

## **Alarm Clock Help Index**

The Index lists the Help topics available for Alarm Clock. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## Alarm Clock Keys

Use the following keys in Alarm Clock:

<b>Key(s)</b>	<b>Function</b>
Tab	Moves from option to option (left to right and top to bottom).
Shift+Tab	Moves from option to option in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
direction key	Moves the selection cursor from option to option within a group of options. Or moves the cursor left, right, up, or down within a list or text box.
Home	Moves to the first item or character in a list or text box.
End	Moves to the last item or character in a list or text box.
PgUp or PgDn	Scrolls up or down in a list box, one window at a time.
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects an item in a drop-down list box.
Spacebar	Selects or cancels a selection in a list box. Selects or clears a check box.
Shift+direction key	Extends the selection in a text box.
Shift+Home	Extends the selection to first character in a text box.
Shift+End	Extends the selection to last character in a text box.
Enter	Executes a command button. Or chooses the selected item in a list box and executes the command.
Esc or Alt+F4	Closes a dialog box without completing the command (same as the Cancel button).



## **Alarm Clock Commands**

To get help with a command, choose the Settings menu.

### **Settings Menu Commands**

Analog Face

Digital Face

Colors

Sounds

Chimes

Alarms

Exit

## Settings Menu Commands

Use the [scroll bar](#) to see more information.

### Analog Face

Changes the clock face to an analog display.

Related Topics

[Changing the Display Style](#)

### Digital Face

Changes the clock face to a digital display.

Related Topics

[Changing the Display Style](#)

### Colors

Lets you change the colors of clock elements.

In Digital view, you can change the clock window, face, and ticks/text. In Analog view, you can also change the hour, minute, and second hand.

Related Topics

[Specifying Display Colors](#)

### Sounds

Lets you assign sounds to chimes and alarms.

To assign sounds, you associate waveform audio files with the chimes and alarms. You set the alarms and activate the chimes with the Alarms and Chimes commands.

Related Topics

[Specifying Alarm and Chime Sounds](#)

[Setting Alarms](#)

[Setting Hour, Half-Hour, and Quarter-Hour Chimes](#)

### Chimes

Lets you activate chimes at every hour, half-hour, and quarter-hour.

The chimes can play sounds that you assign with the Sounds command.

Related Topics

[Setting Hour, Half-Hour, and Quarter-Hour Chimes](#)

[Specifying Alarm and Chime Sounds](#)

### Alarms

Lets you set up to 10 alarms.

The alarms can play sounds that you assign with the Sounds command.

Related Topics

[Setting Alarms](#)

[Specifying Alarm and Chime Sounds](#)

### Exit

Exits Alarm Clock.



## **Alarm Clock Procedures**

The Procedure topics give you step-by-step instructions for using Alarm Clock. Use the [scroll bar](#) to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Procedures**

[Changing the Display Style](#)

[Specifying Sounds](#)

[Setting Alarms](#)

[Setting Hour, Half-Hour, and Quarter-Hour Chimes](#)

[Specifying Display Colors](#)



## Changing the Display Style

You can display Alarm Clock with an analog or digital face. You can also expand the Alarm Clock face to fill the Alarm Clock window.

### **To select the analog or digital clock face:**

- \* Choose Analog Face or Digital Face from the Settings menu.

### **To expand the clock face to fill the window:**

- \* Double-click the clock face.

You can move the clock face by dragging it where you want it.

To redisplay the title bar and menu bar, double-click the clock face.

Related Topics

[Specifying Display Colors](#)

## Specifying Alarm and Chime Sounds

Alarm Clock can play chimes at hour, half-hour, and quarter-hour intervals. It can also play sounds at specified alarm times.

To use the alarms and chimes, you must first select the sounds you want for them. Later, you must specify the alarm times you want and activate the chimes.

### To specify an alarm sound:

- 1 Choose Sounds from the Settings menu.
- 2 Select Alarm from the Sound Name box.
- 3 To specify a waveform audio filename to play as your alarm sound, double-click the directories box to find the directory you want, then select the filename from the Files box.
- 4 Press the Test button if you want to play the sound.
- 5 Choose OK.

### To specify a chime sound:

- 1 Choose Sounds from the Settings menu.
- 2 Select Hourly Chime, Half Hourly Chime, or Quarter Hourly Chime from the Sound Name box.
- 3 To specify a waveform audio filename to play as your chime, double-click the directories box to find the directory you want, then select the filename from the Files box.
- 4 Press the Test button if you want to play the sound.
- 5 Repeat steps 2 through 4 to specify other chime sounds.
- 6 Choose OK.

Related Topics

[Setting Alarms](#)

[Setting Hour, Half-Hour, and Quarter-Hour Chimes](#)

## Setting Alarms

You can specify up to 10 alarms for Alarm Clock. At the alarm times, Alarm Clock plays the sound [specified with the Sounds command](#).

### To set an alarm:

- 1 Choose Alarms from the Settings menu.
- 2 For each alarm you want to set, click the Up or Down arrow until the time you want appears in the display.

Or type the time you want.

- 3 To activate the alarm, select the Alarm Enabled check box.

- 4 Choose OK.

Alarm times are specified on a 12-hour clock; any activated alarm will ring twice during the day, once in the A.M. period and once in the P.M. period.

### Related Topics

[Specifying Alarm and Chime Sounds](#)

## Setting Hour, Half-Hour, and Quarter-Hour Chimes

Alarm Clock can play chimes on hour, half-hour, and quarter-hour intervals. Before you can activate the chimes, however, you must [specify the sound you want for the chimes](#).

### To activate or deactivate chimes:

- 1 Choose Chimes from the Settings menu.
- 2 Select the check boxes for the chimes you want to activate.  
To deactivate a chime, clear its check box.
- 3 Choose OK.

Related Topics

[Specifying Alarm and Chime Sounds](#)

## Specifying Display Colors

You can choose colors for elements of Alarm Clock. For the digital display, you can choose the colors of the clock window, clock face, and clock ticks/text. For the analog display, you have three additional color choices: hour-hand, minute-hand, and second-hand.

### To specify display colors:

- 1 Choose Colors from the Settings menu.
- 2 For each clock element, select a color from the drop-down list box.
- 3 Choose OK.

Related Topics

[Changing the Display Style](#)



**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, which allow you to scroll within the window or list box.

