

Notebook NT Version 7-Nov-92 Help Index

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File Menu

The File menu includes commands to establish new workspace, to enable file open, save, delete, combine and run, and to print.

| | |
|------------------------|------------------------------------------------|
| <u>New</u> | Begins a new file. |
| <u>Open</u> | Opens an existing file. |
| <u>Save</u> | Saves the current document. |
| <u>Save As</u> | Names the current document. |
| <u>Backup</u> | Creates a backup document upon file save. |
| <u>Delete</u> | Allows selection of files for deletion. |
| <u>Merge</u> | Inserts a file anywhere in a document. |
| <u>Run</u> | Starts an application and can open a document. |
| <u>Printer Setup</u> | Allows printer selection and driver setup. |
| <u>Margins</u> | Sets the margins to the printed document. |
| <u>Print All</u> | Prints the entire document. |
| <u>Print Selection</u> | Prints selected text of the current document. |
| <u>Exit</u> | Allows exit from Notebook. |

Edit Menu

The Edit menu includes commands to undo the previous edit or file merge operation, to move text to and from the clipboard, and to format the edit control.

| | |
|---------------------|----------------------------------------------------|
| <u>Undo</u> | Cancels a previous operation. |
| <u>Cut</u> | Deletes text and moves it to the clipboard. |
| <u>Copy</u> | Copies text to the clipboard. |
| <u>Paste</u> | Inserts text from the clipboard into the document. |
| <u>Delete</u> | Deletes text without moving it to the clipboard. |
| <u>Date</u> | Shows the date on the title bar. |
| <u>Time</u> | Shows the time on the title bar. |
| <u>Select All</u> | Selects all the text of a document. |
| <u>Word Wrap</u> | Wraps text of a document. |
| <u>Control Code</u> | Allows editing of control code. |
| <u>Initial Size</u> | Sets the initial size and position of the window. |
| <u>Fonts</u> | Selects the screen font and the tab spacing. |

Search Menu

The Search menu includes commands to enable go to a line, and/or to find the next or previous iteration of a text string, or to replace one or all occurrences of a text string.

| | |
|--------------------|------------------------------------------------------------------------------|
| <u>Go To</u> | Allows line number, search and replace string entry. |
| <u>Find Next</u> | Searches for the next occurrence of the search string. |
| <u>Find Prev</u> | Searches for the previous occurrence of the search string. |
| <u>Replace</u> | Replaces selected text with the replace string. |
| <u>Replace All</u> | Replaces all occurrences of the search string with the replace string. |
| <u>Set Find</u> | Copies selected text from the edit window to the search string buffer. |
| <u>Set Replace</u> | Copies selected text from the main edit window to the replace string buffer. |
| <u>Bookmark</u> | Sets a bookmark position. |
| <u>Position</u> | Displays the line number and document size information. |

Push Button Menu Items

Push button menu items are the right aligned buttons on the menu bar. The vertical scroll bar range is limited to the current page or field. Notebook has a nominal field size of 32 thousand bytes. When scrolling through a document from one field to the next is possible, an arrow on at least one of the menu bar buttons is shown darkened. A mouse click on the bitmap is used as the command to show the next or previous field. Keyboard scrolling is done with the CTRL+PGUP or CTRL+PGDN key combinations. The overlap between fields is one line.

| | |
|--------------------------|--------------------------------|
| <u>Field Scroll Down</u> | Scrolls to the next field. |
| <u>Field Scroll Up</u> | Scrolls to the previous field. |

File New Command

The New command clears the edit window and document name.

See...

[Creating New Documents.](#)

File Open Command

The Open command allows reading the selected file into memory for display and editing.

See...

Opening an Existing File.

File Save Command

The Save command writes the current named document to disk .

See...

[Saving Documents.](#)

File Save As Command

The Save As command allows naming or renaming the document which then may be saved.

See...

[Saving Documents.](#)

File Backup Command

The Backup command allows the creation of a backup file when the document is saved the first time after the original file is opened.

See...

[Backing Up a Text File.](#)

File Delete Command

The Delete command allows the selection of up to sixteen files at a time for deletion.

