report Button to activate askSam's Report Layout Editor.   From this Editor you can define the layout of your Report. You can insert fields, define which fields will be totaled and grouped, as well as define headers and footers.

Place Field   Selects a field and positions it in the Editor

Group Footer   🗗 Add text to totals and subtotals from Total and Count commands.

Report Settings 🗗 Defines settings specific to the current Report.

Count   🗗 Places the number of documents selected or grouped into your report.

Place Text   🗗 Places text into your Report.

Spacing   🗗 Defines the spacing method when placing fields in a Report.

  Header   🗗 Defines a header for the Report.

Footer 🗗 Defines a footer for the Report.

Reset Row   🗗 Sets a Report up in multiple rows.

Close 🗗 Closes the Report Layout Editor and lets you save or cancel your changes.

10. From the Tools Menu, choose Close Report. A message will appear asking if you want to save the Report. Choose Yes. You are returned to the New Report Dialog Box.
11. To run the Report, choose the Run Button. askSam opens a new window displaying the Report output.

Editing an Existing Report (Reports Step-by-step Instruction)

Once a Report is created, you can Edit, Run, or Delete if from the Report Manager.

To Edit a Report
1. Open the file containing the report you want to edit.   See the <u>Open</u> command (File menu).
2. From the Tools Menu, choose <u>Open/Edit Report</u>. The Report Manager Dialog Box appears.
3. Type or select the name of the report you want to edit in the Report Name Box.
4. Choose the Selection Button to access the Multiple Search Request Dialog Box and edit the search criteria for the designated report.   See the <u>Multiple Search Request</u> (Actions menu) for more details about the Dialog Box.
5. Select the Sort Button to access the Sort Dialog Box and edit the Sort criteria for the designated report. See the <u>Sort</u> command (Actions menu) for more details about the Dialog Box.
6. Select the Edit Layout Button to edit the layout of the designated Report using the Report Layout Editor. See the <u>New Report</u> command for more details about the Editor.
7. Select the Run Button to executes the Report as edited.

To Delete a Report
1. Open the file containing the report you want to delete. See the <u>Open</u> command (File menu).
2. From the Tools Menu, choose <u>Open/Edit Report</u>. The Report Manager Dialog Box appears.
3. Type or select the name of the Report you want to delete in the Report Name Box.
4. Select the Delete Button. A message appears asking you to confirm your decision.
5. Choose Yes. The Report is deleted.

Creating a New Report from an Existing Report (Reports Step-by-step)

Once you have created a Report, you can define new Reports using this existing Report as a basis.

To Create a New Report from an Existing Report
1. Open the file containing the report you want to copy.   See the <u>Open</u> command (File menu).
2. From the Tools Menu, choose <u>Open/Edit Report</u>. The Report Manager Dialog Box appears.
3. Type or select the name of the report you want to copy.
4. Type the name of the new Report in place of the old report name.
5. Select the Edit Layout Button, Sort button or Selection button. The Rename/Copy Report Dialog Box appears.
6. Choose the Copy Option.
7. Choose OK. Make any changes necessary for the new report.

_____

See Also
<u>Editing an Existing Report</u> (Reports Step-by-step Instruction).

Printing a Report (Reports Step-by-step Instruction)

There are two ways to print a Report.   You can either print it directly, or you can run a Report and then print from the output file.

To Send a Report Directly to the Printer

 1. Open the file containing the report you want to print. See the <u>Open</u> command (File menu).

2. 	From the File menu, choose <u>Print</u> or choose the button from the toolbar. See the Print command (File menu). Select the Report option.
3. 	Type or select the Report name.
4. 	Choose OK. A Dialog Box appears telling you that askSam is printing.

To Send Report Output to the Printer
 1. Once you have run the Report, choose <u>Print</u> from the File menu (Ctrl+P). The Print Dialog Box will appear.
 2. Choose OK. The Report is printed.

Running a Report (Reports Step-by-step Instruction)

Once you have defined a Report, you can easily run it at any time.

To Run a Report

1. Open the file containing the addresses you want to include on the labels.   See the <u>Open</u>
   command (File menu).
2.   From the Tools Menu, choose <u>Run Report</u>. The Run Report Dialog Box will appear.
3.   Type or select the name of the Report you want to run.
4.   Choose OK.

Shortcut

Toolbar:

The Report you selected is run and one of there things will happen:
1. If you have defined a layout for the Report, A new window is open and the Report is output.   You can
   Print, Edit, and Save the contents of the Report output.
2. If you have defined a Report containing a Search or Sort request without defining a Report layout, the
   first selected document will be displayed and the Retrieval Dialog Box appears.   You can move
   through the retrieved documents by choosing Next, Previous, or Cancel.
3. If askSam is not finding any documents that meet you search criteria, a Message Box will appear
   informing you that no matches were found.   If this happens, check your selection criteria.

Note: If a Report opens a window for output, you can return to your original document by
1. Closing the window containing the Report output.   See the <u>Close</u> command (File menu).
2. Press Ctrl+Tab to switch back tot the previous window.

Searching in askSam (Step-by-step Instruction)

askSam's true strength is finding specific information when you need it and presenting it in a manner of your choice.   The list of possible searches is almost endless.   The Actions menu contains the various search options, as well as the Multiple Search Dialog Box, which allows you to form a request by linking the other Search options.   If you prefer, askSam's Command Line allows you to directly access askSam's Search capabilities by entering Search commands.

Global Versus Local Searches
Because askSam allows you to create files which conceivably could span 4 GB (gigabytes) and individual documents as long as 16,000 lines, finding all the information you want in the minimum amount of time calls for defining the scope of a search which fits your needs.   Basically, there are two methods of looking for information

Global   Most of askSam's searches are conducted at the Global Level --   this Search is conducted through all the the documents in the current askSam file.   The Command Line and the various Searches in the Actions menu are all Global.

