

Recorder

An application that saves a sequence of keystrokes and mouse actions. This sequence is called a macro. The keystrokes and mouse actions are played back automatically in an application when you press a particular key combination or choose the macro from the Recorder window.

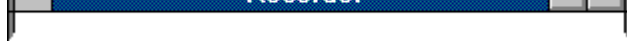
application Control-menu



R estore
M ove
S ize
M inimize
M aximize
C lose
S witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Recorder.

- ▶ Drag the title bar to move the window.

Minimize button



- ▶ Click the Minimize button to shrink the Recorder window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the Recorder window to its maximum size.

File Menu

File

New

Creates a new macro file.

Open...

Opens an existing macro file.

Save

Saves changes to the current file.

Save As...

Saves a new file or an existing file under a new name.

Merge...

Merges two Recorder files.

Exit

Exits Recorder and closes the Recorder window.

Macro Menu

Macro

Run

Record...

Delete

Properties...

Plays a macro.

Records a macro.

Deletes macros from a file.

Changes a macro's properties or settings.

Options Menu

Options

Control+Break Checking

Turns on or off CTRL + BREAK.

Shortcut Keys

Turns on or off shortcut keys.

Minimize On Use

Minimizes the Recorder window when replaying a macro.

Preferences...

Changes preferences or default settings for recording macros.

Help Menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Recorder key combinations.

Commands

Displays Help on Recorder commands.

Procedures

Displays Help on Recorder procedures.

Using Help

Displays information about Windows Help.

About Recorder ...

Displays important information about Recorder.

menu bar

File Macro Options Help

Contains the names of all the Recorder menus.

- ▶ Click a menu name to display commands.

scroll arrow



An arrow on either end of a scroll bar used to move the contents of the window or list box into view.

- ▶ Click a scroll arrow to move the contents into view.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.

- ▶ Click a scroll bar to move the contents one screen.

scroll box

A box used to move quickly to a particular location in a file or list.

- ▶ Drag the scroll box to move to another location.

macro **ctrl+shift+K**

Undo strikethrough

A sequence of keystrokes and mouse actions that are played back automatically in an application when you press a particular key combination or choose the macro from the Recorder window.

- ▶ To play the macro, press the key combination or double-click the macro in the Recorder window.

macro **ctrl+shift+X**

Make hidden text

A sequence of keystrokes and mouse actions that are played back automatically in an application when you press a particular key combination or choose the macro from the Recorder window.

- ▶ To play the macro, press the key combination or double-click the macro in the Recorder window.

macro

ctrl+shift+S

Make strikethrough

A sequence of keystrokes and mouse actions that are played back automatically in an application when you press a particular key combination or choose the macro from the Recorder window.

- ▶ To play the macro, press the key combination or double-click the macro in the Recorder window.

application window

The main window for an application, in this case the Recorder window. The Recorder application window can contain macros and macro names you specify.

window border



The outside edge of a window.

- ▶ Drag the window border to change the size of the window.

