

# Mayo Clinic Family Health Disc Help Index

(Click with the mouse on the colored text for more details.)

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## Introduction: Getting Started

After the [introductory audio and graphics](#), the opening Contents Window appears, as seen below. This is the main "browsing" [Table of Contents](#), and contains the contents of the *Mayo Clinic Family Health Disc* in outline form. As shown, the outline is two levels deep. (See the [Browse](#) mode for instructions on expanding or collapsing the [Table of Contents](#) outline.)

To view a section of the book while looking at the [Contents Window](#), select the desired section's title by clicking on it, then press the ENTER key, or simply double-click on the title.

At the bottom of the screen, the [Control Bar](#) gives any appropriate help or instructions.

Besides browsing, you may also search for specific information. (See the [Search](#) mode.)

Mayo Clinic Family Health Disc

View Options Window Help ← Menu bar

Contents

- About This Book ← Top level title
- Foreword
- Editorial Staff
- Preface and Acknowledgments
- How to Use This Book
- Color Atlas of Human Anatomy
- Part I: Lifecycles
- 1 Newborn: The First Month of Life ← Second level title
- 2 Infancy: Ages 1 Month to 1 Year
- 3 The Preschool Years: Ages 1 through 5
- 4 The School-Age Child: Ages 6 through 1
- 5 The Teenage Years: Ages 13 through 19
- 6 Young Adulthood: Ages 20 through 39
- 7 The Middle Years: Ages 40 through 65
- 8 The Later Years: After Age 65
- Part II: The World around Us
- 9 First Aid and Emergency Care
- 10 Safety

Press Enter to view text of selected title


Status Information

View Options Window Help

- ✓ Audio
- Captions
- Test Audio...
- Text Colors...

Menus may be selected by clicking on their name at the top of the screen or by holding the ALT Key down and pressing the underlined letter found in the menu's name. Once a menu is opened, a particular selection may be made by clicking on it or pressing the key which is underlined in that selection's name.

**(Note for a quick-start:** If you want to skip the the audio and graphic introduction to the program,

click the mouse or press any key immediately after double-clicking on the  icon when you start this program in Windows.)

## Modes: Browse

Choose the [View|Browse Menu](#) selection to display the [Contents Window](#). When the [Contents Window](#) is the current window, you may expand or collapse the outline view of titles by choosing the [View|Expand](#) or [View|Collapse Menu](#) selections. If you click on a title in the [Contents Window](#) then press ENTER, or double-click on the title, the associated article will be displayed in the [Text Window](#). You may view the [Table of Contents](#) and the selected text side by side by choosing the [Window|Tile Menu](#) selection.

When you are viewing an article, you may scroll up or down using the mouse or cursor keys to view the beginning or end. View the succeeding article listed in the [Table of Contents](#) by pressing the TAB key or choosing the [View|Next Menu](#) selection. View the previous article listed in the [Table of Contents](#) by pressing the SHIFT+TAB key or choosing the [View|Previous Menu](#) selection. **To use the TAB key in this manner, be sure the [Table of Contents](#) is expanded to at least the third level or you may inadvertently "skip over" certain articles.**

You may also browse the *Mayo Clinic Family Health Disc* by choosing the [View|Illustrations](#), [View|Glossary](#), [View|History](#), and [View|Anatomy](#) Menu selections.

## Modes: Search



Choose the View|Search Menu selection to display the Search Window shown here. You may search for a particular word or phrase by entering it into the Search field. Then press the Enter Key or click the Start Search Button to display the Search Results Dialog. If you next click on the Yes Button, a list of titles for the articles containing the searched term or terms appears in the Search Results Window, with the number of hits listed along the left-hand margin.

If you click on one of the titles in the Search Results Window, the article for that title will appear in the Search Hits Window. All individual words used for the search will be colored in the Search Hits Window. If you choose the View|Next Menu selection or press the TAB key, the paragraph containing all of the words in the search will be displayed at the top of the window. Further View|Next choices or TAB key entries will display subsequent search hits, even if these are in a different article. Similarly, choosing View|Previous or pressing the SHIFT+TAB key will display previous paragraphs satisfying the search, including previous articles.

## Menus: View

See below for the various "viewing" options: [Browsing](#), [Searching](#), [Illustrations](#), [Glossary](#), [History](#), [Anatomy](#), or the [Photographic Tour](#).



| Mayo Clinic    |                     |
|----------------|---------------------|
| View           | Options Window Help |
| Browse         |                     |
| Search...      |                     |
| Illustrations  |                     |
| Glossary       |                     |
| History...     |                     |
| Anatomy        |                     |
| Photo Tour     |                     |
| Next           | Tab                 |
| Previous       | Shift+Tab           |
| Expand         | Gray+               |
| Expand Fully   | Shift+Gray+         |
| Collapse       | Gray-               |
| Collapse Fully | Shift+Gray-         |
| Exit           |                     |

**View|Browse** opens the [Contents Window](#). When this window is active, the [Table of Contents](#) outline display may be collapsed or expanded (see below). Click on a title to view the article with that title.

**View|Search** opens the [Search Window](#). Enter one or more terms to be searched into the Search Term Field, then click on the Start Search Button to display the [Search Results Window](#).

**View|Illustrations** opens the [Illustration List Window](#), displaying the titles of each animation and static image (i.e. a still frame). Click on one of these to open the [Illustration Window](#) and view the selected graphics.

**View|Glossary** opens the [Glossary Window](#), displaying the complete glossary of the *Mayo Clinic Family Health Book*. Words in the glossary may be searched using the standard View|Search Menu selection (see above).

**View|History** opens the [History Window](#), displaying a sequential list of titles. These titles are those of all the articles from which hyperlinks have been executed, including those cases where titles were selected in the [Contents Window](#). Double-clicking on a title in the History List, or clicking once, then clicking the OK Button will bring up the text of that title's article in the [Text Window](#).

**View|Anatomy** opens the [Illustration Window](#) with the image of a body with dissolving layers.

**View|Photo Tour** runs the Mayo Clinic multimedia tour, complete with [stereophonic sound](#) and full-color photographic images.

**View|Next** while in the [Text Window](#) displays the next article in the *Mayo Clinic Family Health Disc*.

**View|Next** while in the [Search Hits Window](#) brings to the top of the window the next paragraph (if any) satisfying the search.

**View|Previous** while in the [Text Window](#) displays the previous article in the *Mayo Clinic Family*

*Health Disc.*

**View|Previous** while in the Search Hits Window brings to the top of the window the previous paragraph (if any) satisfying the search.

