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Introduction

Welcome to AutoTrac! AutoTrac is a powerful new program that allows you to track expenses, maintenance information, and a complete service history for each vehicle you own. With AutoTrac you will be able to track expenses as personal or business expenses. You may work on several different files in the same session.

AutoTrac allows you to transfer information to your favorite Windows word processor for final touches before printing. AutoTrac even allows you to transfer this information to a word processor having several documents open!

AutoTrac also comes with both a DOS and Windows version of MaintMinder , a program that allows you to see which vehicles have upcoming maintenance items due, without the need to run AutoTrac.

AutoTrac uses enhanced dialog boxes and controls. These have been   made possible with   the following excellent programming tool:
Borland Windows Custom Controls (BWCC) by Borland International;

Please note that the file BWCC.DLL must be present either in the AutoTrac directory, or in your PATH for AutoTrac to properly operate.

File Menu

The File Menu allows for creating new AutoTrac files, opening existing AutoTrac files, saving files, printing information about vehicles, and exiting AutoTrac

Command	What it does
New	Begins a new AutoTrac File
Open	Opens a previously created AutoTrac File
Save	Saves the active file under a user-specified name
Save As	Saves the active file under a new name
Send	Allows for sending information from the active file to a Windows word processor
Exit	Quits AutoTrac

File | New

The File | New Command   brings up the <u>Vehicle Information Dialog Box</u>. Here you may enter any or all of the information requested. This is simply for your records. However, AutoTrac will use the Year, Make, and Model information, if   provided, when displaying the <u>Expenses</u> and <u>Maintenance Schedule</u> dialogs boxes. If not, the file name will appear in these dialog boxes.

Upon completing the desired information, choose the OK button, or if you wish to cancel, choose the Cancel button. If you have entered any information, and choose Cancel, you will be asked if you wish to save the information. Choosing Yes or OK will present the information you entered in the Vehicle Information Window.

Once the Vehicle Information Window is open, the menu changes to allow selection of the Expense, Maintenance Schedule, and <u>Send</u> options.

File | Open

AutoTrac files may be opened by choosing File | Open   from the menu, or using the Shortcut Key   F3, or the Open speed button from the button bar.   (AutoTrac   automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

The File | Open command displays the Open File Dialog Box that allows you to   select a file to open.   The default extension is ".alg". If you saved a file with a different extension, enter the complete filename i.e., include filename plus extension.

AutoTrac can automatically open single or multiple files in a number of ways:
1)   Starting AutoTrac with the files listed as command line arguments. For example, to start AutoTrac,   and automatically open the files "mycar.alg" and "mytruck.alg", using the Windows File | Run menu command, type [path name]AutoTrac.exe   mycar.alg   mytruck.alg.

If the AutoTrac directory is in your PATH statement, you may start Windows, start AutoTrac and open files with the command :   win AutoTrac mycar.alg mytruck.alg.

2)   A much easier way is to start AutoTrac , then start Windows' File Manager. Select the AutoTrac file(s) you wish to open from File Manager, and simply drag and drop them into the AutoTrac Main Window, or the AutoTrac icon, if minimized..

3) An alternative approach is to use File | Associate from Windows File Manager, and associate files with the ".alg" extension with AutoTrac. Then, by simply selecting the file and pressing Enter or double-clicking with the mouse, AutoTrac will be started, and the file will be opened automatically. (See your Windows manual for details on associating files.)

File | Save

To save a currently open file, choose File | Save from the menu, use the Shortcut Key F2, or click on the Save speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

This saves the document in the active Vehicle Information Window to disk. If the document is unnamed (the title bar will display "Untitled.alg"), the Save File As Dialog Box is displayed so you can name the file, and choose where it is to be saved. The default extension is ".alg", although you may save the file under any name you wish. (Please note,
however, that the File Open dialog box automatically displays only files with the default extension).

Once a file has been saved, the title bar in the Vehicle Information Window will display the new filename.