See...

[Deleting Files.](#)

File Merge Command

The Merge command allows the insertion of a file into the document at the current caret position.

See...

Merging a File.

File Run Command

The Run command allows the execution of an application and optionally the opening of an associated file.

See...

Running an Application.

File Printer Setup Command

The Printer Setup command allows default printer selection and printer driver setup.

See...

[Setting Printers.](#)

File Margins Command

The Margins command allows sending title and page numbers, allows the setting of margins and allows a two-sided page format to the printed document.

See...

[Setting Margins.](#)

File Print All Command

The Print All command sends the entire document to the print spooler.

See...

[Printing a Document.](#)

File Print Selection Command

The Print Selection command sends selected text of the document to the print spooler.

See...

Printing Selected Text.

File Exit Command

The Exit command allows an exit from Notebook. A message box is answered if changes were made.

Edit Undo Command

The Undo command allows the previous edit or file merge to be undone.

See...

[Undoing Edits.](#)

Edit Cut Command

The Cut command removes selected text sending the text to the clipboard.

See...

Copying, Cutting and Pasting.

Edit Copy Command

The Copy command sends selected text to the clipboard.

See...

Copying, Cutting and Pasting.

Edit Paste Command

The Paste command inserts clipboard text into the document.

See...

Copying, Cutting and Pasting.

Edit Delete Command

The Delete command removes selected text from the document.

See...

Deleting Text.

Edit Date Command

The Date command displays the month and date in a MM/DD format.

See...

Showing Date and Time.

Edit Time Command

The Time command displays the hour and minute in an HH:MM format.

See...

[Showing Date and Time.](#)

Edit Select All Command

The Select All command selects the entire document for any editing purpose.

See...

Selecting Text.

Edit Word Wrap Command

The Word Wrap command allows the text of the edit contol to be wrapped.

See...

Wrapping Text.

Edit Control Code Command

The Control Code command translates unprintable control codes into printable characters to allow editing.

See...

Editing Control Codes.

Edit Initial Size Command

The Initial Size command sets the beginning size and position of the main window.

See...

[Setting Initial Window Size.](#)

Edit Fonts Command

The Fonts command allows selection of font and tab-stop spacing. The OEM font has unique characters to display control codes.

See...

[Converting Control Codes](#)

[Selecting a Screen Font](#)

[Setting Tab Spacing](#).

Search Go To Command

The Go To command shows a modeless dialog box to enter find text, replace text or a line number. The dialog box has push button controls to allow find next, find previous, replace, go to a bookmark and go to end functions.

See...

Finding TextGoing To a Line.

Search Find Next Command

The Find Next command continues a search for text in the forward direction.

See...

Finding Text.

Search Find Prev Command

The Find Prev command continues a search for text in the backward direction.

See...

[Finding Text.](#)

Search Replace Command

The Replace command replaces selected text with text from the replace string buffer.

See...

[Replacing Text](#).

Search Replace All Command

The Replace All command replaces all occurrences of the search string text with text from the replace string buffer.

See...

[Replacing Text.](#)

Search Set Find Command

The Set Find command copies selected text from the edit window to the find string text buffer. The first 63 characters of a selection will fill the buffer. The buffer is truncated at any control character except horizontal tab.

See...

Finding Text.

Search Set Replace Command

The Set Replace command copies selected text from the edit window to the replace string text buffer. The first 63 characters of a selection will fill the buffer. The buffer is truncated at any control character except horizontal tab.

See...

Replacing Text.

Search Bookmark Command

The Bookmark command uses the caret position to set a document bookmark.

See...

Using the Bookmark.

Search Position Command

The Position command shows a modeless dialog box to display current line and document size.

See...

Determining File Size.

Field Scroll Down

The Field Scroll Down push button is inscribed with a down arrow. The command will show the first page of the next field of the document in the edit window.

See...

Determining File Size

Formating Text.

Field Scroll Up

The Field Scroll Up push button is inscribed with an up arrow. The command will show the first page of the previous field of the document in the edit window.

See...

Determining File Size

Formating Text.