**View|Expand** while in the Contents Window displays the Table of Contents title outline with an additional level of titles (if any).The gray "+" Key to the right of the numeric keypad duplicates this function.

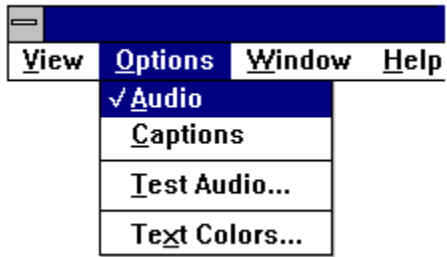
**View|Expand Fully** while in the Contents Window displays the Table of Contents title outline with all title levels showing. The SHIFTed gray "+" Key to the right of the numeric keypad duplicates this function.

**View|Collapse** while in the Contents Window displays the Table of Contents title outline with one fewer levels of titles (or just the first level, if already fully collapsed).The gray "-" Key to the right of the numeric keypad duplicates this function.

**View|Collapse Fully** while in the Contents Window displays the Table of Contents title outline with only the first title level showing.The SHIFTed gray "-" Key to the right of the numeric keypad duplicates this function.

**View|Exit** closes all windows and ends the program.

## Menus: Options



**Options|Audio** is a control for turning the audio output OFF or ON. A check mark will appear next to this selection if the audio is currently ON. Choose this option to switch between playing and not playing the audio caption for illustrations.

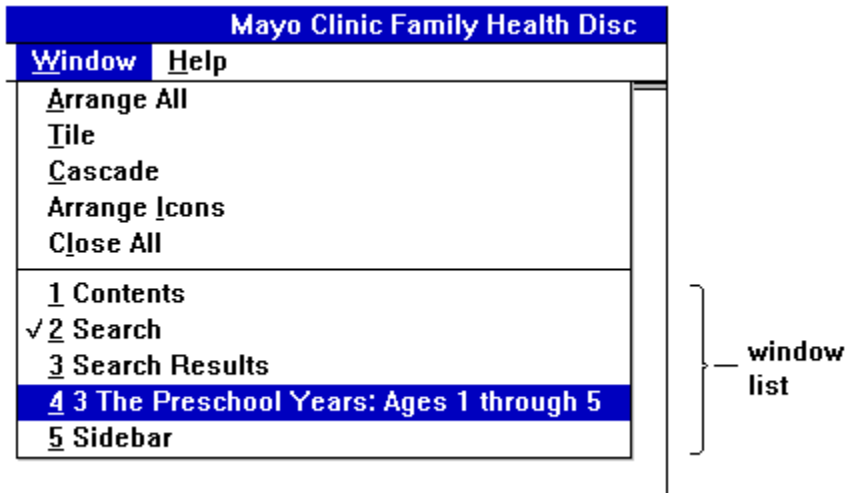
**Options|Captions** is a control for turning the illustration caption text display OFF or ON. A check mark will appear next to this selection if the display is currently ON. Each time you choose this option the caption display will switch between ON and OFF. The graphics caption appears in the Illustration Window

**Options|Test Audio...** opens the Audio Setup Window. The dialog on the window will enable you to determine if your CD-ROM player hardware and software are able to correctly play the audio on the *Mayo Clinic Family Health Disc*.

**Text Colors...** opens the Set Text Colors Window. The dialog on the window will enable you to set the various text display colors used by the *Mayo Clinic Family Health Disc*.



## Menus: Window



**Window| Arrange All** repositions all windows in a manner which is most convenient for viewing multiple types of text and graphics.

**Window| Tile** resizes and repositions all windows to uniformly cover the frame.

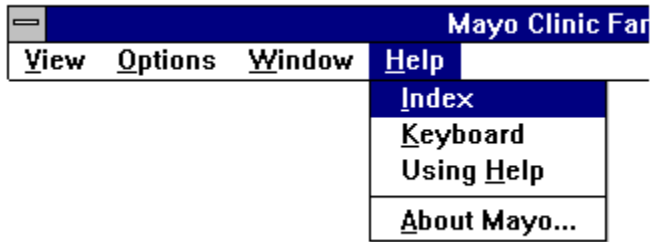
**Window| Cascade** repositions all windows in an overlapping arrangement.

**Window| Arrange Icons** organizes any icons which represent minimized windows.

**Window| Close All** closes all currently existing windows.

**The Window List** a list of all open windows containing graphics or text (if any) is at the end of the menu. The currently active window is preceded by a checkmark (see above).

## Menus: Help



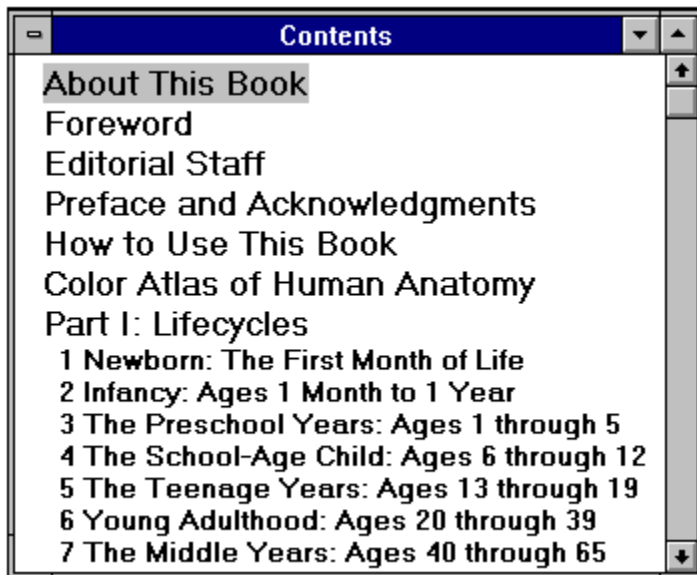
**Help|Index** begins the Help portion of the *Mayo Clinic Family Health Disc*, which you are now viewing.

**Help|Keyboard** begins the Windows help, giving assistance on using the various special keys which are a part of the Windows system itself.