File | Save As

If you wish to rename a file, or save a file under a new name, choose File | Save As from the menu. The <u>File Save As dialog box</u> is displayed. Follow the steps under File | <u>Save</u>

File | Send

Because there are so many ways to present information about a vehicle, including expenses, maintenance schedules, etc. it was a deliberate design decision not to incorporate a printing option into AutoTrac. Instead, AutoTrac lets you select a Windows word processor to send the information to, allowing you complete freedom as to how to print the information.

To send information to a word processor, choose   File | Send from the File Menu, use the Shortcut Key F7, or click on the Send speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

This will display the Send Dialog Box. Simply select the information that you desire to have placed in the word processor (See Selecting a Word Processor later in this section).

File | Exit

To exit AutoTrac, choose   File | Exit from the File Menu, use the Shortcut Key Alt-X, or click on the Exit speed button from the button bar.   (AutoTrac   automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

If you currently have any unsaved documents, AutoTrac will highlight the Vehicle Information window, and will ask you if you wish to save the document. Select Yes to save, or No to continue.

If you have run AutoTrac Help, it will automatically close when AutoTrac exits.

Edit Menu

The Edit Menu has only one command : *Edit Vehicle Information*. Selecting this command will bring up the <u>Vehicle Information Dialog Box</u> with the current information displayed from the Vehicle Information Window.   Simply make the desired changes and choose OK. The changes will immediately be reflected in the Vehicle Information Window.

However, to make the changes permanent, you will need to save the file. AutoTrac will prompt you to save the file before you use the Expense or Maintenance Schedule, or before you attempt to close the Vehicle Information Window, or exit AutoTrac .

This option may also be selected by clicking with the right mouse button in the <u>Vehicle Information Window</u>.

Speedbar Commands

The Speedbar is a row of buttons at the top of the main window which are shortcuts for commands from the menu. The buttons are described below.

Button	Menu Equivalent
	File | Exit
	File | Open
	File | Save
	Log | Expenses
	Log | Maintenance Schedule
	File | Send

Vehicle Information Dialog Box

Here you may enter any or all of the information requested. This is simply for your records. However, AutoTrac will use the Year, Make, and Model information, if   provided, when displaying the <u>Expenses</u> and <u>Maintenance Schedule</u> dialogs boxes. If not, the file name will appear in these dialog boxes .

Upon completing the desired information, choose the OK button, or if you wish to cancel, choose the Cancel button. If you have entered any information, and choose Cancel, you will be asked if you wish to save the information. Choosing Yes or OK will present the information you entered in the Vehicle Information Window.

Once the Vehicle Information Window is open, the menu changes to allow selection of the Expense, Maintenance Schedule, and Send options.

Vehicle Information Window

The Vehicle Information Window displays the information entered in the Vehicle Information Dialog Box. The arrow keys allow you to scroll the window.

Clicking with the right mouse button in this window will bring up the <u>Vehicle Information Dialog Box</u>

Main Window

This is the AutoTrac Main Window. Once files have been created, or opened, their Vehicle Information Window will appear here. The Vehicle Information Windows may be minimized, maximized, cascaded, tiled, or moved within this window. Double-clicking on a minimized window (displayed as an icon) will re-open the Vehicle Information for that vehicle.

To open AutoTrac files by **drag -and-drop**, drag the files from Windows File Manager into this window. For further information, see File | Open

Expenses

See Also: <u>Using Expenses and Maintenance Together</u>

AutoTrac allows you to enter and edit Expense information for your vehicle.

Choose Log | Expenses, or use the Shortcut Key   Ctrl-L, or click on the Expense speed button from the button bar. (AutoTrac   automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window). This displays the   Expense dialog box. The year, make, and model of the vehicle, if present in the Vehicle Information Window, is presented as the title. If not, the file name is the title.

Note: If you have not saved any changes to the file, you will be prompted to do so prior to being given access to the Expense dialog box.

An explanation of the fields is as follows: Note that two fields (Date and Total Cost) **must**   be filled in, while others contain optional   information or default   values.