Local   When a file contains long documents, it is possible to confine a Search to a single document. This local search is called a Find and searches only for a single text string in the current document. You can access the Find command from the Edit menu.

askSam Local Search Options
Find
Repeat Last Find

askSam Global Search Options
Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Using the askSam Word Processor (Step-by-step Instruction)

askSam for Windows offers you many powerful Word Processing capabilities which allow you to take full advantage of the Windows' environment.   The basics of askSam's Word Processing functions similar to other Windows Word Processors and Text Editors.

Typing Text (Word Processing Step-by-step Instruction)

To type text into a document, make sure that the text cursor is in the document and start typing.   The text you type is inserted at the cursor position.   When you reach the end of a line, the text will automatically wrap to the next line.

You can type text in either Insert or Overwrite mode.

Insert Mode   Inserts the text you type at the cursor position.   Any text to the right of the cursor is shifted to the right.

Overwrite Mode   Writes over any text to the right of the cursor when you type.   When Overwrite Mode is active, OVR appears in the Status Bar.

To toggle between Insert and Overwrite Mode, press the Ins (Insert) Button on the Key Board.

Moving Around Within a Single Document (Word Processing Step-by-step Instruction)

You can use the mouse or the keyboard to move around in the current document.

To Move in the Document using the Mouse
1. You can use either the Vertical or Horizontal Scroll Bars to scroll through the current document. These Scroll Bars function the same as those found in other Windows's applications.
2. To reposition the cursor in a screen, move to the desired position and Click the Left Mouse Button.

To Move in the Document using the Keyboard
askSam includes a number of Key combinations for moving quickly around the current document.

Left Arrow	Previous Character
Right Arrow	Next Character
Up Arrow	Previous Line
Down Arrow	Next Line
Home	Beginning of the Current Line
End	End of the Current Line
Page Up	Previous Screen
Page Down	Next Screen
Ctrl+Left Arrow	Previous Word
Ctrl+Right Arrow	Next Word
Ctrl+Home	Beginning of Document
Ctrl+End	End of Document
Ctrl+PgUp	Scrolls Screen Left
Ctrl+PgDn	Scrolls Screen Right
Ctrl+Up Arrow	Scrolls Screen Up
Ctrl+Down Arrow	Scrolls Screen Down

Deleting Text (Word Processing Step-by-step Instruction)

If you make a mistake while typing, you can easily Delete the mistake and replace it with the correct text.

Del   Delete the character to the right of the cursor or to Delete the Selected Text (See <u>Selecting Text</u>).

Backspace Delete the character to the left of the cursor or the Selected text.

Any Key   Delete the Selected text.

Selecting Text (Word Processing Step-by-step Instruction)

You can Select text for editing, deleting, or formatting using either the mouse or the keyboard.

To Select Text Using   The Mouse
1. Position the mouse pointer at one end of the text you wish to Select.
2. Press and hold down the Left Mouse Button.
3. Move the mouse pointer over the text.
4. Release the Left Mouse Button. The text you Selected is highlighted.

Note: You can also Select an entire line by Clicking once on the Selection Area (the white margin to the left of the left margin).

To Select Text Using The Keyboard
Use the Keys described in Moving Around Within A Document in combination with the Shift Key.

To Cancel A Selection
1. Move the mouse pointer to the Selected block of text.
2. Click the Left Mouse Button, or press any Arrow Key.

Transferring Information Using the Clipboard (Word Processing Step-by-step Instruction)

The Windows Clipboard provides a temporary storage area for information which you want to transfer to another location.   You can Cut or Copy information from your document to the Clipboard, and then transfer it to:

A. Another place in the same document.
B. Another askSam document.
C. Another askSam file.
D. Another Windows application.

To Cut or Copy Information to the Clipboard

1. Select the information you want to Cut or Copy.

2. From the Edit menu, choose <u>Cut</u> (Ctrl+X or) or <u>Copy</u> (Ctrl+C or

). If you choose

Cut   The Selected Text is Deleted from the document when it is transferred to the Clipboard.
Copy The Selected text is left in the document and a copy is transferred to the Clipboard.

To Paste Information from the Clipboard

1. Position the cursor where you wish to insert the information from the Clipboard.

2. From the Edit menu, choose <u>Paste</u> (Ctrl+V or). The information stored in the Clipboard is pasted in the document at the cursor position.

Note: When you paste text into a document, the text and its formats (fonts, sizes, colors, etc.) are pasted.   If you want to paste text without any formats, use the <u>Paste Special</u> command (Edit menu) and choose the unformatted Text option from the Dialog Box.

Drag and Drop Editing (Word Processing Step-by-step Instruction)

Drag and Drop Editing offer you a fast and easy way to edit information using the mouse.

To Move Text Using Drag and Drop
1. Select the text you want to Drag and Drop. (See <u>Selecting Text</u>)
2. Place the mouse pointer in the Selected Text.
3. Press and hold the Left Mouse Button.
4. Move the mouse pointer and the blinking Text Bar to the location where you want to insert the text. The blinking text bar shows you the exact location of where your text will be inserted.
5. Release the Left Mouse Button and you text is moved from where you marked it to where you placed it. After inserting the text, askSam selects the newly inserted block

To Copy Text Using Drag and Drop
1. Select the text you wish to Drag and Drop. (See <u>Selecting Text</u>)
2. Using the mouse, place your mouse pointer in the Selected Text.
3. Press and hold the Ctrl Key.
4. Press and hold the Left Mouse Button.
5. Using the mouse, move the mouse pointer and the blinking Copy Bar to the location where you wish to insert a copy of the text. The blinking text bar shows you the exact location of where you text will be inserted.
6. Release the Left Mouse Button and your Ctrl Key. Your text will be copied from where you marked it to where you placed it. The Selected text will Remain in its original location.