Backing Up a Text File

1. Select unchecked Backup from the File menu.
2. A backup file is created when an opened file is saved for the first time. The backup file will get the extension "bak".
3. Select the checked Backup from the File menu to disable backup file creation.
4. Notebook.ini holds the Backup status.

Copying, Cutting and Pasting Text

Copy, Cut and Paste selected from the Edit menu use the clipboard.

Copy

1. Select text from the edit window.
2. Select Copy from the Edit menu.
The selected text is copied to the clipboard. The text remains selected.

Cut

1. Select text from the edit window.
2. Select Cut from the Edit menu.
The selected text is removed from the edit window and copied to the clipboard.

Paste

1. Text is copied to the clipboard.
2. Select Paste from the Edit menu.
The clipboard contents are inserted at the current caret position.

Creating New Documents

1. Select New from the File menu.
2. If there are changes to be saved then answer the message box. The edit window is cleared, and the document will be "untitled".

Deleting Files

1. Select Delete from the File menu to show the dialog box.
2. The file extension list box can quickly set the filespec for the files list box.
3. Select from one to sixteen files from the extended selection list box. Or type the appropriate text into the edit control.
4. Select Delete.
A Confirmation message box is shown to allow one final chance at not deleting each of the choices made in the dialog box.

Deleting Text

1. Select the text to be removed.
2. Select Delete from the Edit menu.
The selected text is removed from the edit window.

Determining File Size

1. Select unchecked Position from the Search menu.
2. The modeless dialog box is displayed to the left of the title bar and menu bar buttons.
The two values shown in the box are current line and document size. The line value is the line number of the current caret position. The size value is the number of bytes in the document.
3. Select the checked Position from the Search menu to remove the dialog box.
4. Notebook.ini holds the Position status.

Editing Control Codes

1. Select Control Code from the Edit menu.
2. The Control Code menu item is checked when in the control code edit mode. The unprintable one-byte control codes are translated into printable two-byte characters in the control code edit mode. See the table below. Horizontal tabs, carriage returns and line feeds are not converted. When saving a document in the control code edit mode, control codes in the two-byte character form are converted to the one-byte form. If a document is to contain the printable caret (^) character, enter a space or another character not in the Code column after every caret character where a translation is to be avoided. Then exit the control code edit mode and remove the characters that were added to avoid translation. The File Print command will send the form of the control codes seen on the monitor to the print spooler. A lengthy translation may be aborted by pressing the escape key and answering the message box.

Control Code Table

| Value | Code | Mnemonic | Description |
|-------|----------|----------|---------------------------------------------------------------------------|
| 00 | ^@ | NUL | Spacing character is not used by Notebook. |
| 01 | ^A | SOH | Start of Heading. Marks new data block or file. |
| 02 | ^B | STX | Start of Text. Marks text following header. |
| 03 | ^C | ETX | End of text. May begin error checking data. |
| 04 | ^D | EOT | End of transmission. Sign-off code or the end of file. |
| 05 | ^E | ENQ | Enquiry. Request for status from remote station. |
| 06 | ^F | ACK | Acknowledge. Verifies the success of communications. |
| 07 | ^G | BEL | Bell. Signal for attention. |
| 08 | ^H | BS | Backspace. |
| 09 | ^I | HT | Horizontal Tab. |
| 10 | ^J | LF | Line Feed. |
| 11 | ^K | VT | Vertical Tab. |
| 12 | ^L | FF | Form Feed. |
| 13 | ^M | CR | Carriage Return. |
| 14 | ^N | SO | Shift Out. Change character set. |
| 15 | ^O | SI | Shift In. |
| 16 | ^P | DLE | Data Link Escape. Modifies meaning of subsequent characters. |
| 17 | ^Q | DC1 | Device Control 1. XON signal to remote station to transmit. |
| 18 | ^R | DC2 | Device Control 2. General purpose toggle signal. |
| 19 | ^S | DC3 | Device Control 3. XOFF signal to remote station not to transmit. |
| 20 | ^T | DC4 | Device Control 4. General purpose toggle signal. |
| 21 | ^U | NAK | Negative Acknowledge. Signals transmission failure. |
| 22 | ^V | SYN | Synchronous Idle. Used between data blocks in synchronous communications. |
| 23 | ^W | TB | End of Transmission Block. |
| 24 | ^X | CAN | Cancel. Signals error. |
| 25 | ^Y | EM | End of Medium. Signals physical end of data source. |
| 26 | ^Z | SUB | Substitute. Replaces invalid or non-displayable characters. |
| 27 | ^[| ESC | Escape. Marks following characters as a control sequence. |
| 28 | ^\ ^_ | FS | File Separator. Marks file boundary. |
| 29 | ^] | GS | Group Separator. Marks data group boundary. |
| 30 | ^^ | RS | Record Separator. Marks data record boundary. |
| 31 | ^_ | US | Unit Separator. Marks data unit boundary. |