Date:
This is NOT an optional field. A valid date must be entered.
The current system date is presented as the default date. If this is not correct, enter the date the expense was incurred as either of the following formats:

>   MM-DD-YY   (01-27-94)
>   MM/DD/YY   (01/27/94)
>   MM,DD,YY   (01,27,94)
>   Month DD,YY (January 27, 1994)
>   Mon. DD,YY   (Jan. 27, 94)

A combination of these formats is also acceptable.

Unit Cost:
This is an optional field
Enter the cost-per-item amount. Examples are dollars per gallon of gasoline, price per quart of oil, etc.

Total Cost:
This is NOT an optional field. A total cost must be entered.
Enter the total cost of the expense.

Description:
This is an optional field.
Enter a description of the expense if desired

Location:
This is an optional field.
Enter the location where the expense was incurred.   Suggested ideas are: the store where an item was purchased; the service station where expense was incurred, etc.

Mileage:
This is an optional field.
If desired, enter the vehicle mileage at the time of the expense.
However, if the expense is to be added to the Service History, you will need to enter a mileage

Choose Expenses Box:
Select the type of expense from the Choose Expense drop-down   box. The default selection is "Gasoline". If the

type of expense you need is not found, you may add a   new expense type by selecting the *Add New Category* button. This will bring up the Add New Category dialog box.
Simply type in the new expense category, choose OK, and the expense will be added to the Choose Expense box.

Expense Type:
This is an optional field, the default being "Personal".
Choose either the "Personal", or "Business" radio button depending on the type of expense. AutoTrac will keep track of your expenses as either Business or Personal. When the expenses are sent to a word processor, AutoTrac can send either type, or both, with separate totals and   descriptions for each.

Add New Category:
As mentioned above, selecting this button will bring up the Add New Category dialog box. Simply type in the new expense category you wish, and it will be added to the Choose Expense box.

Total Expenses:
If no expense file exists for this vehicle, this button will be dimmed, otherwise it will be active. Choosing Total Expenses will display the Total Expenses for this vehicle, broken down as Total Personal Expenses and Total Business Expenses.
Select OK to close this box.

View Previous:
Selecting this button allows you to view and edit previous expenses. Once the first expense has been reached, this button will be dimmed.

View Next:
Used in conjunction with View Previous, View Next allows you to view and edit the next expense.

Done Viewing:
If you are in the middle of viewing expenses, selecting Done Viewing will clear the dialog box and allow you to begin entering new expenses.

Add to Service History: This will add the applicable information to the vehicle's Service History File. The following information will be added: Date, Expense, and Mileage. The expense will appear as "Replace" when viewing the Service History File.

Maintenance Schedule

See Also: <u>Using Expenses and Maintenance Together</u>

Choose Log | Maintenance Schedule , or use the Shortcut Key   Ctrl-M, or click on the Maintenance speed button from the button bar. (AutoTrac   automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window). This displays the Maintenance Schedule dialog box. The year, make, and model of the vehicle, if present in the <u>Vehicle Information Window</u>, is presented as the title. If not, the file name is the title.

Note: If you have not saved any changes to the file, you will be prompted to do so prior to being given access to the Maintenance Schedule   dialog box.

An explanation of the fields and buttons is as follows:

Miles Driven Per Month:
The default value of 1,000 is presented. Alter this If necessary for your vehicle. You are allowed to use only whole numbers. The maximum allowable entry is 99,999

Category Box:
Several Maintenance categories are presented in this drop down box. The months / miles numbers give suggested values for the number of months or miles between scheduled maintenance. You may alter these default values by selecting the Modify button.
Choose the category that described the maintenance performed on the vehicle. If a category is not listed, you may add a new one with the Add button.

Inspect / Replace:
This field indicates whether the maintenance is An inspection of the item, or a replacement. You may change this setting by selecting the Modify Button (see below).

Date Maintenance Last Performed:
If no maintenance file is available for this vehicle, this field displays the system date as the default.