**Help|Using Help** gives assistance on using the Help System itself.

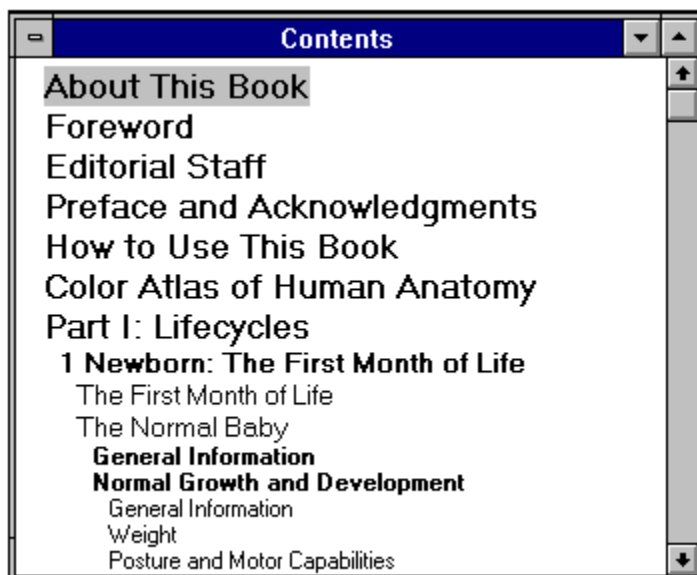
**Help|About Mayo** gives information on the creation of the *Mayo Clinic Family Health Disc* software.

## Windows: Contents

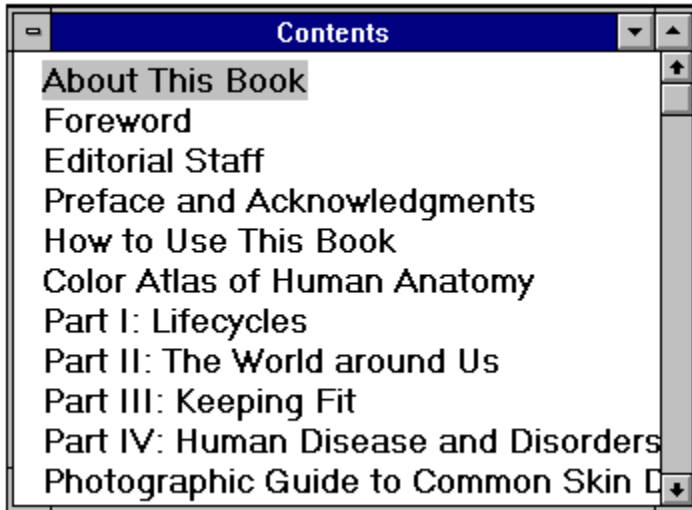


Choose the View|Browse Menu selection to display the Contents Window. The Contents Window displays the outline view of the *Mayo Clinic Family Health Disc*. This window contains the list of titles known as the Table of Contents.

When the Contents Window is the current window, you may expand or collapse the outline view of titles by choosing the View|Expand or View|Collapse Menu selections.



**Fully expanded** (see the View|Expand Fully Menu selection):



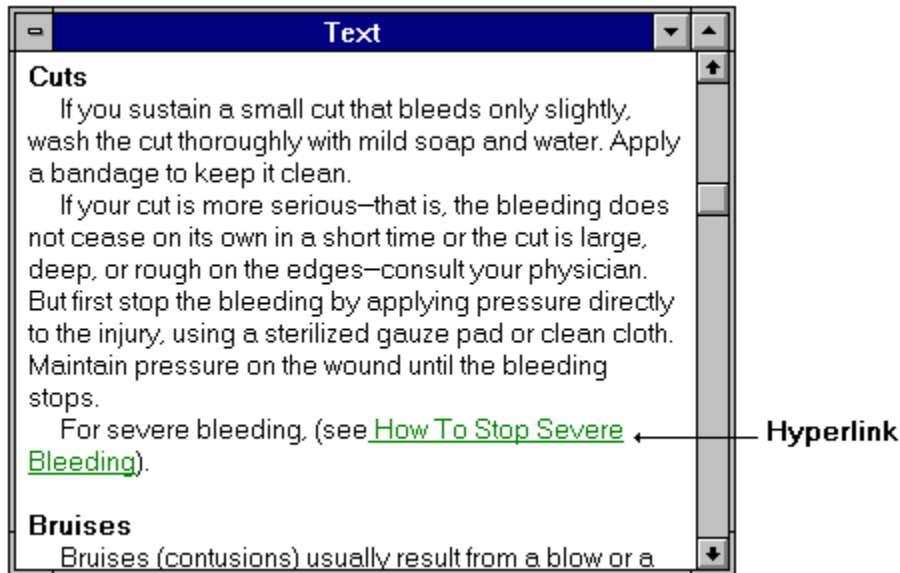
**Fully collapsed** (see the [View|Collapse Fully Menu](#) selection):

If you click on a title in the Contents Window then press ENTER, or double-click on the title, the associated article will be displayed in the Text Window. You may view the Table of Contents and the selected text side by side by choosing the [Window|Tile Menu](#) selection.



At the end of the Table of Contents there are four appendices: "Medical Tests", "The Drug Directory", "[Conversion Tables: Weights and Measures](#)", and "[Glossary](#)". Here is a picture of the Table of Contents showing the appendices expanded one level deep. (Use the the LEFT ARROW and RIGHT ARROW keys to scroll the Table of Contents left and right for viewing titles obscured by the window edge.)

## Windows: Text

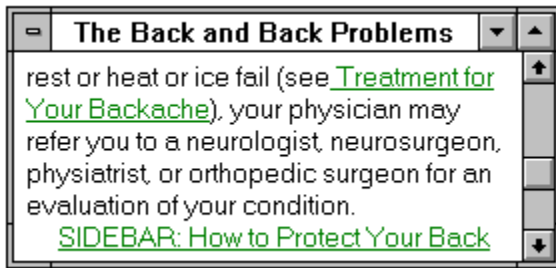


The Text Window displays the text of an article from the *Mayo Clinic Family Health Disc*, selected while browsing the Table of Contents. Hyperlinks will appear in special colored text.

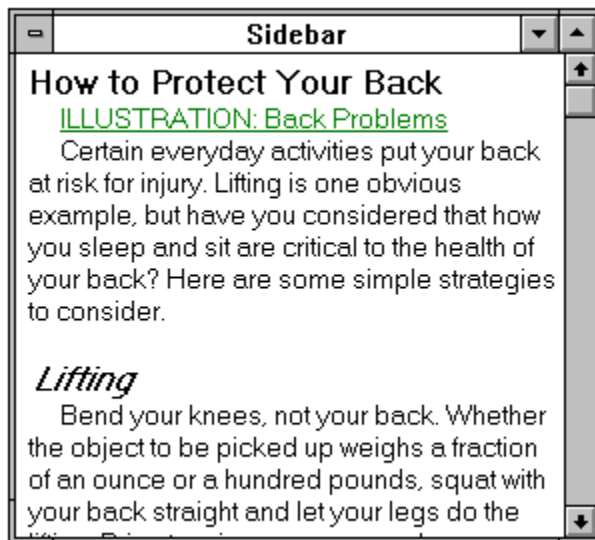
If you click on a title in the Contents Window then press ENTER, or double-click on the title, the associated article will be displayed in the Text Window. You may view the Table of Contents and the selected text side by side by choosing the Window|Tile Menu selection. You may want to close any open windows besides the Text Window before choosing this selection.