Using Font and Font Styles (Word Processing Step-by-step Instruction)

When you begin entering text in a document, the text appears in the default font.

To Choose a Different Font, Font Size, or Color
1. From the Format menu, choose <u>Font</u>. The Font Dialog Box appears.
2. Choose the Font, Style, Size, Color, and Effects you want to use.
3. Choose OK. The settings you selected are activated. The next text you enter will appear in the new Font.

To Change the Default Font for New Documents Added to a File
1. From the Options menu, choose <u>File Preferences</u>.
2. Select the File Font Button.
3. Choose the Font, Style, Size, Color, and Effects you want to set as the Default Font.

To Change the Font of Existing Text
1. Select the text you want to modify.   See <u>Selecting Text</u>. The Selected text is highlighted on the screen.
2. From the Format menu, choose <u>Font</u>.
3. Choose the Font, Font Style, Size, Color, and Effects you want to use.
4. Choose OK. The Selected text is changed to the new Font settings.

Shortcut

Changing the Font from the Format Bar
1. Click on the drop-down Font menu on the Format Bar. The drop-down Font Menu appears displaying the fonts installed in your Windows system.
2. Type or select the Font you want to use. The drop-down Font Menu will close. The next text you enter at the cursor position, or the selected text is displayed in the new Font.

Changing the Font Size from the Format Bar
1. Click on the drop-down Font Size menu on the Format Bar. A list of available Font Sizes is displayed.
2. Choose the Font Size you want to use. The drop-down Font Size Menu will close. The next text you enter at the cursor position, or the Selected text is displayed in the new Font Size.

Changing the Font Style from the Format Bar
1.   Click on either the Font Style Icon you want to use.

Bold   **B** (Ctrl+B)

Italic   *I* (Ctrl+I)

Underline   <u>u</u> (Ctrl+u)

The next text you enter at the cursor position, or the Selected text is displayed in the new Font Style.

Text Alignment (Word Processing Step-by-step Instruction)

Text can be aligned in the following ways:
A. On the Left Margin
B. On the Right Margin
C. Centered between the two margins

To Change the Alignment Using the Menu Bar

1. Select the text you wish to modify or place the cursor in the line you wish to modify.   See <u>Selecting Text</u>.
2. From the Format menu, choose <u>Alignment</u>. A menu with the Alignment choices will be displayed.
3. Choose the Alignment command you want to use (Left, Centered, Right). The selected text or the line containing the cursor is realigned.

To Change the Alignment Using the Format Bar

1. Select the text you want to modify or place the cursor in the line you wish to modify.   See <u>Selecting Text</u>.
2. Click on the Alignment Icon you want to use

Left

Center

Right

The Selected text or the line containing the cursor is realigned.

Line Spacing (Word Processing Step-by-step Instruction)

Standard text is single spaced in askSam.   But you can also define one and a half or double line spacing.

To Change Line Spacing Using the Menu Bar
1. Select the text you wish to modify or place the cursor in the line you wish to modify.   See <u>Selecting Text</u>.
2. From the Format menu, choose <u>Line Spacing</u>. A menu with Spacing option appears.
3. Choose a the Spacing command you want to use. The Selected text or the text entered at the cursor position is modified to the new Line Spacing setting.

To Change Line Spacing Using the Format Bar
1. Select the text you wish to modify or place the cursor in the line you wish to modify.   See <u>Selecting Text</u>.
2. Click on the Line Spacing Icon you want to use.

Single Space

1.5 Space

Double Space

The Selected text or the text entered at the cursor position is modified to the new Line Spacing setting.

Setting Tabs (Word Processing Step-by-step Instruction)

Tab settings control where the cursor is placed each time the Tab key is pressed.   As a default setting, askSam places Tabs every half inch.   You can use either the Ruler or the Tab menu to set your own Tabs.   These settings will override askSam's default settings.

To Set Tabs From the Tab Menu
1. From the Format menu, choose <u>Tabs</u>.   See the Tabs command (Format menu). The Tabs Dialog Box appears.
2. Enter a measurement (in inches).
3. Choose the Set Button. This defines where your Tab is set. Repeat steps 1 through 3 for all Tabs you want to set.
4. Choose the OK Button to accept the Tab settings. The new Tab settings are in effect for the selected text or the line containing the cursor.

To Delete a Tab Using the Tab Menu
1. From the Format menu, choose <u>Tabs</u>.
2. Highlight the measurement for the Tab you want to delete in the Tab Stop Position List.
3. Choose the Clear Button. Repeat this for any other Tabs you want to delete. If you want to delete all Tabs, choose the Clear All Button.

To Set a Tab Using the Ruler Line
1. With the mouse, Click on the Ruler where you want to set a Tab. An arrow will appear in the Ruler and a Tab is set where you Clicked.
2. Click again to set any other Tabs or Click and Drag any Tab whose position you wish to modify. The new Tab Settings are in effect for the Selected text or the line containing the cursor.

To Delete Tabs Using the Ruler Line
1. Click and Drag the Tab you wish to delete from the Ruler Line into the Work Space. The Tab is deleted.

Setting Margins and Indents (Word Processing Step-by-step Instruction)

Margins and Indents affect the way your document prints.   Margins are set for the entire document while Indents may be set on a line-by-line basis.