Add:
This brings up the <u>Add New Maintenance Category</u> Dialog Box.
Enter in the new category, the number of months and miles required between maintenance, whether the maintenance requires inspection or replacement of the item, and the date the maintenance was last performed. Choose OK to save this information.
This new maintenance item will now be available for this vehicle only.
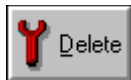
Delete:
This will delete the chosen maintenance item(s) from the list   box. You will be prompted to confirm that the item(s) is (are) to be deleted. You may select more than one item to be deleted. To select **continuous** items: with the keyboard, hold down the Shift key, while using the Up / Down arrows to select. With the mouse, hold down the left mouse button, and drag the mouse to select.   To select **non-contiguous** items: with the keyboard, highlight the first item, press Shift-F8, use the arrow keys to move to each remaining item you want to select, press the Spacebar to select each item, press Shift-F8 again. With the mouse, select the first item, press and hold down Ctrl while you select each remaining item. Release the Ctrl key.

Modify:

The Modify button brings up the Modify Dialog Box. Here you may change the default values for the number of months and / or miles between scheduled maintenance,   whether you prefer the   maintenance to be replacement or inspection of the item, or to change the date the maintenance was performed.   You may select one, or several items to modify at once. (*See above paragraph under "Delete"   for steps to select several items*) When you select several items to modify, the Modify Dialog Box displays the selections as "First Item ... Last Item". The individual controls are set to the **last** item selected.   Changing the values and selecting OK will change **all the selected items** to the new values.

Overdue:

This will bring up a window displaying all the maintenance currently overdue for this vehicle (as of the current system date). This information may be sent to a word processor using File | Send.

Upcoming:

This will bring up a window displaying all the maintenance that will be due in the next 30 days, including any overdue items. This information may be   sent to a word processor using File | Send

Add to Service History: This will add the applicable information to the vehicle's Service History File.

Send Dialog Box

The Send Dialog Box is displayed by selecting   File | Send from the File Menu, use the Shortcut Key F7, or click on the Send speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

The Send Dialog Box displays options for sending information to a Windows word processor.

When selecting expenses, AutoTrac offers you the option of sending all the expenses incurred for a vehicle, or selectively choosing expenses by year, month, and type (business, personal, or both). If you wish to send all expenses, choose the Send All option under the Expenses section. If you wish to selectively choose expenses, select the Choose button. (Choose) This displays the Expense Options dialog box. Here you must enter the expense year desired. Select the month(s) from the Expense Month(s) section, and the type (business, personal, or both) from the Type section. Choose OK to close the dialog box.

If   more than one instance of the selected word processor is running (i.e., two Notepads each with a different document), or if your word processor has multiple document capabilities and more than one document is loaded, AutoTrac will present you with the Choose Document dialog box. Here you may select which document to send the information to, even in a multiple document word processor. Note: if the document you wish to send information to is part of   a multiple document word processor, it does **not** have to be the active document. AutoTrac will still send the information to the correct document.

Selecting a Word Processor
AutoTrac places the two standard Windows word processors, Notepad and Write in the Send To drop-down box. Type Alt-S , or click on the down arrow to highlight this box.
Use the up or down arrow keys to select which word processor to send the information to. If   you wish to add another word processor of your choice to this list, see the next section   (*Adding Word Processors*).

Important! The word processor you select must be currently running prior to sending information.

Adding Word Processors
To add an additional word processor to the list of word processors that appear in the Send To drop-down box, select the box by typing Alt-S, or clicking on the down arrow with the mouse. Be sure the displayed text is 'selected' i.e., is displayed in reverse video. Then type the name of your word processor as it appears in the title bar without the document name. For instance Notepad - (Untitled) is entered simply as Notepad; Write - Manual.wri is entered simply as Write, etc. The selected text will be replaced with the text you type in. Then simply choose OK to continue with sending the vehicle information.

AutoTrac automatically saves the word processor you enter, and it will appear each time you run AutoTrac.

Note: There is currently no option to remove a word processor from this list once it has been entered.

Expense Options

The Send Expenses dialog box allows you to selectively choose which expenses to send to your word processor. You may choose the year, month(s) and type(s) of expenses.

Enter the desired year of the expenses you wish to send. You **must** enter a valid year i.e., 1995 (**not** '95, etc.)

Select the month(s) using the check boxes. You may select any month or months desired.

Select the type of expense - Personal, Business, or Both.