When you are viewing an article in the Text Window, you may scroll up or down using the mouse or cursor keys to view the beginning or end. When at the end of the article, you may view the succeeding article by pressing the TAB key or choosing the View|Next Menu selection. You may view the previous article by pressing the SHIFT+TAB key or choosing the View|Previous Menu selection.

## Windows: Sidebar



The Sidebar Window displays text from a sidebar. A sidebar is simply a related sub-article contained in a main article. Sidebar topics are often referred to explicitly in text. Sidebar references may also be simply listed at the end of a paragraph related to them. In this case the reference contains the word "SIDEBAR."

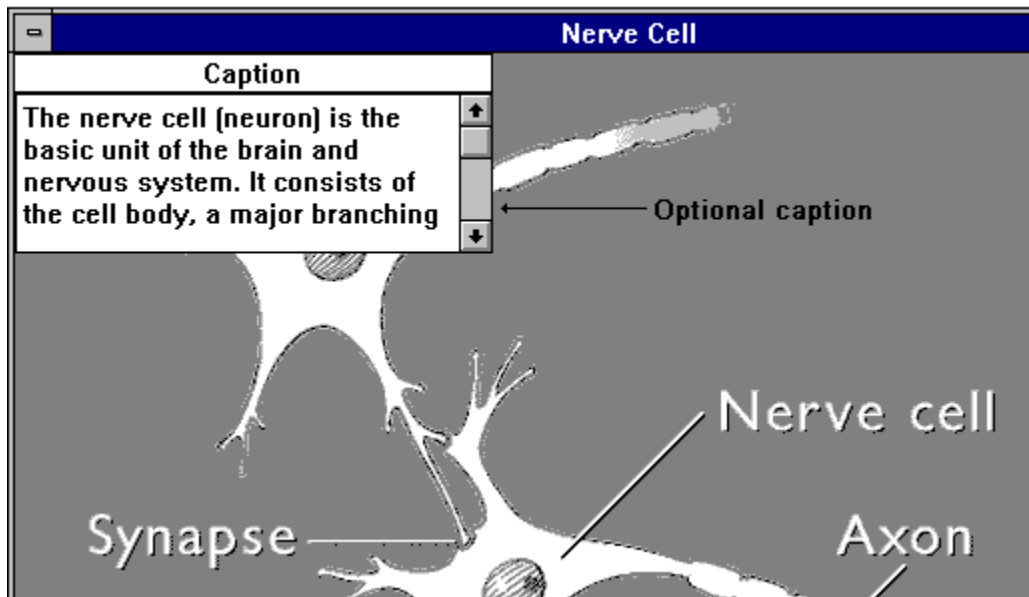


After clicking on the sidebar reference, the Sidebar Window appears containing the text of the sidebar.

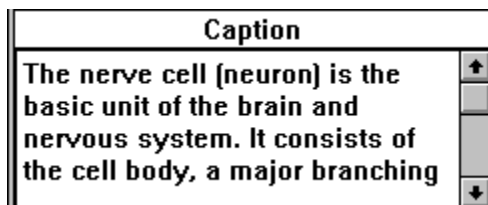
You may tile the screen with all open windows by choosing the [Window|Tile Menu](#) selection. You may want to close any open windows besides the Sidebar Window before choosing this selection.

## Windows: Illustration

The Illustration Window displays a still frame or animated graphic. This window opens after you click on a text-to-graphic hyperlink. Also, this window opens if you choose a title from the list in the [Illustration List Window](#). And this window opens if you choose the [View|Anatomy Menu](#) selection. In the latter case a dissolving layered image of a body appears, under the control of a [Slider Bar](#). Double-clicking on any of the various Buttons on the screen will display the appropriate body layer for that Button's topic, then display a detailed graphic image.

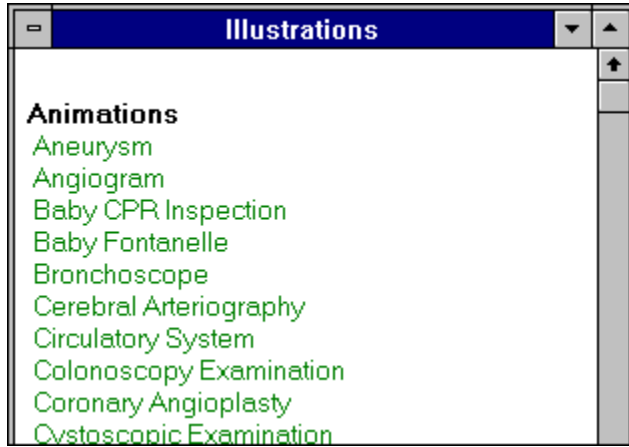


You may tile the screen with all open windows by choosing the [Window|Tile Menu](#) selection. You may want to close any open windows besides the Illustration Window before choosing this selection.



The Illustration Window may contain a small window for displaying the [Caption Window](#). The caption may also play as audio. You may choose which mode to display the caption with the [Options|Captions Menu](#) selection. A scroll bar appears in the text caption window if there is more text than can be displayed.

## Windows: Illustration List



The Illustration List Window appears when you choose the View|Illustrations Menu selection. This window displays a list of all animation and static graphic images (i.e. still frame images) in the *Mayo Clinic Family Health Disc*.

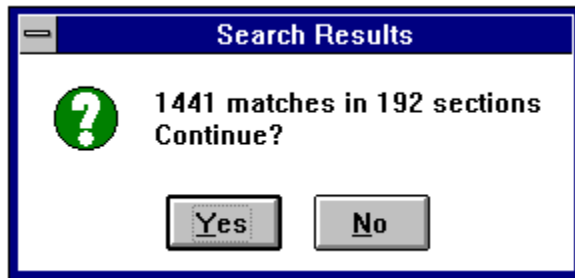


## Windows: Search



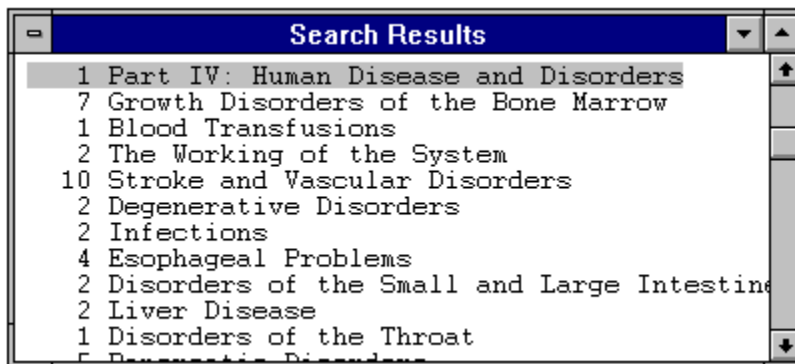
Choose the View|Search Menu selection to display the Search Window. You may search for a particular word or phrase by entering it into the Search field. Then click the Start Search Button to display the Search Results Window.