Finding Text

1. Select Go To from the Search menu to display the dialog box.
2. Enter the text to find in the search combo box edit control.
3. An alternative to manually entering text into the search edit control is to select the appropriate text, if available in the main edit window, and use the Set Find push button control or Set Find from the Search menu or use the accelerator key to fill the search text buffer. The list box part of the search combo box holds previous search and replace entries of the current session.
4. Check the Case check box to perform a case sensitive search.
5. Select the Next or Back push buttons depending on the search direction.
6. Use the Next or Back push buttons, or use the Find Next or Find Prev commands from the Search menu to continue a search. Or use the accelerator keys to continue a search.
7. Searches begin at the current caret position. The entire document will be scanned to find matching text. If no match is found the speaker is beeped.

See...

Replacing Text.

Formating Text

1. To insert a space, press the Spacebar.
2. To end a line, press Enter.
3. To indent a line or insert a tab, press Tab.
4. To insert a blank line, move the caret to the beginning of a line, press Enter.
5. To split a line, move the caret to the text to move to the next line, press Enter.
6. To join two lines, move the caret to the beginning of the line to move. Press Backspace until the lines are joined.

On File Open or File Merge, if the number of characters on a line is greater than 1024, then a message box will appear. If an affirmative response is entered, then carriage return line feed pairs will be inserted into the document. The position dialog box shows the number of insertions during the process. This process may be aborted by pressing the escape key and answering the message box.

Line lengths must be equal to or less than 1024 characters when scrolling from one field to the next.

Going To a Line

1. Select Go To from the Search menu to show the modeless dialog box.
2. Enter the number of the line to go to in the line number edit control.
3. Select the Next or Back push buttons or press Enter.
4. Going To a Line can be combined with Finding Text. If the line number entry is greater than the actual number of lines in the document, the speaker is beeped.
5. The End push button will show the last line of the document in the edit window.

Merging a File

1. Move the caret to the position in the document where the file is to be placed.
2. Select Merge from the File menu to show the dialog box.
3. The file extension list box can quickly set the filespec for the files list box.
4. Select a file from the list box. Or type the appropriate text into the edit control.
5. Select Merge.
The merge can be undone before any other changes are made to the document.

See...

Formating Text.

Opening an Existing File

1. Select Open from the File menu to show the dialog box.
2. The file extension list box can quickly set the open filespec for the files list box.
3. Select a file from the list box. Or type the appropriate text into the edit control.
4. Select Open.
The filename of a text file as a command line parameter will open the file after Notebook initialization.
Win30 file associate requires appropriate modification to the Extensions section of the win.ini file.
Win31 and **WinNT** file associate requires appropriate entry into the File Associate dialog of the file manager.

If the opened file is not a text file, then the memory image is converted to a text format. A message box warns that File Save is disabled to protect the binary file format. The text can be edited, sent to the clipboard and pasted into the destination text file. This process allows extraction of text from word processor documents, spreadsheets, executables, etcetera.

Client drag functionality allows up to ten files to be opened per drop. If the drop contains several files, then Notebook opens the first file dropped in the current instance, and spawns other instances to open the remaining files in the drop.

See...

Formating Text

Running an Application.