Add New Category Dialog Box

The Add New Category dialog box allows you to enter a new expense category to be displayed in the Choose Expense drop-down box in the Expense dialog box.

Enter the category of the expense you wish to add.

Note -   this expense will now be available for all vehicles

Add New Maintenance Category

The Add Maintenance Category dialog box is displayed by selecting the Add button form the <u>Maintenance Schedule</u> Dialog box.

Type in the new category desired.

Enter the number of months and miles between scheduled maintenance periods.

Select whether the maintenance requires inspection or replacement of the item.

Type in the date the maintenance was last performed. If this field is left blank, the current date will be used.

Choose **<u>Add to Service History</u>** to add this new category to your vehicle's Service History File

Modify Maintenance Category

The Modify Maintenance Category dialog box is displayed by selecting the Modify button form the Maintenance Schedule Dialog box.

If only one category was selected, the current settings for the maintenance category selected will be filled in the appropriate fields. If more than one category was selected, the settings for the last category selected will be displayed.

Modify the fields that require changing, and choose OK   Note that if no date is entered the current date will be used.

Note: If more than one category was selected,   changing the values and selecting OK will change **all the selected items** to the new values.

Choose **Add to Service History** to add this new category to your vehicle's Service History File

Log Menu

The Log Menu has three choices:

Expenses   -   This brings up the <u>Expenses</u> dialog box.
Maintenance -   This brings up the <u>Maintenance</u> dialog box.
View Service History -   Allows you to <u>view the current Service History File</u> for your vehicle

Window Menu

The window menu has commands that control the appearance of the windows in the AutoTrac Main Window:

Cascade   - overlaps and offsets the windows so that the title bars are visible.
Tile   - arranges windows so that all open windows will fill the Main Window.
Arrange Icons   - Arranges minimized windows in a row along the bottom of the Main Window.
Close All   - closes all windows, leaving a blank Main Window.

Open File Dialog Box

The Open File Dialog Box is displayed in response to the File | Open command form the main menu, by pressing the *Shortcut Key* F3, or by clicking on the Open Speed button .

By default, the Open File Dialog Box displays all files in the working directory with the default extension of ".alg". If you saved your file with a different extension, you will need to type in the correct filename in the entry field. For example   "mycar.bob".

Select OK to open this file. If the file you attempt to open is not an AutoTrac file, you will receive the error message "Not an AutoTrac File!"

AutoTrac will open the file and the Vehicle Information Window for that vehicle will appear.

Save File As Dialog Box

The Save File As Dialog Box is displayed as a result of selecting File | Save As from the menu, or if selecting   File | Save and the file currently is unnamed (the title bar   in the <u>Vehicle Information Window</u> displays "Untitled.alg").

The current title in the Vehicle Information Window is set as the default name under which to   save the file. To save the file under a different name, type the new name in the text entry field.

Note: The file will automatically be saved with the ".alg" extension unless you specifically type a different extension. For example, if you enter "mycar" (without the quotation marks), your file will be saved as "mycar.alg". However, if you enter "mycar.mom" (without the quotation marks), your file will be saved under that name.

The new name will now be displayed in the title bar   in the Vehicle Information Window.

Choose Document Dialog Box

The Choose Document Dialog Box is displayed if you try to send information to a word processor, and either of the following is true:

1). More than one instance of that word processor is currently running.
    For example, there may be two Notepads running at the same time.

 2). The Windows Word Processor you have added has multiple document capabilities, i.e., more than one document may be opened at the same time   (some examples are Microsoft Word,   Ami Pro, Microsoft Works, etc.), and you currently have more than one document open.

The Choose Document dialog box will appear and ask you to choose which document to send the information to. Select the correct document (see examples below), and choose OK.

Examples:

        In the first case mentioned above,   perhaps there are two Notepads currently running. One has a file open called "myfile.txt", the other is blank (a new file - "Untitled"). You have chosen to send the information to Notepad. AutoTrac needs to know **which** Notepad to send the information to. The Choose Document dialog box will have the title "Select Notepad Document" and will   list both entries, "myfile.txt", and "untitled".   Use the Up / Down arrow keys to select the one to send the information to and select OK. AutoTrac will now send the information to the correct Notepad.

