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File menu commands

New: Use this command to create a new document in SpeedEdit.

Open: Use this command to open an existing document in a new window.

Close: Use this command to close all windows containing the active document. SpeedEdit suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, SpeedEdit displays the **Save As** dialog box and suggests that you name and save the document.

Save: Use this command to save the active document to its current name and directory. When you save a document for the first time, SpeedEdit displays the **Save As** dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the **Save As** command.

Save As: Use this command to save and name the active document. SpeedEdit displays the **Save As** dialog box so you can name your document.

Print: Use this command to print a document. This command presents a **Print** dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Print Preview: Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Setup: Use this command to select a printer and a printer connection. This command presents a **Print Setup** dialog box, where you specify the printer and its connection.

Send: Use this command to send the active document through electronic mail. This command presents a mail window with the active document attached to it. You may then fill out the To: field, Subject: field, etc., and add text to the body of the message if you wish. When you are finished you may click the "Send" button to send the message.

1,2,3,4: Use the numbers and filenames listed at the bottom of the **File** menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

Exit: Use this command to end your SpeedEdit session. You can also use the **Close** command on the application Control menu. SpeedEdit prompts you to save documents with unsaved changes.

Edit menu commands

Undo: Use this command to reverse the last editing action, if possible.

Cut: Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected. Cutting data to the clipboard replaces the contents previously stored there.

Copy: Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected. Copying data to the clipboard replaces the contents previously stored there.

Paste: Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Select All: Use this command to select the whole text.

Find: Use this command to search for text.

Find Next: Use this command to find additional instances of the same text.

Replace: Use this command to search for text and replacing it.

Format menu commands

Font: Use this command to change the font which SpeedEdit use for display of documents.

ANSI Mode: SpeedEdit can save the active document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedEdit uses the ANSI format. If the document don't saved SpeedEdit reload it in ANSI format.

ASCII Mode: SpeedEdit can save the active document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedEdit uses the ASCII format. If the document don't saved SpeedEdit reload it in ASCII format.

View menu commands

Toolbar: The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in SpeedEdit. To hide or display the Toolbar, choose **Toolbar** from the **View** menu.

Status Bar: Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

Maximize MDI window: Use this command to automatically maximize a new child window on **File New** or **File Open** command.

Window menu commands

New Window: Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

Cascade: Use this command to arrange multiple opened windows in an overlapped fashion.

Tile Horizontally: Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Vertically: Use this command to arrange multiple opened windows in a non-overlapped fashion.

Arrange Icons: Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, 3: SpeedEdit displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Help menu commands

Help Index: Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using SpeedEdit and various types of reference information.

About SpeedEdit: Use this command to display the copyright notice and version number of your copy of SpeedEdit.