Printing a Document

1. Select page settings from the Margins dialog box.
2. Select Print All from the File menu.
3. The current document is sent to the print spooler. Printing may be aborted while the print file is being created. Lines that do not fit inside the margins will be wrapped. When printing on both sides of the paper, first the odd numbered pages are printed. Next set the paper for printing the even numbered pages before answering the message box. Laser printer users will have to manually collate the pages to print the even numbered pages.

See...

Notebook Keys

Setting Margins.

Printing Selected Text

1. Select page settings from the Margins dialog box.
2. Select text of the current document to be printed.
3. Select Print Selection from the File menu.
4. The selected text of the document is sent to the print spooler. Printing may be aborted while the print file is being created. Lines that do not fit inside the margins will be wrapped.

See...

Selecting Text

Setting Margins.

Replacing Text

To replace a single instance of selected text...

1. Select Go To from the Search menu to show the modeless dialog box.
2. Enter text into the replace combo box edit control.
3. An alternative to manually entering text into the replace edit control is to select the appropriate text, if available in the main edit window, and use the Set Replace push button control or Set Replace from the Search menu or use the accelerator key to fill the replace text buffer. The list box part of the replace combo box holds previous search and replace entries of the current session.
4. Select text of the document with the keyboard or mouse.
5. Select the Replace push button, or select Replace from the Search menu or use the accelerator keys. The replace command with the finding text features can selectively replace repeating words or small phrases.

To replace all occurrences of the search string with the replace string...

1. Select Go To from the Search menu to show the modeless dialog box.
2. Enter text into the search and into the replace combo box edit controls.
3. Select Next or Back to find an instance of the search string.
4. Select Replace All from the Search menu or use the accelerator key.
The replace all command shows a message box with the occurrence count and the string values. If the message box receives an affirmative response, then the process of replacing all occurrences begins. The position dialog box shows the number of occurrences left during the process. The replace process may be aborted by pressing the escape key and answering the message box. Upon completion the edit window shows the first line of the document.

See...

Finding Text

Notebook Keys.

Running an Application

1. Select Run from the File menu to show the dialog box.
2. The file extension list box can quickly set the run filespec for the files list box.
3. Select an application or associated file with the mouse by using the list boxes. Or type the exact or appropriate text into the command line edit control. If the application filename does not contain an extension, then .EXE is assumed.
4. Select Run or press the enter key.
This feature allows an efficient system interface and fast utilization of Notebook output with other applications.

See...

Opening an Existing File.

Saving Documents

To save an untitled document or rename the document...

1. Select Save As from the File menu to show the dialog box.
2. Enter a filename into the edit control.
3. Select Save.

To save a titled document ...

1. Note only documents that have been changed can be saved.
2. Select Save from the File menu.

Selecting a Screen Font

1. Select Fonts from the Edit menu to show the dialog box.
2. Select a font from the radio-button control choices.
3. Select Accept.
4. Notebook.ini holds the screen Font status.

See...

Setting Tab Spacing.

Selecting Text

1. Move the caret with the mouse pointer to the beginning or end of the text to select.
2. Hold down the mouse button while moving the pointer to highlight the text.
3. Release the mouse button when the correct amount of text is highlighted.
To select the entire document choose Select All from the Edit menu.

See...

Notebook Keys.

Setting Initial Window Size

1. Position the main window to the desired screen size and location.
2. Select Initial Size from the Edit menu to record the size and position of the main window. The next time the program is started these settings determine the initial size and position of the main window. Initial Size command will be checked when set.
3. If Initial Size is set when selected, then a message box is shown to allow the user to clear the initial size setting. A new initial size can be set after the old one is cleared.
4. Notebook.ini holds the initial window size and position.

Setting Margins

1. Select Margins from the File menu to show the dialog box.
2. The check box control for the margin must be checked to allow the change.
3. Select a margin size from the list box control.
4. The header can be customized by typing into the title edit control. The default header is the document filename.
5. To allow the header or the page number as a footer to be sent to the print spooler, check the appropriate check box.
6. Select the 2-Sided check box to print on both sides.
7. Choose Accept.
8. Notebook.ini holds the margin size.

See...

Printing a Document

Setting Printers.