To Set Margins for a Document

askSam's default Margins are one inch on the Top, Bottom, Left, and Right edges of the document page. These can be changed to the settings you want to use.
1. From the File menu, choose <u>Page Setup</u>. The Page Setup Dialog Box is displayed.
2. Type the settings you want to use for the Top, Bottom, Left, and Right Margins.
3. Choose Document Settings.
4. Choose OK to accept the settings. The new Margin settings are now active in the current document. The appearance of the document on the screen is not altered to reflect the new settings. (Margin settings are reflected only when printing.)
5. From the File menu, choose <u>Save</u> (Ctrl+S) to save the new Margin settings.

To Set Margins for a File

The settings entered when the File Settings Option is selected in the Page Setup Dialog Box will override any Document specific settings already defined.   The File Settings remain active until you select the Document Setting Option in the Page Setup Dialog Box.
1. From the File menu, choose <u>Page Setup</u>. The Page Setup Dialog Box is displayed.
2. Type the settings you want to use for the Top, Bottom, Left, and Right Margins.
3. Choose the File Setup Option.
4. Choose OK to accept the settings. The new Margin settings are now active in the current file. The appearance of the document on the screen is not altered to reflect the new settings. (Margin settings are reflected only when printing.)
5. From the File menu, choose <u>Save</u> (Ctrl+S) to save the new Margin settings.

To Indent Text in Documents

Indents can be set on either the left or right side of the page. You can indent the first line of a paragraph, or you can define a hanging indent. Indents may be set on a line-by-line basis.

Indents may be set from the Ruler Line on a line-by-line basis in your document.
1. Click and Drag the Left Indent Marker to a new position. (show marker). The Indent is set for the Selected text or the line containing the cursor.

There are three types of indents:
None   Indents all selected lines
First Line Indents only the first line
Hanging all lines but the first line

See: <u>INDENTS</u> (FORMAT MENU)

NOTE: Margins and Indents are similar, but they serve different purposes. Margins are set for an entire Document, whereas Indents can be set on a line-by-line basis. Indents are displayed on screen. Margins are not displayed, they only affect printing. Generally, margins are used when you print on different size paper, stationary, or labels. Indents are used to format documents.

Breaking Documents into Pages (Word Processing Step-by-step Instruction)

askSam can set your page breaks automatically, or you can manually define page breaks for specific pages within your document.

To Automatically Set Page Breaks
1. From the Format menu, choose <u>Repaginate</u>. askSam goes through the document and divides it into pages.   Page Breaks are represented in the document by a dotted line across the screen.

Note: If you want to change the placement of an automatic Page Break, insert a Manual Page Break before the automatic Page Break and Repaginate the document.

To Insert a Manual Page Break
1. Position the cursor where you want the Manual Page Break to occur.
2. From the Format, choose <u>Set Page Break</u>. A dotted and dashed line is displayed in the document to show where the Page Break is inserted.

To Remove a Manual Page Break
1. Position the cursor in the line above the Manual Page Break in the document.
2. From the Format menu, choose <u>Remove Page Break</u>. The dotted and dashed line representing the Manual Page Break is removed.

Using Headers and Footers (Word Processing Step-by-step Instruction)

Headers and Footers are defined either for a document or for your entire file.   They contain information which will be printed at the beginning or end of each page of the document.   They may contain
A. Text
B. Page numbers and Total Number of Pages
C. Date, Time, and Weekday
D. File Name (with or without the Path).

To define a Header or Footer for a Document
1. From the File menu, choose <u>Page Setup</u>. The Page Setup Dialog Box is displayed.
2. Choose Documents Settings option.
3. Choose either the Header or Footer Button. The Header or Footer Dialog Box will appear.
4. Enter the Header or Footer you want to include in the document.
5. Choose OK. You will return to the Page Setup Dialog Box.
6. Choose OK to close the Page Setup Dialog Box.
7. From the File menu, choose <u>Save</u> (Ctrl+S) to save the Header or Footer for the document.

Notes:
1. Headers and Footers are only displayed when a document is printed.
2. To define the Header or Footer for the current file, choose the File Settings option at step 2 above.

Close command (File menu)

Use this command to close the current askSam file.

Shortcut

Keys: Ctrl+F4

Note: If any changes have been made to the file since the last Save command, the Save Dialog Box is displayed.   See the <u>Save</u> command (File menu).

Exit command (File menu)

Use this command to exit askSam.

Shortcut

Keys: Ctrl+F4

Note: If any unsaved files are open when you execute the Exit command, the Save Dialog Box will appear.   See the <u>Save</u> command (File menu).

Current Document (Export Sub-menu)

Use this command to export the current document.

Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Only (*.TXT)	ASCII text files. Exported without word wrap or tabs.
Formatted Text (*.TXT)	ASCII text files. Exported with word wrap and tabs.
askSam DOS (*.TXT)	Format for exchanging data between the DOS and Windows versions of askSam. This format retains the document boundaries between asksam documents.
DBASE Files (*.DBF)	dBase III and IV files. This format allows the Exporting of structured information to dBase compatible databases.
RTF Files (*.RTF)	Rich Text Format files used to exchange formatted information (including .BMP Graphics).
WordPerfect 5.X (*.DOC)	WordPerfect version 5 files with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options
Use this option to define a document delimiter and location within your askSam file.

Append Location	Adds the imported text to a specified location within your askSam file.
End of File	Adds the imported text to the end of the current file.
End of Current Document	Adds the imported text to the end of the current document.
After Current Document	Adds the imported text in a new document inserted located directly after the current document in the current file.
After Tagged Document	Adds the imported text in a new document located directly after the tagged document in the current file.

Document Delimiter
Sets the delimiter for the imported text.

No Delimiter	The entire file you import is stored in askSam as a single document.
Blank Line	Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.
Character(s)	Allows you to define one or two characters which askSam will use as a delimiter to separate imported text into multiple documents.
Page Break	Divides the file you import into askSam Documents wherever hard page breaks are encountered.

