

UniQWK - Mail Reader

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Message Editor

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File Menu

-The File menu includes commands that enable you to open,close and delete .QWK files.

-For more information, select the File menu command name.

Open Open .QWK file.

Close Close .QWK file.

Delete Delete a file.

Rename Rename file.

Save New Files Save current "New Files"

Save Clipboard Save clipboard contents.

Exit Program Exit.

Edit

- Use this option to **Mark text** and **Copy** text from the view window to clipboard. At program exit, clipboard contents can be saved as text file, or you can save into a .CLP file using the Save clipboard option at **File** menu.
- Select/unselect text with the left mouse button.
- **Copy to clipboard** command insert the selected text into clipboard, previous contents are lost.
- **Append to clipboard** command append the selected text to the previous content of the clipboard.
- Save as Tagline** option save the selected text at tagline's file. The tagline is up to 64 characters. The file (UNIQWK.TAG) can hold up to 4096 taglines.
- **Copy msg to clip** - Copy current message to clipboard, previous contents are lost.
- Append msg to clip** - Append current message to previous clipboard contents.

Message Menu

List	List the messages of current area. Messages can be sorted by number or by subject, (better).
Area List	List available areas. You can choose between display all areas, or only the areas with message.
Archive	Save messages to folder. You can save current message, or all messages from a area or even all packet. A keyword can be associated with the message (if a single message) or to a group of messages (ir area or all packet).
Save Sep.	Save message at a separated file If file exists, message is apended at end of the file
Save Def.	Save message at default file The message can be saved by day or by BBS's name. See. <u>Options</u>
Print	Print the current message at the default printer, one message at a page.
Save Talk	Save current <u>Talkline</u> into a .WAV file.
Talk	Play Talkline again
Save MIDI	Save current MIDI (at message) into a .MID file.
MIDI	Play MIDI again
Previous	Go to previous message
Next	Go to next message

View Menu

- Use this menu to view *extra* files on the mail packet.
- Usually the files available are:
 - NEWFILES.DAT - List of new files available for download.
 - BLT-n.xxx - Bulletins from the BBS.
 - WELCOME.xxx - File with the BBS's opening screen.
- Others files can be found in the packet, it depends on your configuration at the BBS.
- These files can be normal text or ANSI. Files with more than 32kb are truncated.

Reply Menu

- List** List replies at current .REP file for delete,.edit,save, copy and view.
- Reply /wo** Reply the current message, without quote
- Reply /w Reply with quote to the current message.
- Enter Msg** Enter a new message.
- Forward** Send current message to another user

Search

- Search message header and text for the pattern, and display message if found. The first occurrence of the pattern is highlight on message, if not at message header.
- All packet is searched from the first to last message (header and message text).
- The maximum pattern size is 64 characters.

Set Menu

<u>Options</u>	Miscellaneous
<u>Reply</u>	Select reply options
<u>BBS Options</u>	Set options for each BBS.
<u>Directories</u>	Configure current directories
<u>Taglines</u>	To enter, delete, or edit taglines
<u>Registration</u>	To enter registration information
<u>Door</u>	Remote Door configuration

BBS Options

<u>Options</u>	Generic options
<u>User List</u>	Change users list
<u>Keywords</u>	Edit keywords list.

Config Message Display

Toolbar	Enable/disable toolbar
Scrollbar	Enable/disable scrollbar
<u>Font Size</u>	Select font size
<u>Save size</u>	Save current window size
<u>Color Header</u>	Set message header color
<u>Color Msg.</u>	Set message text color

Reply List

- List all replies at .REP packet. Use it to:

View - Display selected reply You can also double click a selection do display a reply.

Copy - Send a copy of reply to another user, Carbon Copy on some mail readers.

Edit - Edit a reply.

Save - Save a reply into a file.

Delete- Remove reply from .REP file. There is NO undo command...

Directories

Set default directories for *UniQWK*.