## Windows: Search Results



After entering the desired term or terms into the Search Window, click the Start Search Button on that window to display the Search Results Dialog.

If you next click on the Yes Button, a list of titles for the articles containing the searched term or terms appears in the Search Results Window, with the number of hits listed along the left-hand margin.

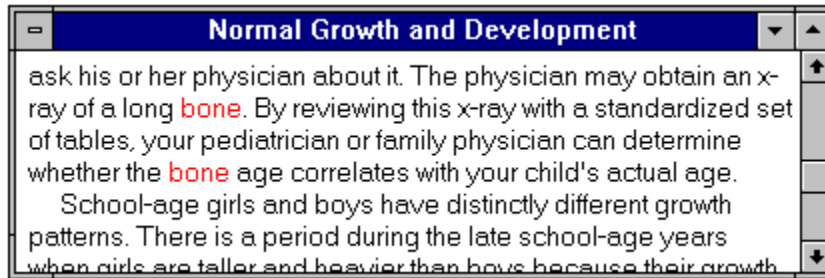


If you click on one of the titles in the Search Results Window, the text for that article will appear in the Search Hits Window.

You may tile the screen with all open windows by choosing the Window|Tile Menu selection. You may want to close any open windows besides the Search Results Window before choosing this selection.

## Windows: Search Hits

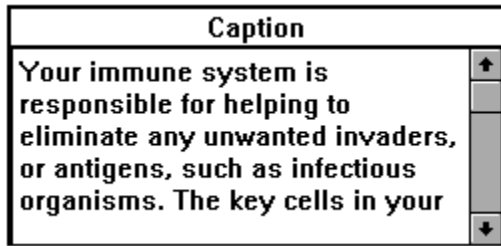
The Search Hits Window displays text from an article whose title was chosen from the Search Results Window. All individual words used for the search will be in colored text in the Search Hits Window.



If you choose the View|Next Menu selection or press the TAB key, the paragraph containing all of the words in the search will be displayed at the top of the window. Further View|Next choices or TAB key entries will display subsequent search hits, even if these are in a different article. Similarly, choosing View|Previous Menu or pressing the SHIFT+TAB key will display previous paragraphs satisfying the search, including previous articles.

You may tile the screen with all open windows by choosing the Window|Tile Menu selection. You may want to close any open windows besides the Search Hits Window before choosing this selection.

## Windows: Captions



The Captions Window shows the caption for each still or animated graphic in the Illustration Window. You must set the Options|Captions Menu selector to ON (i.e. check mark appears on the selection) in order to have the captions displayed.

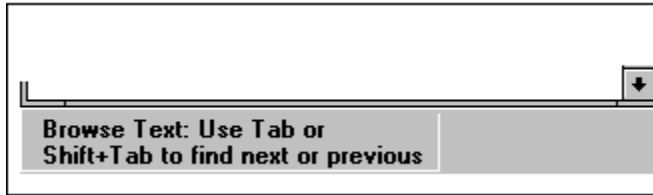
Note that the caption may be longer than will fit in the window, in which case a scroll bar is available for displaying the remainder of the text.

## Windows: Tables

The Tables Window shows a graphic of a Table. Tables are accessed by selecting Appendix III from the [Table of Contents](#) in the [Contents Window](#), or by selecting a table hyperlink reference in the [Text Window](#).

| Table                                       |               |             |             |
|---|---------------|-------------|-------------|
| <b>SAMPLE CONVERSION FROM METRIC WEIGHT</b> |               |             |             |
| Symbol                                      | When You Know | Multiply by | To Find     |
| g   | grams         | 0.035       | ounces (oz) |
| kg  | kilograms     | 2.2         | pounds (lb) |

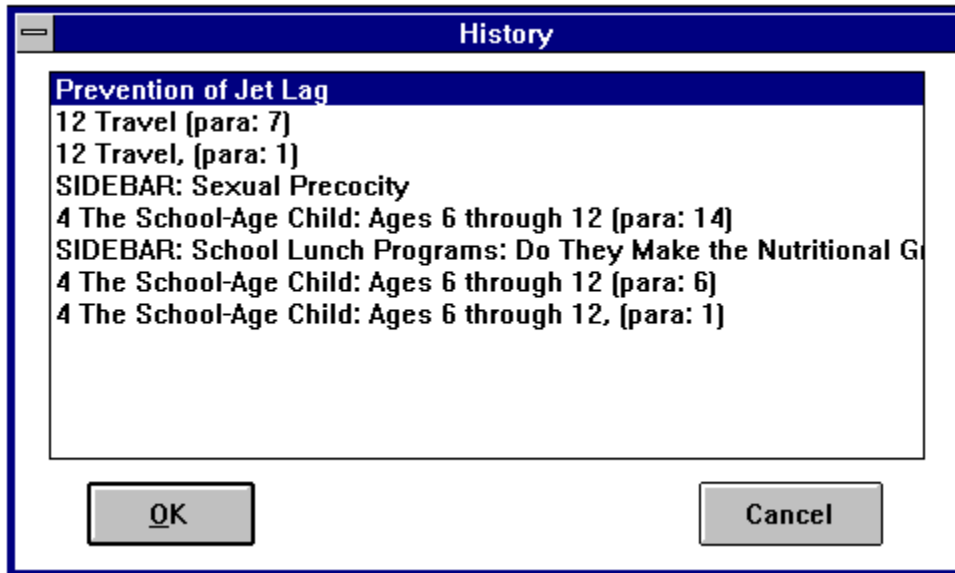
## Windows: Help Hints (lower left)



The Control Bar contains a special window at its left-hand margin. This Help Hints Window displays various forms of instructions to assist in your navigation through *The Mayo Clinic Family Health Disc*.

## Windows: History

The History Window displays a History List of titles of articles viewed during the current session using the *Mayo Clinic Family Health Disc*. Article titles are entered with the most recently viewed appearing at the top of the list. The History List holds the titles of the last 20 articles viewed. An article title is added to the list when it is selected from the Contents Window, the Search Results Window, or as a result of a text Hyperlink.