Setting Printers

1. Select Printer Setup from the File menu to show the dialog box.
2. The list box control displays all the installed printers with the default printer selected.
3. Select the desired printer from the list box control.
4. The printer driver settings can be modified by pressing the Setup push button control.
5. The selected printer becomes the default printer by pressing the OK push button.
6. Win.ini holds the default printer status.

See...

Setting Margins.

Setting Tab Spacing

1. Select Fonts from the Edit menu to show the dialog box.
2. Select a tab-stop spacing from the list box control choices.
3. Select Accept.
The tab-stop spacing is also used to format the document sent to the print spooler for hardcopy.
Notebook.ini holds the tab spacing value.

See...

Selecting a Screen Font.

Showing Date and Time

1. Select Date or Time from the Edit menu to display the date or time, respectively .
2. The MM/DD or HH:MM format is shown in the title bar. Accelerator keys can toggle the date and time display as desired.
3. Notebook.ini holds the date and time status.

See...

Notebook Keys.

Undoing Edits

1. Verify that Undo from the Edit menu is enabled.
2. If enabled, then select Undo from the Edit menu to undo the last edit.
3. Huge edits can be undone before any other changes are made to the document.

Using the Bookmark

1. Select Bookmark from the Search menu to set the bookmark. Bookmark command will be checked when set. Caret position is the offset stored as a bookmark.
2. If Bookmark is set when selected, then a message box is shown to allow the user to clear the bookmark. A new bookmark can be set after the old one is cleared.
3. Select Go To from the Search menu to show the modeless dialog box.
4. Select the Bookmark push button control.
5. The edit control will show the offset into the document that was stored when the bookmark was set. The bookmark is a number only. It is not associated with any particular document. If the bookmark is not set, then selecting the Bookmark push button will show the beginning of the document which is zero offset. Notebook.ini holds the Bookmark status.

Wrapping Text

1. Choose unchecked Word Wrap from the Edit menu.
2. The edit control is redrawn with no horizontal scroll bar. The Word Wrap menu item is checked when in the word wrap mode.
3. Text will be broken at a space character.
4. Notebook.ini holds word wrap status.

A word wrapped edit control in **Win30** needs twice as much local buffer memory when Notebook is minimized. Therefore page or field size is nominally 16 thousand bytes in word wrap mode. This defect is fixed in **Win31** which allows the page size to remain 32 kilobytes whether or not the edit control is wrapped. The edit control is not resized if the main window is minimized to avoid the defect of extra time (a ten to twenty second deadlock) involved in minimizing a word wrapped edit control.

How to Order

When you decide to register as a user contact Mark Berlinger by the U. S. postal service. Messages may be sent to the author by way of CompuServe to number 70134,3016.

Here's the deal. You send twenty dollars American or ten dollars if you have registered as a Notebook for Windows 3.1 user, and a proper name to the following address:

**Mark Berlinger
1317 N. San Fernando Blvd. #133
Burbank, CA 91504**

Upon receiving the consideration you will be contacted through the same BBS or mail if desired. If you want to use a credit card, the fee is \$26 or sixteen dollars if registered to use Notebook for Win31. The return message will contain an identification number. Standard site license fees are \$75 for 10 PCs to \$300 for an unlimited number of PCs.

To order by credit card (only) contact:
Public (software) Library with your MC, Visa, AmEx or Discover card by calling 800-2424-PsL or 713-524-6394 or by FAX to 713-524-6398 or by CompuServe to 71355,470 or by mail to PsL, P.O.Box 35705, Houston, TX 77235-5705. Please include your address with all orders. These numbers are for ordering only. For information about dealer pricing, volume discounts, site licensing or technical information contact the author.

The optional diskette service is an additional \$6 or \$8 overseas cash or check to the author for shipping and handling. By credit card from PsL the diskette service is \$4 S&H or \$6 S&H overseas.

The name and ID number are entered into the nagware dialog box. The name and ID number are added to the "notebook.ini" information which sits in the "winnt" sub-tree. Notebook will run without the nagware display when the "ini" file contains a proper name and ID number match. The proper name will appear in the title bar at program start.

The matching name and ID number will work in minor version number upgrades containing minor fixes or improvements to Notebook NT. As always, constructive criticism is appreciated.