        In the second example, suppose you have chosen to send the information to Ami Pro. Ami Pro is running with 3 documents open: "one.sam", "two.sam", and "three.sam".   The Choose Document dialog box will have the title "Select Ami Pro Document" and will   list   entries, "one.sam", "two.sam",   and "three.sam".   Use the Up / Down arrow keys to select the one to send the information to and select OK. AutoTrac will now send the information to the correct document inside Ami Pro. **Note:** The document you choose does **not** have to be the active document. It may even be minimized as an icon. AutoTrac will still send the information to the correct document.

Using Expenses and Maintenance Together

There will be instances where an expense incurred is a result of maintenance due. For example, purchasing belts, oil, air filters, etc. might be required if you are performing the maintenance yourself. Or perhaps your mechanic has billed you for the scheduled maintenance. In such cases, you would enter the cost of the items, labor, etc. in the Expense box under the appropriate category (or categories), and would then update the 'Date Maintenance Last Performed' section in the Maintenance Schedule box. This way, you have an effective method for categorizing and tracking vehicle expenses, while keeping track of maintenance performed.

Getting Started

This section will help you get up and running with **AutoTrac**.   The following outline will give you an idea of how to begin.

You will first need to create a file for the vehicles you wish to track. See File | New
Save the file.   See File | Save.
   At this point you may choose to either add, delete, or modify the default maintenance categories to match   those in your owner's manual. (See Maintenance Schedule). You may also begin adding entries to your Service History File. (See Creating A Service HistoryFile)
You may also opt to begin entering the expenses incurred for your vehicle (See Expenses)

Please be sure to read the information and suggestions under **Creating a Service History File.**

Creating a Service History File

By creating a Service History file, you will be able to print out (via Sending the information to a Word Processor) all the service, maintenance, repairs, etc. that have been performed on your vehicle.

The Service History File records the following information :
The category of the service (i.e. Oil Change, New Tires, Tune-Up...);
The date the service was performed;
The   vehicle mileage when the service was performed;
The action taken (Replacement of part(s), or Inspection).

Items may be added to the Service History file from three separate locations:
The **Expenses** dialog box;
The **Add Maintenance Category** dialog box (using the *Add* button in the Maintenance Schedule dialog box);
The **Modify Maintenance Category** dialog box (using the *Modify*   button in the Maintenance Schedule dialog box);

From all three locations, simply choose the **Add to Service History** button in these dialog boxes. The appropriate information will be added to the Service History File.   When the Service History File is viewed, or sent to a word processor, the items are listed by *mileage*, with the lowest mileage entries appearing first.

Suggestions:
When adding information to the Service History File using the Modify Maintenance Category dialog box and / or the Add Maintenance Category dialog box,   if possible, add the information beginning with the oldest date, and working up to the most recent. Although this will not affect the way the History File is displayed, it will affect the date and mileage numbers displayed in the Maintenance Schedule dialog box, once you return. This, in turn, will cause the Upcoming and Overdue selections to incorrectly report that the maintenance is overdue, etc. when it may not be. Of course, you would only need to Modify these categories to reflect the most current date and mileage changes to correct this.

See also <u>Viewing the Service History File</u>

Viewing the Service History File

A portion of the Service History File may be viewed in AutoTrac by selecting Log | View Service History, or using the Shortcut Key Ctrl-H.

The entries are displayed by category, date, and ascending mileage. The action taken (Inspect / Replace) is not displayed.

See also : Creating A Service History File

Windows Keys

Cursor Movement Keys

Key(s)	Function
Arrow 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.
Pape Up or Page Down	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
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.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button.
	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.
	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+ Arrow 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

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	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.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	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.
	(This feature is not available in all Windows applications.)

Menu Keys

Key(s)	Function
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, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
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 Help Keys)

Text Selection Keys

Key(s)	Function
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.
	Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window.
	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

Key(s)	Function
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.
Arrow key	Moves a window when you have chosen Move from the Control menu.
	Or, changes the size of a window when you have chosen Size from the Control menu.