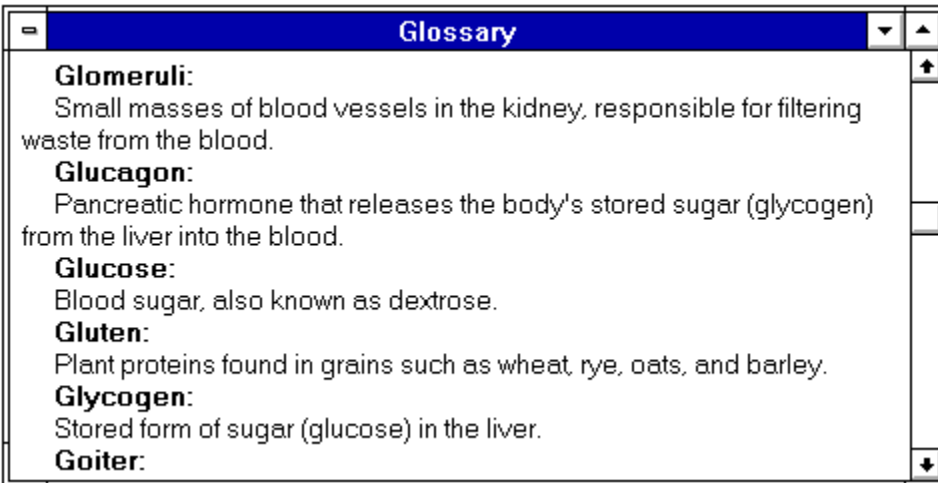


If you click on a title in the list, then click the OK Button, or press Enter, or double-click on the title, the associated article will be displayed in the Text Window. You may click the Cancel Button to close the window and return to the previous screen.

While viewing text in the Text Window, you may press the ESCAPE Key to return to the last item on the History List. This may be repeated for as many items as exist on the History List.

## Windows: Glossary

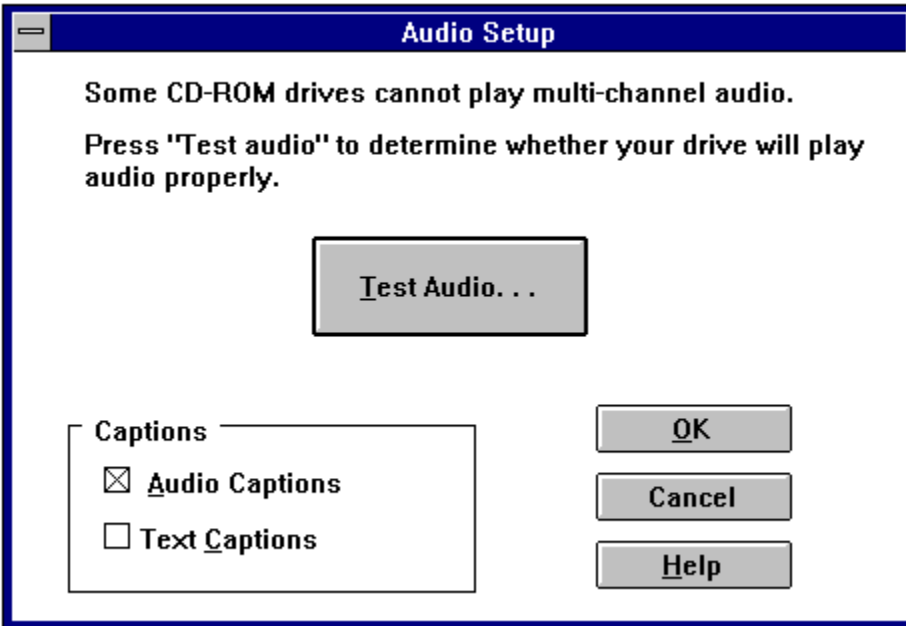
The Glossary Window is opened by choosing the [View|Glossary Menu](#) selection. This window displays the complete glossary of the *Mayo Clinic Family Health Book*. You may search on terms in the glossary by choosing the [View|Search Menu](#) selection and searching in the normal manner, then selecting those from the "Understanding Medical Terms" hits in the [Search Results Window](#).





## Windows: Audio Setup

The *Mayo Clinic Family Health Disc* normally plays monophonic (i.e. just left or right channel) audio. [\[additional information\]](#) Most CD players can play separate audio channels with no problems. However, some players cannot. This dialog lets you test the capabilities of your player. (You can change your settings at any time by running the Audio Setup again or with the [Options|Captions Menu](#) selection.)

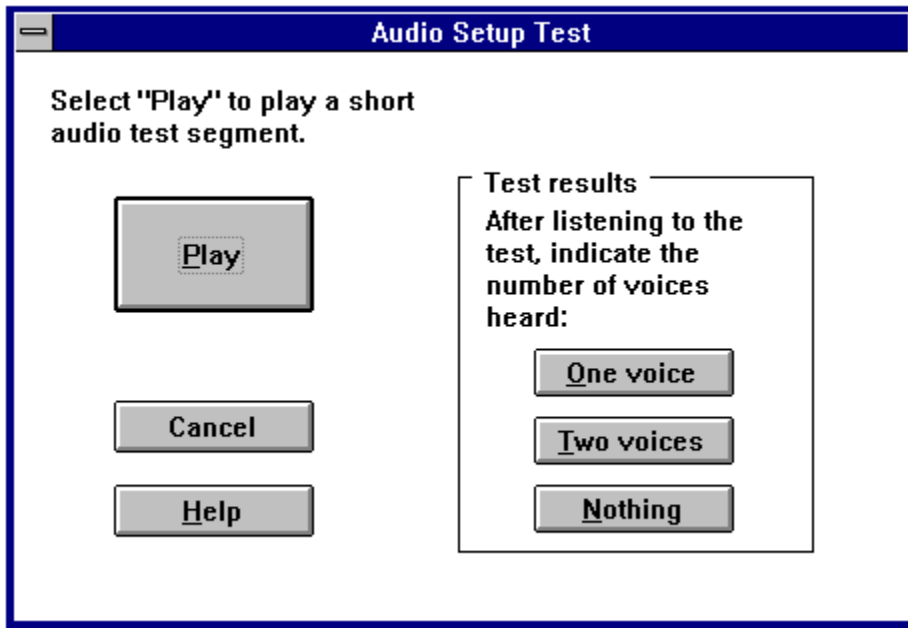


This window presents the testing dialog which lets you determine if your CD-ROM player and associated driver software is capable of playing audio correctly.