Notebook NT in beta to be sure, is available for the Windows New Technology operating system. Notebook for NT has the functionality of Notebook 1.D for Windows 3.1. Notebook for NT single user registration fee is twenty dollars US, or ten dollars US to registered Notebook users. Register as a Notebook NT user and you are registered as a Notebook for Win31 user.

Notebook Keys

Choose from the following list to review the keys used in Notebook.

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Function Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

Cursor Movement Keys

The mouse pointer is called the cursor. The text insertion point is called the caret.

| Key(s) | Function |
|------------------|--------------------------------------------------------------|
| DIRECTION key | Moves the caret left, right, up, or down in a <u>field</u> . |
| CTRL+Home | Moves to the beginning of a field. |
| CTRL+End | Moves to the end of a field. |
| Home | Moves to the beginning of a line. |
| End | Moves to the end of a line. |
| CTRL+Left Arrow | Moves left one word. |
| CTRL+Right Arrow | Moves right one word. |
| PAGE UP | Moves up in a field, one screen at a time. |
| PAGE DOWN | Moves down in a field, one screen at a time. |
| CTRL+PAGE UP | Moves up one field at a time. |
| CTRL+PAGE DOWN | Moves down one field at a time. |

See...

Formatting Text.

Dialog Box Keys

| Key(s) | Function |
|----------------------|-----------------------------------------------------------------------------------------------------|
| TAB | Moves from field to field (left to right and top to bottom). |
| SHIFT+TAB | Moves from field to field in reverse order. |
| ALT+letter | Moves to the option or group whose underlined letter matches the one you type. |
| DIRECTION key | Moves from option to option within a group of options. |
| ENTER | Executes a command button. Or, chooses the selected item in a list box and executes the command. |
| ESC | Closes a dialog box without completing the command. (Same as Cancel) |
| ALT+DOWN ARROW | Opens a drop-down list box. |
| ALT+UP or DOWN ARROW | Selects item in a drop-down list box. |
| SPACEBAR | Cancels a selection in a list box. Selects or clears a check box. |
| CTRL+SLASH | Selects all the items in a list box. |
| CTRL+BACKSLASH | Cancels all selections except the current selection. |
| SHIFT+ DIRECTION key | Extends selection in a text box. |
| SHIFT+ HOME | Extends selection to first character in a text box. |
| SHIFT+ END | Extends selection to last character in a text box |

Editing Keys

| Key(s) | Function |
|---------------|---------------------------------------------------------------------------------------------------|
| Backspace | Delete the character to the left of the caret. Or, delete selected text. |
| ALT+Backspace | Undo the previous edit. |
| SHIFT+Delete | Cut selected text from the edit window and move it to the clipboard. |
| CTRL+Insert | Copy selected text from the edit window and move it to the clipboard. |
| SHIFT+Insert | Paste text from the clipboard to the caret position. |
| ALT+Insert | Replace selected text with text from the dialog box replace edit control by way of the clipboard. |
| Delete | Delete the character to the right of the caret or, delete selected text. |
| CTRL+Delete | Deletes selected text or, all the selected text of a huge document. |

See...

[Copying, Cutting and Pasting Text](#)

[Deleting Text](#)

[Selecting Text.](#)

Function Keys

| Key(s) | Function |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F1 | Runs the help engine and displays the Help Index for Notebook. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics. |
| F2 | If there is text in the edit window, then the text is sent to the print spooler. |
| F3 | If search text has been entered into the Go To dialog box, a search for the next occurrence of the string is performed. |
| F4 | If search text has been entered into the Go To dialog box, a search for the previous occurrence of the string is performed. |
| F5 | The real time clock date is displayed on or removed from the title bar. |
| F6 | The real time clock time is displayed on or removed from the title bar. |
| F7 | If search and replace text have been entered into the Go To dialog box, the replacement of all occurrences of the search string with the replace string is performed. |
| F8 | If text has been selected in the main client area, then the selected text is sent to the Find Text edit <u>control</u> buffer of the Go To dialog box. |
| F9 | If text has been selected in the main client area, then the selected text is sent to the Replace Text edit control buffer of the Go To dialog box. |

See...