Entire File command (Export Sub-menu)

Use this command to export the current askSam file.

Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Only (*.TXT)	ASCII text files. Exported without word wrap or tabs.
Formatted Text (*.TXT)	ASCII text files. Exported with word wrap and tabs.
askSam DOS (*.TXT)	Format for exchanging data between the DOS and Windows versions of askSam. This format retains the document boundaries between asksam documents.
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RTF Files (*.RTF)	Rich Text Format files used to exchange formatted information (including .BMP Graphics).
WordPerfect 5.X (*.DOC)	WordPerfect version 5 files with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options
Use this option to define a document delimiter and location within your askSam file.

Append Location	Adds the imported text to a specified location within your askSam file.
End of File	Adds the imported text to the end of the current file.
End of Current Document	Adds the imported text to the end of the current document.
After Current Document	Adds the imported text in a new document inserted located directly after the current document in the current file.
After Tagged Document	Adds the imported text in a new document located directly after the tagged document in the current file.

Document Delimiter
Sets the delimiter for the imported text.

No Delimiter	The entire file you import is stored in askSam as a single document.
Blank Line	Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.
Character(s)	Allows you to define one or two characters which askSam will use as a delimiter to separate imported text into multiple documents.
Page Break	Divides the file you import into askSam Documents wherever hard page breaks are encountered.

Tagged Document command (Export Sub-menu)

Use this command to export the Tagged document in the current file.   See the <u>Tag</u> command (Document menu).

Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Only (*.TXT)	ASCII text files. Exported without word wrap or tabs.
Formatted Text (*.TXT)	ASCII text files. Exported with word wrap and tabs.
askSam DOS (*.TXT)	Format for exchanging data between the DOS and Windows versions of askSam. This format retains the document boundaries between asksam documents.
DBASE Files (*.DBF)	dBase III and IV files. This format allows the Exporting of structured information to dBase compatible databases.
RTF Files (*.RTF)	Rich Text Format files used to exchange formatted information (including .BMP Graphics).
WordPerfect 5.X (*.DOC)	WordPerfect version 5 files with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options
Use this option to define a document delimiter and location within your askSam file.

Append Location	Adds the imported text to a specified location within your askSam file.
End of File	Adds the imported text to the end of the current file.
End of Current Document	Adds the imported text to the end of the current document.
After Current Document	Adds the imported text in a new document inserted located directly after the current document in the current file.
After Tagged Document	Adds the imported text in a new document located directly after the tagged document in the current file.

Document Delimiter
Sets the delimiter for the imported text.

No Delimiter	The entire file you import is stored in askSam as a single document.
Blank Line	Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.
Character(s)	Allows you to define one or two characters which askSam will use as a delimiter to separate imported text into multiple documents.
Page Break	Divides the file you import into askSam Documents wherever hard page breaks are encountered.

Report command (Export Sub-menu)

Use this command to export the output of a specified Report.

Dialog Box Options

Report Name
Type or select the name of the report you want to run.

Date Stamp command (Edit menu)

Use this command to insert the system date in the current document at the cursor position.

Shortcuts

Toolbar:
Keys: Ctrl+D

_____

See also
Time Stamp command (Edit menu)
Weekday Stamp command (Edit menu)

Time Stamp command (Edit menu)

Use this command to insert the system time in the current document at the cursor position.

Shortcuts

Toolbar:
Keys: Ctrl+T

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See also
Date Stamp command (Edit menu)
Weekday Stamp command (Edit menu)

Weekday Stamp command (Edit menu)

Use this command to insert the system weekday in the current document at the cursor position.

Normal Style Command (Style Sub-menu)

Use this command to remove set styles for the selected text.

_____

Bold Style command (Style Sub-menu)

Use this command to define the Font Style for the selected text or the text entered at the cursor position as bold text.

Shortcut

Toolbar:
Key: Ctrl+B

_____

See also
Style command (Format menu)

Italic Style command (Style Sub-menu)

Use this command to define the selected text or the text entered at the cursor position as Italic text.

Shortcut

Toolbar: I
Key: Ctrl+I

_____
See also
Style command (Format menu)

Underline Style command (Style Sub-menu)

Use this command to define the selected text or the text entered at the cursor position as Underlined text.

Shortcut

Toolbar:
Key: Ctrl+U

_____
See also
Style command (Format menu)

Strikeout Style command (Format menu)

Use this command to define the selected text or the text entered at the cursor position as Strikeout text.

_____
See also
Style command (Format menu)

Word Wrap command (Options menu)

Use this command to turn the askSam word wrap function ON or OFF.   The default setting for word wrap is ON.

Note: When the askSam Word Wrap function in ON, Wrap appears in the Status Bar.

Date Searching

The Date Search finds information according to a date contained in a field. The date search contains three categories:

- <u>Single Range</u> - "Find documents dated earlier than..."
- <u>Dual Range</u> - "Find documents from 1970 to 1980"
- <u>Comparison</u> - "Find documents dated later than 30 days from today"

_____
See also
<u>Boolean Search</u>
<u>Search in Field</u>
<u>Numeric Search</u>
<u>Proximity Search</u>
<u>Multiple Search Request</u>
<u>Search Multiple Files</u>
<u>Hyper on Selected</u>
<u>Hyper on File</u>

<u>Find</u>
<u>Repeat Last Find</u>

Select Document(s) command (Export Sub-menu)

Use this command to export documents you select using the askSam Multiple Search Request Dialog Box.   See <u>Multiple Search Request</u> command (Actions menu).

Multiple Search Request Dialog Box Options

See the <u>Multiple Search Request</u> command (Actions menu).

Export Dialog Box Options

File Name
Type or select the name of the file into which you want the document exported.