If you know your CD-ROM player cannot play audio, or can only play stereo and not separate left and right channels, you should turn "Text Captions" ON and "Audio Captions" OFF. Do this by clicking on the Text Captions Box until an "X" appears and click on the Audio Captions Box to make the "X" disappear. Then click the OK Button.

If you are sure your player will play audio separately for the Left or Right channel, turn Audio Captions ON. You may optionally also turn Text Captions ON. Then click the OK Button.

If you are unsure of your player's audio capabilities, click the Test Audio... Button to begin the test.



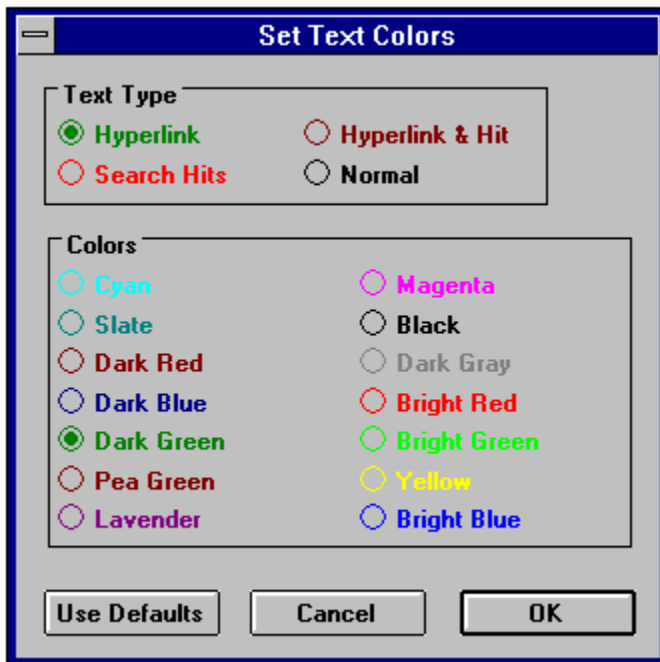
Prepare your stereo speakers or headphones for listening, and adjust the volume control on the front of your CD-ROM player to its mid-way position. After you click the Play Button you will either hear nothing, or a single voice speaking, or two voices speaking. Click the appropriate button (One Voice, Two Voices, or Nothing.) If you heard nothing, your CD-ROM player is not capable of playing audio in its present configuration. If you heard two voices, your player is not capable of playing only a single channel (If you suspect your CD-ROM player is not functioning correctly, please consult your player's manufacturer or dealer. It is possible you do not have the most recent software driver for the player.)

If you hear a single voice your CD-ROM player and software driver are functioning properly.

In any case, you will return to the Audio Setup Window, where you may make a final adjustment of the Caption options selection, then click the OK Button to proceed.

Note that even if your CD-ROM player can play stereo audio tracks but cannot play audio channels separately, you may still listen to the Photographic Tour, since that audio is stereophonic. Choose the View|Photo Tour selection.

## Windows: Set Text Colors



The *Mayo Clinic Family Health Disc* uses colors to indicate special text types. One color is used for hyperlinks, another for search hits, etc. Choose this dialog from the [Options|Text Colors Menu](#) selection. The dialog lets you assign the colors you want for each text type.

First choose a text type radio button from the box at the top. Then choose the color radio button for that text type in the bottom box. For example, if you want hyperlinks to be shown in dark green, click on "Hyperlink" at the top, then click on "Dark Green" at the bottom.

Notice that when you click on any text type, its current color setting appears as a highlighted button in the bottom box.

## Control Bar: Slider Bar



During the display of certain fading image sequences, such as the [Anatomy](#) section and others, a Slider Bar is present in the Control Bar at the bottom of the [Illustration Window](#). By clicking and dragging with the mouse on the Slider Bar, the user may control the image, and the degree of fading between images seen in the window.

## Control Bar: Go Back Button



During some displays in the Illustration Window, the Go Back Button appears. Clicking on this Button brings you back to the previous window in the History List, either Text or Illustration. You may also use the ESCAPE Key to do this.

If the Go Back Button disappears, the history list is empty.

## Control Bar: Narration Button



During static graphic displays (i.e. still frame images) in the Illustration Window, there is a Narration Button in the Control Bar. (You must have turned audio ON.) Clicking on this Button stops any currently playing audio, or restarts audio if it is currently stopped.

## Control Bar: Next/Previous Buttons

During static graphic displays (i.e. still frame images) in the Illustration Window, there occasionally will be two or more graphics to be showed in sequence, along with captions and/or audio (if you have turned audio ON.) In these cases a Next and/or Previous Button appear in the Control Bar. Clicking on the Next Button will stop any currently playing audio and bring up the display of the next graphic and play any associated audio. In the case where there are three or more graphics in the sequence, the Next and Previous Buttons will both be present except when viewing the very first or last of the sequence. Otherwise only one or the other of the buttons will be visible.

Note the the TAB Key may be used in place of the Next Button and the SHIFT+TAB key may be used in place of the Previous Button.



In all cases, pressing one of these Buttons stops any currently playing audio, then the next/previous graphic in the sequence is displayed. Any associated audio is played when the Next Button is pressed. Pressing the Previous Button will not play any associated audio. Use the Narration Button for this purpose.

## Control Bar: "VCR"-type Buttons (Pause, Play, Stop)

Pause    Play    Stop



During the display of animated sequences in the Illustration Window, three VCR-type control Buttons appear in the Control Bar. When the Illustration Window is opened initially, the animation begins and audio plays if you have turned audio ON. The VCR-Buttons are not involved in this initial play.

The Pause Button will stop any currently playing animation sequence. If the sequence has not completed, it will resume where it was paused when the Play Button is clicked.

The Play Button has no effect while the animation is currently playing. If the animation is paused with the Pause Button, clicking on the Play Button will resume the animation at the point where it was paused. If the animation has completed and stopped, clicking on the Play Button will cause the animation sequence to begin from the beginning.

The Stop Button will cause the animation to stop. It will restart when the Play Button is clicked.

