

No help available. Please click on **Help Topics** to return to the list of HelpTopics.

File menu commands

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.

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 SpeedView session. You can also use the **Close** command on the application Control menu.

Edit menu commands

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.

Format menu commands

Font: Use this command to change the font which SpeedView uses for displaying documents.

ANSI Mode: SpeedView can display a text document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedView uses the ANSI format.

ASCII Mode: SpeedView can display a text document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedView uses the 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 SpeedView. 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 Open** command.

Window menu commands

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: SpeedView 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 SpeedView and various types of reference information.

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