- .QWK** Directory where the mail packets are to be found, usually your default download directory
- .REP** Directory to place the reply packet, usually your default upload directory.
- .MSG** Default directory to save messages. Also used to save NewFiles list, selected text, folders,.etc. Maybe any directory.
- .WAV** Default directory to save/load Talklines.
- .MID** Default directory to save/load MIDI files.

OBS: Directory UNIWKR is used by *UniQWK* to unpack the received mail and as scratch area, this **must** be used only by *UniQWK*.

Configuring PIFs to pack/unpack

If you ARE NOT using internal ZIP/UNZIP, use Windows PIF Editor to configure the mail packet compressor/uncompressor. Default PIFs assume ZIP. If you use another compressor, just set the PIF to run it.

IMPORTANT: You MUST place these .PIF files into Windows directory.

Program Filename :

- Use complete file name. Ex: C:\util\pkunzip.

Window Title:

- Must be MRPACK for the pack program and MRUNPACK for the unpacking program. **Do not change it!**

Start-up Directory:

- Nothing to put here, except for eventual needs of your particular configuration.

Optional Parameters:

- For MRUNUNPACK we suggest to use the overwrite parameter (if available).

Memory Requirements

- Use as required by your preferred pack/unpack program.

Close Window on Exit:

- Must be checked, or you will have to close it manually.

Execution:

- May be "background". Attention on this, as this isn't the window's default

Reply

Selects many options on replying messages. This options are effective for all BBSs.

Reply CP Choose the .REP character set

Internal Editor Configure Internal Editor

External Editor Configure External Editor

First Line Set the first reply line

Quote Set the quote mark character

Save Replies Enable to save all replies at REPLY folder

Internal ZIP Enable the internal ZIP/UNZIP.

BBS Configuration

- **Signature** - The content of his line, up to 80 characters, is appended at the end of your reply.
- **Address 1 & 2** - This lines are also appended to your reply
- **Use Taglines** - If checked, taglines will be enabled. Unregistred version uses a fixed tagline.
- **Tagline File** - You can set a different tagline file for each BBS. If you do not enter a tagline filename, *UniQWK* will use the default file "UNIQWK.TAG".
- **Save Newfiles** - Enable the append of NEWFILES received into a file named <bbsname>.NEW. When the file is too large, (128kb) you'll receive a warning, rename or delete this file. If this option isn't enabled, you can save manually "New Files" at FILE menu.
- **Alternate Coding** - This option will enable an alternate coding scheme for Talklines and .MID files appended to messages. When checked, only 6 bits will be used, (the "normal" method use 7). Try it if your .MID or Talklines gets corrupted at addresse

Options

- **Save Clipboard contents** - If enabled, the clipboard contents will be saved into a normal ASCII text file on program exit. If disabled, you'll be asked before save.
- **Talklines** - Disable Talklines or select the play volume (normal or low).
- **Save Messages** - Select how to save messages, by DATE or by BBS name. The message is saved as normal ASCII text file.
 - BBS - The messages are saved into a file named bbsname.MSG
 - DATE - The default file name is: yymmdd.MSG. It creates a new file daily.
- **Buttons** - You can select between fixed, movable or no buttons.
- **Ask for** - Enable or disable confirmation for delete, save, etc.
- **Ask for delete .QWK on exit** - Enable "Delete xxxx.QWK" question on exit, only if you read all messages.
- **Ask for rename .QWK on exit** - Enable "Rename xxxx.QWK" question on exit. The rename option uses the first two letters of BBS's name and the current date, so you can rename any number of packets, not only 26. You can always change the suggested file name.
- **Ask for display ANSI** - If checked, UniQWK will ask for display corrupted ANSI messages. If unchecked, the message is displayed as ANSI without any question.
- **Beep on Personal.Msg** - If checked Beeps on personal messages..
- **Case sensitive keywords on search** - If enabled, the search for keywords at packet opening time are case sensitive.
- **Use display font to print messages** - Check this box to use the same font used on display to print messages. If you have problems with character size, uncheck it.