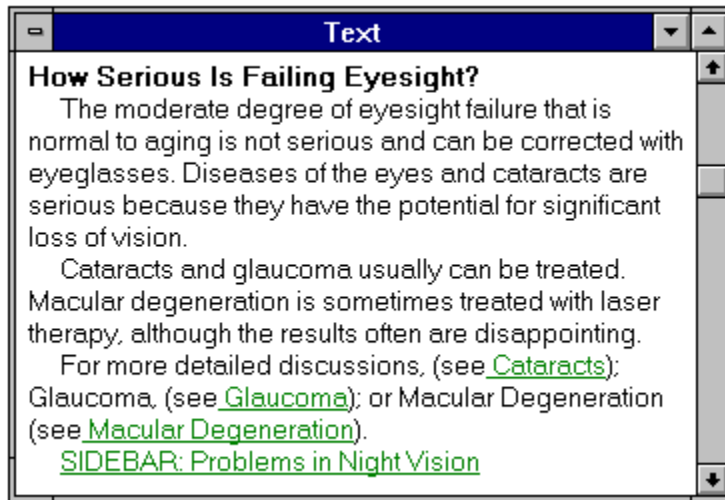


## **Control Bar: Go to Text Button**



During some displays in the Illustration Window, the Go To Text Button appears. Clicking on this Button opens a Text Window and displays text from the book related to the topic of the illustration.

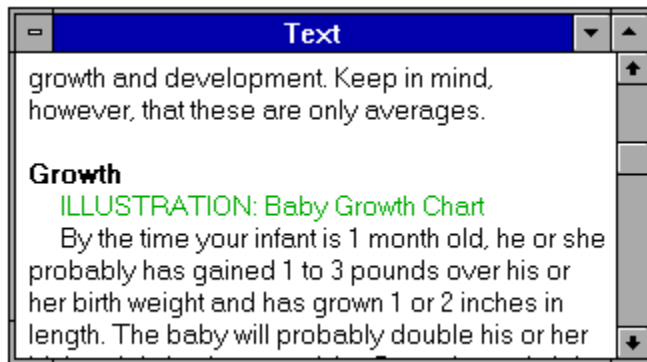
## Hyperlinks: Text-to-text references



While viewing text, references to related topics will appear as colored text ("hot spots"). Click on this text with the mouse to display the text which is referenced. This process is called hyperlinking. The link is said to be *from* a reference *to* a target.

The target text of a hyperlink may be in a [Sidebar Window](#). A sidebar is simply a related sub-article contained in a main article. Sidebar topics are often referred to explicitly in text. Sidebar references may also be simply listed at the end of a paragraph related to them. In this case the reference contains the word "SIDEBAR."

## Hyperlinks: Text-to-graphics references



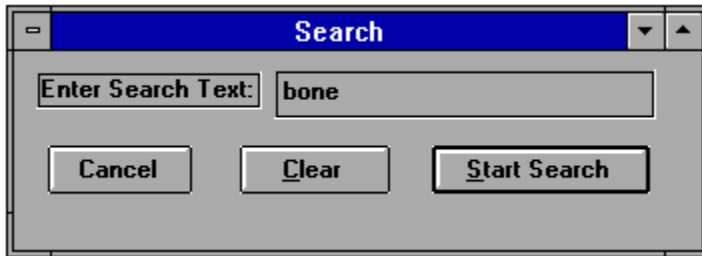
While viewing text, references to related still-frame and animated graphics will appear as colored text preceded by the word "ILLUSTRATION." Click on this text with the mouse to display the graphic material which is referenced. This process is called hyperlinking. The link is said to be *from* a reference to a target.

When the target material is displayed, any caption information will be displayed along with it or presented as an audio clip. You may control whether or not this displayed caption or audio is presented by choosing the Options|Audio or Options|Caption Menu selection.

VCR-style controls present in the Status bar allow you to replay, stop or pause audio or animated sequences.

The target of a hyperlink may be a Table graphic. Tables are accessed by selecting Appendix III from the Table of Contents in the Contents Window. Table references may also be simply listed at the end of a paragraph related to them. In this case the reference contains the word "TABLE."

## Hyperlinks: Graphics-to-text references



Some of the graphics shown in the Illustration Window include the ability to hyperlink to explanatory text by clicking the Go To Text Button on the Control Bar.

In this program, colored text, (hyperlinks) are cross-reference connections among text and graphics. Usually, text appears highlighted to indicate that it may be selected for a hyperlink "jump." The highlighted text is referred to as a hyperlink button

The illustrations used on the *Mayo Clinic Family Health Disc* can show text captions or play audio captions, or both. The audio captions use single-channel (i.e. monophonic) audio due to space limitations. Depending on your setup, you will see text captions, hear audio captions, or both for the illustrations. (The Audio Setup Window appears during software installation. You may also perform Audio Setup after installation by choosing the Options|Audio Setup Menu selection. And if you wish to adjust your captions options directly later, choose the Options|Captions Menu selection)

The "Glossary" is a list of special terms and their definitions.

The "History" is a list of those sections and illustrations which have been recently viewed.



"Browsing" is like reading through the material as you would a book. You can choose the portion of the book to browse by using the Table of Contents.

"Searching" is like accessing the material as you would using an index, only much faster and more accurately.

"Illustrations" are still-frames and animated graphics.

"Anatomy" is a multi-layered presentation of the body, allowing you to view various portions and select display information.

The "Photo Tour" displays a visual and audio slide show of the Mayo Clinic itself.

To skip the opening graphic introduction, click the mouse or press a key immediately after double-



clicking on the program in Windows.

icon when you start this

Use the View|Expand Menu.





## **Windows Keys**

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

## Cursor Movement Keys

| <b>Key(s)</b>           | <b>Function</b>                                       |
|-------------------------|---|
| DIRECTION key           | Moves the cursor left, right, up, or down in a field. |
| End or Ctrl+Right Arrow | Moves to the end of a field.                          |
| Home or CTRL+Left Arrow | 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

| <b>Key(s)</b>        | <b>Function</b>   |
|----------------------|---|
| 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.<br>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.<br>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

| <b>Key(s)</b> | <b>Function</b>   |
|---------------|---|
| Backspace     | Deletes the character to the left of the cursor.<br>Or, deletes selected text.  |
| Delete        | Deletes the character to the right of the cursor.<br>Or, deletes selected text. |

## Help Keys

| <b>Key(s)</b> | <b>Function</b>  |
|---------------|--|
| F1            | <p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>  |
| SHIFT+F1      | <p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p> |

## Menu Keys

| <b>Key(s)</b>       | <b>Function</b>   |
|---------------------|---|
| 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, regardless of the application you are using.

| <b>Key(s)</b> | <b>Function</b>   |
|---------------|---|
| 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. (See <a href="#">Help Keys</a> ) |

## Text Selection Keys

| <b>Key(s)</b>                  | <b>Function</b>  |
|--------------------------------|--|
| 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.<br>Or, cancels the selection if the next window is already selected.   |
| SHIFT+PAGE UP                  | Selects text up one window.<br>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

| <b>Key(s)</b> | <b>Function</b>  |
|---------------|--|
| 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.<br>Or, changes the size of a window when you have chosen Size from the Control menu. |