File Type
Select the format of the document you want to export.   Click the down arrow to view the available file formats.

Text Only (*.TXT)	ASCII text files. Exported without word wrap or tabs.
Formatted Text (*.TXT)	ASCII text files. Exported with word wrap and tabs.
askSam DOS (*.TXT)	Format for exchanging data between the DOS and Windows versions of askSam. This format retains the document boundaries between asksam documents.
DBASE Files (*.DBF)	dBase III and IV files. This format allows the Exporting of structured information to dBase compatible databases.
RTF Files (*.RTF)	Rich Text Format files used to exchange formatted information (including .BMP Graphics).
WordPerfect 5.X (*.DOC)	WordPerfect version 5 files with formatting.

Directories
Select the directory into which you want to export the document.

Drives
Select the drive into which you want to export the document.

Set Options
Use this option to define a document delimiter and location within your askSam file.

Append Location	Adds the imported text to a specified location within your askSam file.
End of File	Adds the imported text to the end of the current file.
End of Current Document	Adds the imported text to the end of the current document.
After Current Document	Adds the imported text in a new document inserted located directly after the current document in the current file.
After Tagged Document	Adds the imported text in a new document located directly after the tagged document in the current file.

Document Delimiter
Sets the delimiter for the imported text.

No Delimiter	The entire file you import is stored in askSam as a single document.
Blank Line	Each time askSam encounters a blank line in the imported text, a new askSam document is created for the next block of imported text.
Character(s)	Allows you to define one or two characters which askSam will use as a delimiter

to separate imported text into multiple documents.

Page Break   Divides the file you import into askSam Documents wherever hard page breaks are encountered.

Single Range Date Search (Actions menu)

Use this command to search for documents in the current file where a field is less than, greater than, or equal to a specific date or a date in another field.

Dialog Box Options

Date Field
Type or select the name of the field containing the Date you want to retrieve.

Logical Operator
Type or select a logical operator for the Date Search.

Second Date Field
There are three options for defining the second date variable.
1. Type or select the name of a second field containing a date you want to use to conduct a search based on a comparison of two date fields.
2. Click the Date Box and enter a date to use.
3. Click the Current Date Box to conduct a search based on comparison of the current system date and the date in the specified field.

_____
See also
Dual Range Date Search
Comparison Date Search

Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Dual Range Date Search (Actions menu)

Use this command to search for documents in the current file where a field is less than, greater than or equal to another date AND less than, greater than or equal to a secod date.

Dialog Box Options

Date Field
Type or select   the name of the field containing the date you want to use in the Date Search.

Logical Operator
Type or select the logical operator you want to use in the Date Search
(<, >, =, <=, >=, <>).

First Date
Click the Box to enter a date for the Date Search comparison.

Current Date
Click the Box if you want to use the current system date in the Date Search comparison.

And
Click the Box to enter a second date in the Date Search comparison.

Logical Operator
Type or select a logical operator for the Date Search comparison (<, >, =, <=, >=, <>).

Second Date
Click the Box to enter a second date in the Date Search comparison.

Current Date
Click the Box to use the current system date in the Date Search comparison.

_____
See also
Single Range Date Search
Comparison Date Search

Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Prompt

When the Multiple Search Dialog Box appears in the report writer it contains an additional button. This button allows you to stop a report and prompt the user for input. It allows the user to modify the selection each time a report is run.

Comparison Date Search (Actions menu)

Use this command to search for documents in the current file where a date in a field compared to a date in another field is greater than, less than or equal to a set number of days, months or years.

Dialog Box Options

Date Field
Type or select the name of the field containing the first date you want to use in the Date Search comparison.

Second Date Field
Type or select the name of the field containing the second date you want to use in the Date Search comparison, or enter a specific date.

Current Date
Click the Box to use the current system date in the Date Search comparison.

Logical Operator
Type or select a logical operator for the Date Search comparison (<, >, =, <=, >=, <>).

Qty of
Type a number to define the amount of time to use in the Date Search comparison.

Date Units
Select the date unit you want to use in the Date Search comparison (Days, Months, or Years).

_____
See also
Single Range Date Search
Dual Range Date Search

Boolean Search
Search in Field
Numeric Search
Proximity Search
Date Search
Multiple Search Request
Search Multiple Files
Hyper on Selected
Hyper on File

Find
Repeat Last Find

Normal Style command (Format menu)

Use this command to remove styles for the selected text or the text entered at the cursor position.

Center Tab command (Format menu)

Use this command to define a center tab for the selected text or the line containing the cursor in the current document. When set and the tab key is selected text is centered at the tab position.

Shortcuts

Toolbar:

To set a center tab
Place the cursor on the line where you want a center tab. Click on the center tab button in the format bar. Click on the position in the ruler where you want a center tab. The center tab is set for the line where the cursor is currently located.

To remove a center tab setting
Select the center tab measurement on the ruler with a mouse and drag it off the ruler.

_____
See also
Tabs (Format Menu)
Right Tab
Left Tab
Decimal Tab

Right Tab command (Format menu)

Use this command to define a right tab for the selected text or the line containing the cursor in the current document. When set and tab is selected text will be right aligned at the tab position.

Shortcuts

Toolbar:

To set a right tab
Place the cursor on the line where you want a right tab. Click on the right tab button in the format bar. Click on the position in the ruler where you want a right tab. The right tab is set for the line where the cursor is currently located.

To remove a right tab setting
Select the right tab measurement on the ruler with a mouse and drag it off the ruler.

_____
See also
Tabs (Format Menu)
Left Tab
Center Tab
Decimal Tab

Decimal Tab command (Format menu)

Use this command to define a decimal tab for the selected text or the line containing the cursor in the current document. When set and the tab key is selected text is justified on the decimal at the tab position.