Keywords

- Use this command to edit the keywords list used to select messages at packet opening time.
- There is one list for each BBS, The list can hold up to 16 keywords.
- The message with the keyord are placed with personal messages at ***Selected Messages*** area.
- The search can be case sensitive or not. See OPTIONS**OB**S: the use of keyword slow down packet open process.

Save Size

- Save the current size of the window. The position is always saved. Use it if you want to use more or less lines than default, 18 for large character, and 24 for medium and small.

Warning: If you use a window width other than 80 characters, you may get ANSI drawing messages distorted. To restart the default window position, delete the line "Size=" into UNIQWK.INI file (windows default directory) and restart program. As alternative you can change the character size to and from another size, this also restores the default window size.

User's List

- This list hold the most frequently used names to send messages. Up to 64 names can be saved. There is one list for each BBS.
- Use this option to change the list (add or delete user's names)
- The CANCEL button restore the list from your last SAVE command.

Door Configuration

-Use this option to set/reset some parameter at your BBS door. At this version, available only for QMAIL4, MKQWK and compatibles. See your door manual for more details. Use the ADD button to add commands ADD - DROP - RESET. to message

Add - To include a conference at your packet. Fill with the conference *number*. If you want to receive only the messages addressed to you, check the right side box..

Drop - To exclude a conference from your packet.

Reset - To select the last message read at a conference, select the conference and put the number of last read message.

Max. Size - Select the maximum packet size in bytes. Your packet size is limited by the sysop and/or the baud rate. Attention: this command is not supported on some doors.

Max . Msg - Select the maximum messages/packet.. This number may be limited by your sysop. 400 is a good number. Do not select more than 2000...

Protocol - Select the default protocol for download/upload. Fill with the letter correspondent to the protocol.

Registration

- Use this option when you receive your key number to finally get rid of the box, etc.,
- Fill in the box with the name, number and code **as you received**, do not change case!
Click OK.
- Exit program.
- Restart program and check at ABOUT box if your name and number are OK if not check for some misspelled character at name, number or code. Try again. If unsuccessful, call us.

Taglines.

- Add** - add a new tagline to file. The file can hold up to 4096 lines
 - Delete** - remove a tagline from file
 - Done** - save edited line, close box.
 - Cancel** - restore the previous tagline (only during edition)
- Use the Up and Down arrow to change the current line (saving changes).
-Do not edit the file directly.
-You can get taglines from messages using the mouse. Select the text and save as tagline.
See Edit

Make .REP file

- Use this command to create a .REP file.
- You can create file only to BBSs available at the list box.
- The list box can hold up to 16 BBS.profiles

Info

Use this command to display information about the current packet, such as sysop's name, packet date/time , number of messages and packet uncompressed size.

Color Header

- Change the header's colors.
- You can change the color of labels, background and text.
- Only *solid colors* can be chosen for text.

SEE: [Color Message](#)

Color Message

- Change the colors of message window.
- You can change the color of background, normal text and "quoted" text.
- Only *solid colors* can be chosen for text. Some background colors may produce distorted characters.
- If the message is ANSI Message, the colors are selected through the ANSI commands.

SEE: Color Header

Reply CP

- Choose the Code Page (CP) of your replies.
- This is important only for the extended character set, the characters above 127. For english use, select CP 437, for Portuguese use 860/850 and for any othe language with accented characters choose CP 850.
- Windows use ANSI character set. If selected, only other Windows user will understand the chacrctes above 127. This has no effect on "ANSI drawings"
- UniQWK is intended for multilingual usage. To keep semi-graphic characters, using option CP860/50, only some characters of Code Page 850 and 860 are translated.(accents)
- The option *ASCII 7 bits* mask out bit 7 (off), so only characters between 0 and 127 are available.

Internal Editor

- If the check box *Internal Editor* is checked, UniQWK will use the internal editor to create the replies.
- You can choose the maximum number of lines and the automatic left margin.
- The use of single spaced font (fixed pitch) is recommended to avoid lines above 80 characters.
- You can change the line length moving the right window border before save the text.
- We hope to improve this editor in future versions...