Finding Text

Printing Documents

Replacing Text

Showing Date and Time.

Menu Keys

| Key(s) | Function |
|---------------------|-----------------------------------------------------------------------------------|
| Alt | Selects the first menu on the menu bar. |
| Letter key | Chooses the menu, or menu item, whose underlined letter matches the one you type. |
| Alt+letter key | Pulls down the menu whose underlined letter matches the one you type. |
| LEFT or RIGHT ARROW | Moves among menus. |
| UP or DOWN ARROW | Moves among menu items. |
| Enter | Chooses the selected menu item. |

System Keys

The following keys can be used from any window.

| Key(s) | Function |
|-----------|--------------------------------------------------------------------------------------------|
| Ctrl+Esc | Switches to the Task List. |
| Alt+Esc | Switches to the next application window or minimized icon, including full-screen programs. |
| Alt+TAB | Switches to the next application window, restoring applications that are running as icons. |
| Alt+PrtSc | Copies the entire screen to Clipboard. |
| Ctrl+F4 | Closes the active window. |
| F1 | Notebook uses the help engine. |

Text Selection Keys

| Key(s) | Function |
|--------------------------------|------------------------------------------------------------------------------------------------------|
| SHIFT+LEFT or RIGHT ARROW | Selects text one character at a time to the left or right. |
| SHIFT+DOWN or UP | Selects one line of text up or down. |
| SHIFT+END | Selects text to the end of the line. |
| SHIFT+HOME | Selects text to the beginning of the line. |
| SHIFT+PAGE DOWN | Selects text down one window. Or, cancels the selection if the next window is already selected. |
| SHIFT+PAGE UP | Selects text up one window. Or, cancels the selection if the previous window is already selected. |
| CTRL+SHIFT+LEFT or RIGHT ARROW | Selects text to the next or previous word. |
| CTRL+SHIFT+UP or DOWN ARROW | Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph. |
| CTRL+SHIFT+END | Selects text to the end of the <u>field</u> . |
| CTRL+SHIFT+HOME | Selects text to the beginning of the field. |

See...

Selecting Text.

Window Keys

| Key(s) | Function |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALT+SPACEBAR | Opens the Control menu for an application window. |
| ALT+Hyphen | Opens the Control menu for a document window. |
| Alt+F4 | Closes a window. |
| Alt+Esc | Switches to the next application window or minimized icon, including full-screen programs. |
| Alt+TAB | Switches to the next application window, restoring applications that are running as icons. |
| Alt+ENTER | Switches a non-Windows application between running in a window and running full screen. |
| DIRECTION key | Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu. |

Accelerator Keys

Accelerator keys are shortcut keys that let the user choose a command from a menu by using a single key stroke.

Associate

To identify a filename extension as belonging to a particular application, so that the requested opening of any file with that extension will immediately run the particular application and open the requested file.

Bitmap

A bitmap is an image formed by a pattern of bits.

Caret

The caret is the text insertion point of an edit control. It is represented by a blinking vertical bar.

Clipboard

The clipboard is the main data-exchange feature of Windows. It is a common area to store data handles by which applications can exchange formatted data.

Control

A control is a predefined child window that carries out a specific input or output.

Control Code

ASCII control codes are used in communications or to operate printers and other devices.

Cursor

The cursor is a special bitmap that shows the user where actions initiated with the mouse will take place. The cursor can be an arrow, hourglass, I-beam, cross-hair or other custom shape.

Dialog Boxes

A dialog box is a temporary pop-up window that is displayed to allow the user to supply more information to direct the action of a command. A dialog box contains one or more controls for simple input or output. The two types of dialog boxes are modal and modeless.

A **modal** dialog box temporarily disables the parent window to force the user to complete the requested action before returning control to the parent window. A modal dialog box starts its own message loop without returning to the WinMain function.

A **modeless** dialog box does not disable the parent window. The user can work in the parent window while the modeless dialog box is displayed. A modeless dialog box receives messages through the message loop in the WinMain function.

Field

A field is a memory resource with application determined content and size.