Shortcuts

Toolbar:

To set a decimal tab
Place the cursor on the line where you want a decimal tab. Click on the decimal tab button in the format bar. Click on the position in the ruler where you want a decimal tab. The decimal tab is set for the line where the cursor is currently located.

To remove a decimal tab setting
Select the decimal tab measurement on the ruler with a mouse and drag it off the ruler.

_____
See also
Tabs (Format Menu)
Right Tab
Center Tab
Left Tab

1.5 Line Spacing command (Format menu)

Use this command to define the line spacing for the selected text or the text entered at the cursor position in the current document (single, 1.5, and double).   The default setting in askSam is single spacing.

Shortcut

Toolbar:

Sub-menu Options

Single
Defines the line spacing for the text as single space.

1.5 Lines
Defines the line spacing for the text as 1.5 lines.

Double
Defines the line spacing for the text as double.

_____
See also
Single Line Spacing command (Format menu)
Double Line Spacing command (Format menu)

Double Line Spacing command (Format menu)

Use this command to define the line spacing for the selected text or the text entered at the cursor position in the current document (single, 1.5, and double).   The default setting in askSam is single spacing.

Shortcut

Toolbar:

Sub-menu Options

Single
Defines the line spacing for the text as single space.

1.5 Lines
Defines the line spacing for the text as 1.5 lines.

Double
Defines the line spacing for the text as double.

_____

See also
Single Line Spacing command (Format menu)
1.5 Line Spacing command (Format menu)

Menu Bar

The many features of askSam for Windows can be selected using the traditional Windows Menu Bar at the top of the screen.   You can choose a menu item either with your mouse or the keyboard (by using ALT Key combinations).

Selecting Menu Items with a Mouse

You can choose Menu items with a mouse or other pointing device.   Simply move the Mouse Cursor (it will become an arrow) to the Menu item of your choice and Click.   Options on the Pull-Down Menus can be selected in a similar manner.

Selecting Menu Items with the Keyboard

1. To access a menu with the Keyboard, press the ALT key plus the underline letter in the Menu choice. A Pull-Down menu appears. You can now choose the desired menu option by pressing the underlined letter or number.

Alternate Keyboard Selection Method (Using the Arrow Keys)

1   Press the ALT Key to move the cursor to the Menu Bar.
2   Use the ARROW Keys to move to the desired option.
3   Press ENTER.

Status Bar

The bottom line of the askSam screen is the Status Bar.   From the Status Bar, askSam give you messages and other useful information.

1. The left most section of the Status Bar is where askSam displays messages.   Descriptions of Menu Items and Icons, as well as Prompts are shown here.
2. The next section of the Status Bar is the Document Counter.   It tells you how many documents are in the current file, and gives you the number of the current document.   For example, "1 of 22" means that you are currently at document number 1, and there are 22 documents in the file.
3. The Column Number is the next section on the Status Bar.   This can be a number from 1 to 255, and gives you the horizontal cursor position in the Work Space.
4. The Line Number follows the Column Number.   It indicates the Line Number where the cursor appears in the Work Space.
5. The next five sections indicate the status of several modes:
-- Insert or Overwrite status.   An OVR is displayed when askSam is in Overwrite Mode.
-- CAPS is displayed when Caps Lock mode is On.
-- When Num Lock is On, NUM is displayed.
-- The word DATA in the Status Bar indicates that Data Entry mode is On.
-- The word WRAP indicates that the Word Wrap setting is On.

Report Tools (Tools Menu)

Use these tools to design and edit the layout in the Report Layout Editor.

Note: Corresponding menu options are added to the Tools Menu.

Place Field	Selects a field and positions it in the Report.
Group Footer	Adds text to totals and subtotals from the Total and Count commands.
Report Settings	Defines settings specific to the current Report.
Count	Places the number of Documents selected or grouped into your Report.
Place Text	Places text into your Report.
Spacing	Defines the spacing method when placing fields in a Report.
Header	Defines a header for the Report.
Footer	Defines a footer for the Report.
Reset Row	Used to set a Report in multiple columns.
Close	Closes the Report Layout Editor and lets you save or cancel your changes.

Title Bar

The askSam Title Bar contains the name of the active application (in this case askSam) and may also contain the name of the current file when you have opened one or more askSam files.

Ruler

The Ruler displays (and allows you to modify) Margin and Tab settings for the current document.

Work Space

The Work Space in askSam is where you enter your information.   Bring the cursor into the Work Space with the mouse or ARROW Keys, and begin typing.
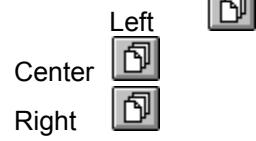
Left Align command (Format menu)

Use this command to align the selected text or the text entered at the cursor position on the left margin.
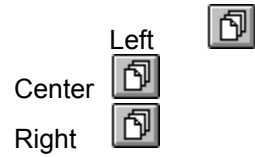
Shortcut

Toolbar:

Left

Center

Right

Center Align command (Format)

Use this command to align the selected text or the text entered at the cursor position in between the two margins.
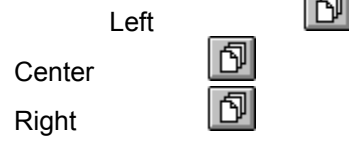
Shortcut

Toolbar:

Left

Center

Right

Right Align command (Format menu)

Use this command to align the selected text or the text entered at the cursor position on the right margin.

Shortcut

Toolbar:

Left

Center

Right

Close Report command (Tools Menu)

Use this command to close the Report Layout Editor.   A Dialog Box will prompt you to save the Report layout you created.

Shortcut   CTRL-S

Report Tools

Links command (Edit menu)

Use this command to define whether a Link should be updated manually or automatically.   You can also use this command to break a Link between an Object in the Server Application and an Object in askSam.