External Editor

- If *Internal Editor* check box is not checked, *UniQWK* will use the external editor to create the replies.
- You can use any external editor able to give output without control sequences. The editor can be a Windows application(Notepad or WinEdit, for example) or run into a DOS window(Qedit, for example)
- If the editor isn't at default path, you must use complete file name. Ex: C:\util\Qedit.exe
- If you choose one Window's editor, check the ANSI option, except if the editor uses "OEM character set", another way of saying that the character set is same used by DOS.

First Line

- This line, up to 64 characters is placed in the beginning of your reply.
- The # symbol is replaced by the first name of the addressee.
- You can also use % symbol to place the message date or the \$ symbol to place the receiver (your) first name.
- UniQWK also detects if the message has an Internet address and set the first line of message with the full Internet address, EX : To: cacp@serv.peb.ufrj.br

Quote

- The quote symbols, up to 4, are placed at the beginning of each line of the message.
- The # if present on quote descriptor, will be replaced by two initials of addressee
- This line at dialog box is showed in OEM character set, to place special symbols, use ALT + 0 nnn ,or ALT + SHIFT + 0 nnn where nnn is the decimal number of the symbol.

Font Size

- The message viewer uses on fixed pitch font with Code Page 860/850 , CP850 , CP437 or ANSI character set, it depends on the CP selector for your replies.
- You can select among three font sizes.

Archive

This menu options is the entry point to all functions relative to message folders.

- Browse** This is the main function to view, search, copy, reply, etc messages at selected folder.

- Delete** Delete a folder, no undo function...

- Del. Old** Use this option to delete old messages from a folder. All messages older than some date are removed from the folder. It can also pack the folder after this operation.

- Pack** This options removes deleted messages from the files. This operation is done in background and during it you cannot leave the program. The time to pack a file is function of size. You can pack a file while you reading a .QWK file for example.

Browse

You can select **From, To, Date, Subject** or **Keyword** to browse the folder, just select it below the Key window. You can keep a folder opened while you are reading a packet.

- Next** Go to next message, according the key selected.
- Prev** Go to previous message.
- Locate** Locates a message using current key. Select key, fill the field with the desired patten and clic it. If not found, it will stops at the next higher record. This function is the faster way to find some message. You can use the keyword field to help this location.
- Search** Search header and text for the pattern, and display message if found. The first ocurrence of the pattern is highlight on message, if not at message header. This function is a little slow..
- Print** This button prints current message at line printer.
- Reply** This button generates a reply to current message. If there is another .QWK file opened and this file is not from the same BBS, you'll be prompted to close the .QWK packet. OBS: If you choose the REPLY button from toolbar (or menu) when on display of a message from a folder, and the message is from another BBS, you should take care with user name and area, they probably are different...
- Delete** Deletes the current message from folder. When you have many deleted messages, you can use the PACK option do remove this messages from files.
- Copy to Other** Use this option to copy a message to another folder.
- Copy to Clip** This button copy the current message to clipboard, usefull to edit messages.

File Exit

- When exiting from *UniQWK* if you didn't read all messages, you can save the current position on the mail packet
- If all messages are marked "#" you will be asked to delete or rename the .QWK packet.
- Your replies (.REP) is copied to upload directory on exit.

File Open

-Select the .QWK file to view.

-Only one file can be open at a time.

-You can't run *UniQWK* again to open other mail packet.

File Close

- This command closes all files and packs de replies in a .REP file.
- You can save your reading position to a next section if you didn't read all messages. Only one postion is saved for each BBS.

File Delete

- This command deletes the current .QWK file from the download directory.
- The replies and working files are not deleted.

File Rename

- Use this command to rename a file.
- Do not rename the opened packed. Close the packet before rename.

Save Clipboard

-Save clipboard contents into a .CLP file, the Windows clipboard file format.

OBS: The automatic save function of clipboard contents, append the text into a normal ASCII file (.TXT).

Save NewFiles

- This command is available only if automatic NewFiles list saving is disabled.
- After you save the NewFiles list, this command is disabled.
- The NewFiles list is appended to a file named <bbsname> . NEW.
- No checking is performed to avoid duplication of file names.

File Menu

Include Insert a file

Save Save reply

Cancel Cancel reply

Options Menu'

Fonts

Select font

Colors

Select text color

File Include

- Use this command to include a file at current cursor position or replace selected text, if any.
- If the file is bigger than available space, file will be truncated.

Save Reply

- Close editor, save the current reply.
- You can edit again a message at ~~Reply List~~ menu..

Cancel Reply

- Close editor, purge current reply.
- No undo available...

Font Select

- Use this command to change the font or character size used into editor.
- If you checked *Use Fixed Fonts* at the Options menu, only fixed fonts will be available at dialog box.

Warning: When using proportional spaced fonts (non fixed), you may have lines with more than 80 characters, and this is annoying to others users.

Color Select

- You can select the text and background color.
- Choose only solid colors for better results.

Edit Menu

- The Edit menu includes commands that enable you to move text to and from the clipboard, to delete text, and to undo a previous editing operation.
- For more information, select the Edit menu command name.

<u>Undo</u>	Cancels a previous operation.
<u>Select All</u>	Selects all text
<u>Cut</u>	Deletes text and moves it to the clipboard.
<u>Copy</u>	Copies text to the clipboard.
<u>Paste</u>	Moves text from the clipboard to the edit window.
<u>Clear</u>	Deletes text without moving it to the clipboard.
<u>Edit Header</u>	Change message header

Edit Select All

-Selects all text in a reply.

- Use this option to perform other editing actions, ex: copy reply to Clipboard

Edit Clear Command

- Deletes selected text.
- The deleted text are lost (not saved onto Clipboard).
- See Cut command

Edit Copy Command

- Place a copy of selected text onto Clipboard.
- No change on original text.
- Previous Clipboard contents are lost.

Edit Cut Command

- Deletes text and places it onto Clipboard.
- Previous Clipboard contents are lost.
- See Clear

Edit Paste Command

- This command places a copy of Clipboard contents at current cursor position, or replaces the selected text, if any.
- No change on Clipboard contents.

Edit Undo Command

-When available this command (not *grayed*) you can undo your last editing action, such as cut, delete, copy, etc.

Edit Header

- Use this option to change subject, area or the addressee of your reply.
- Remember: some BBSs accepts messages with status *Private* only in *Private area*.
- The sender's name cannot be changed.
- On registered copies you can also select a new tagline, if at the first message edition.

Talk Menu

<u>Record</u>	Record a Talkline
Play	Play Talkline
Delete	Delete Talkline
Insert	Insert .WAV file (up to 6s)

Music

- Play** Play .MID inserted
- Delete** Delete current .MID from message
- Insert** Insert .MID file into message(up to 16kb)

Record

-Use this option to record a Talklines. This option is available only if you have a sound board with digital sampling capability.

-Up to 6 seconds of voice can be digitized, the maximum size of a Talkline in this version.

-The PLAY option gives a sound quality better than final result. You can ear the talkline with the sound quality of the receiver at the LIST REP, VIEW option at the Message Reader.

-If you need more editing capabilities, you can use another program to record your voice, (Ex:Windows Record) and use the INCLUDE option to insert the .WAV file as a Talkline.

Clipboard

Scratch area used for transfer data between applications.'

QWK

Default extension of mail packets invented by Mark Herring (1987),
This format is used by virtually all mail readers.

Door

Name used to designate any external program at your BBS. The most common is the mailer used to create the .QWK file.

Talkline

Sound appended to a message, too small to be a voice mail. Please, avoid the use o Talkline on public messages. Use it only o private message to another *UniQWK* user.

ANSI Message

Message with format control sequences defined by ANSI (American National Standards Institute).

UniQWK assume as "ANSI Message" any message with ESCAPE (1Bh) character.

Code Page

Strange name used to designate the character set above 127.

ANSI Character set

The default Windows character set, sometimes referred to as Code Page 1007.