Dialog Box Options

Links
Lists the Links in the current document.

Options
AutomaticAutomatically updates the Linked object to display any changes made in the Server Application.
Manual   Requires you to manually request that the Linked Object be updated.

Object command (Edit menu)

Use this command to edit a Linked Object in askSam.

Note: By selecting the Linked Object you wish to edit and choosing this command, the Server Application will open and the Object will be displayed.   Edit the Object using the features of the Server Application.

Case Sensitive command (Menu Bar)

Use this Icon to define an askSam search as Case Sensitive.   Use this Icon to toggle the setting ON and OFF.

Note: Normally, when   askSam searches for a word, the case of the letters comprising the word is irrelevant.   For example, searching for WHO finds "Who", "who" and "WHO".

_____
See also
File Preferences (Options menu)

Minimize Button

Using a mouse, you can click the Minimize Button to reduce the current application window to an Icon.

_____
See also
Maximize Button

Maximize Button

Using a mouse, you can click on the Maximize Button to enlarge the current application window so that it fills the entire desktop.

_____
See also
Minimize Button

Scroll Bar

Using a mouse, you can click on the Scroll Bars to move the current document up and down (Vertical Scroll Bar) and left and right (Horizontal Scroll Bar) to view parts of the document that cannot fit into the desktop.

Control-Menu Box

The Control-menu Box is in the upper-left corner of each window.   By using the Control Menu commands, you can resize, move, maximize, minimize, and close windows, and switch to other applications.

Background Color (Format Menu)

askSam lets you modify the background color of your text. To change the color of a text:

Select the text you wish to modify.
Choose FORMAT -> BACKGROUND COLOR
The Color Menu appears allowing you to choose a color for your the selected background.
Choose a color.
The color of the Selected Text background will be modified.

NOTE: The COLOR Commands can be accessed from the Mouse Menu. Click the Right Mouse Button in the Work Space to display the Mouse Menu.

_____
See Also
Foreground Color

Foreground Color (Format Menu)

askSam lets you modify the color of your text. To change the color of a text:

Select the text you wish to modify.
Choose FORMAT -> FOREGROUND COLOR
The Color Menu appears allowing you to choose a color for your text.
Choose a color.
The color of the Selected Text will be modified.

NOTE: The COLOR Commands can be accessed from the Mouse Menu. Click the Right Mouse Button in the Work Space to display the Mouse Menu.

_____
See Also
Background Color

Command Line

askSam's Command Line is the direct route to your information. When using the Command Line it is never necessary to specify a field for searching. Simply type in a name, company, date or any other word that you're looking for and askSam will find it in the Active File.

Shortcuts:
  Keys: Esc
  Mouse: Place cursor in blank area and click mouse button once

  Icon: Search

Searching from the Command Line:

Press ESC to move to the Command Line.
With a mouse, place the mouse pointer in the Command Line and Click.

Type the word or phrase for the Search or select a previous search from the drop down list, and press ENTER (or Click the Search Button).
askSam searches from the beginning of the Active File and displays the first Document containing the word or phrase you entered. The word or phrase is highlighted and the Retrieval Dialog Box will appear. (See Using the Retrieval Dialog Box.)

Searching for Phrases
To Search for a phrase from the Command Line, the phrase must be enclosed in square brackets []. Entering multiple words that are not enclosed in square brackets results in a Search for Documents containing all the requested words but the words do not have to appear together as a phrase.

Example: Entering WORLD BANK in the command will find any Document containing the word "world" and the word "bank". This means that a Document containing the sentence, "In today's world, the bank is an important institution" would be selected. [WORLD BANK] Finds only Documents where the actual phrase "world bank" appears.

Entering Commands on the Command Line
It is possible to conduct more than simple Searches from askSam's Command Line. More complex Requests usually involve the use of askSam Commands. For certain Searches or Lists, you may find it is faster to enter the Requests from the Command Line.

EXAMPLE: To search for all documents containing Ireland or England, you can enter the following request in the Command Line: IRELAND {OR} ENGLAND.   The "{or}" in the example above is an askSam Command.

NOTE: If you prefer to enter Requests directly in the Command Line (instead of using Dialog Boxes), the WIN_COM.ZIP file on our BBS contains a list of the commands and descriptions of their functions.   You can also turn on the "Show Commands from Dialogs" option in the OPTIONS -> GLOBAL PREFERENCES Menu. This option activates a Command Message Box which displays the Commands to enter in the Command Line to perform the function of any Search. The Message Box is displayed after executing any Command from the Actions Menu or when running a report.

Tool / Format Bar

Tool Bar

New   Open   Save
Print   Pack   Import
Add Blank   Add Entry Form Cut
Copy   Paste   First
Previous   Next   Last
Tag   Go Tagged   Run Report
Zoom In   Zoom Out   Dial
Case Sensetive Help

Format Bar

Font

Select a font for higlighted text. Use the arrow to display a list of available fonts, or type the name of the desired font.

Font Size

Select a font size for higlighted text. Use the arrow to display a list of available fonts, or type the name of the desired font.

Bold   Italic   Underline
Left Justify   Center Justify Right Justify
Left Tab   Center Tab   Right Tab
  Decimal Tab   Single Spacing   Half Spacing
  Double Spacing Date Stamp   Time Stamp
  Spell Check

Color Bar2

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar3

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar4

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar5

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar6

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar7

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 8

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 9

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 10

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 11

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 12

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 13

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 14

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 15

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.

Color Bar 16

Use this command to define the color for the selected text or the text entered at the cursor position.

Shortcut:

Mouse Menu:

Dialog Box Options

Color Bar
Select the color that you want to use.