How to get rid of ..

To get rid of the advice box and the annoying tagline is as easy as heaving a coffee...
Just send \$30,00 (American Dollar) to:

UniKEY (R) Gold

3 Canuto Saraiva Street

Rio de Janeiro - Brazil CEP 20.530.000

Phones: (051) (021) 278-0821 or 571-7701

We accept *Visa, Master Card and AMEX.*

Please, use the form available at SENDME.TXT file.

Comments or suggestions are welcome, send it to UniKEY (above address) or by electronic mail to:

Carlos Pires:

cacp@serv.peb.ufrj.br (internet)

cacp@vms1.nce.ufrj.br (internet alternative)

Julio Botelho:

Julio.Botelho@f1.n802.z4.fidonet.org (fido)

julio.botelho%hlbbs@ibase.br (internet)

How to Uninstall

To uninstall UniQWK:

- 1 - Delete all files from UniQWK directory.
- 2 - Delete file UNIQWK.INI from Windows directory , don't forget to save your name and registration code if you have one.
- 3 - Delete MRUNPACK.PIF and MRPACK.PIF from Windows directory, if you are not using internal ZIP/UNZIP.

UniQWK doesn't make any alteration on your windows files.

UniQWK Limits

- Messages: 2048 Msg
- Areas: 1024
- Msg size 32 kb or 600 lines
- Replies 128

OBS:

- This limits can be smaller under memory restriction.
- Some BBS may have restrictions on message size.
- These limits are for WIN16 version only.

Buttons



Open mail packet (.QWK file).

Close mail packet, save your replies (.REP).

Replay a talkline, if available .

Play/stop a MIDI if available.

Select a reply for edit, copy, delete, etc.

Forward current message to another user.

Enter a new message.

Reply current message with quote.

Save current message to a file

Select a message area.

Select a message at current area.

Save current message a folder.

Print current message.

Search for a string into all messages.

[Go to previous message.](#)

Go to next message.

Scroll message text down.

Scroll message text up.

Keyboard

Message Viewer

Dialog Box Keys

Window Keys

Menu Keys

Message View Keys

Internal Editor

Cursor Movement Keys

Editing Keys

Text Selection Keys

Cursor Movement Keys

Key(s)	Function
DIRECTION keys	Moves the cursor left, right, up, or down in a field.
END or CTRL + RIGHT	Moves to the end of a field.
HOME or CTRL + LEFT	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
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.
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancel a selection in a list box. Select/clear a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancel 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	Deletes the character to the left of the cursor. Or, deletes selected text.
DELETE	Deletes the character to the right of the cursor. Or, deletes selected text.

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.

Message View Keys

Key(s)	Function
Grey Plus (+)	Next message
Grey Minus (-)	Previous message
RETURN	Next message page or next UNREAD message
SPACE BAR	Next message page or next UNREAD message
DEL	Previous message
PAGE UP / PAGE DOWN	Moves up or down one screen at a time.
UP / DOWN ARROW	Moves up or dows one line at a time.
LEFT / RIGHT ARROW	Selects previous/next message
INSERT	Choose message
DELETE	Choose area
A	Archive current message
E	Enter a new message
F	Find text (all messages)
I	Choose message
L	List replies
P	Print current message
M	Stop/Play MIDI
R	Reply current message
S	Save current message
T	Replay a talkline
W	Forward message

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
CTRL+ESC	Switches to the Task List.
ALT+ESC	Switches to the next application window or minimized icon, including full-screen programs.
ALT+TAB	Switches to the next application window, restoring applications that are running as icons.
ALT+PrtSc	Copies the entire screen to Clipboard.
CTRL+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application.

Text Selection Keys

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

Window Keys

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
ALT+F4	Closes a window.
ALT+ESC	Switches to the next application window or minimized icon, including full-screen programs.
ALT+TAB	Switches to the next application window, restoring applications that are running as icons.
ALT+ENTER	Switches a non-Windows application between running in a window and running full screen.
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.

