Civilization II Advancement Planner Help Index

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Introduction

The Civilization II Advancement Planner produces a road map of advancements based on specified advancement goals.   You can define multiple goals which can be specified as a civilization advancement, city improvement, military unit, wonder of the world, government, or unit order.   The goals can also be filtered to show only goals from a selected knowledge category and/or period.

Commands

File menu
Plan menu
View menu
Help menu

File Menu Commands

The File menu offers the following commands:

New	Creates a new advancement plan.
Open	Opens an existing advancement plan.
Save	Saves an opened advancement plan using the same file name.
Save As	Saves an opened advancement plan to a specified file name.
Print	Prints an advancement plan.
Print Preview	Displays the advancement plan on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
Exit	Exits Civilization II Advancement Planner.

Plan Menu Commands

The Plan menu offers the following commands:

Define   Displays the Advancement Plan Dialog.
Reset   Clears all the check boxes in the current plan.

View Menu Commands

The View menu offers the following commands:

Toolbar   Shows or hides the toolbar.
Status Bar   Shows or hides the status bar.

Help Menu Commands

The Help menu offers the following commands, which provide you assistance with this application:

Index   Offers you an index to topics on which you can get help.
Using Help   Provides general instructions on using help.
About   Displays the version number of this application.

New Command (File Menu)

Use this command to create a new plan in the Civilization II Advancement Planner.

You can open an existing advancement plan with the <u>Open command</u>.

Shortcuts

Toolbar:

Keys: CTRL+N

Open Command (File Menu)

Use this command to open an existing advancement plan.

You can create a new advancement plan with the <u>New command</u>.

Shortcuts

    Toolbar:
Keys: CTRL+O

File Open Dialog Box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

Drives

Select the drive in which Civilization II Advancement Planner stores the file that you want to open.

Directories

Select the directory in which Civilization II Advancement Planner stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Save Command (File Menu)

Use this command to save the advancement plan to its current name and directory.   When you save a plan for the first time, Civilization II Advancement Planner displays the Save As dialog box so you can name your plan.   If you want to change the name and directory of an existing plan before you save it, choose the Save As command.

Shortcuts

Toolbar:
Keys: CTRL+S

Save As Command (File Menu)

Use this command to save and name the active advancement plan.   Civilization II Advancement Planner displays the <u>Save As dialog box</u> so you can name your plan.

To save a plan with its existing name and directory, use the <u>Save command</u>.

File Save As Dialog Box

The following options allow you to specify the name and location of the file you're about to save:

File Name
Type a new filename to save a advancement plan with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   Civilization II Advancement Planner adds the extension you specify in the Save File As Type box.

Drives
Select the drive in which you want to store the advancement plan.

Directories
Select the directory in which you want to store the advancement plan.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Exit Command (File Menu)

Use this command to end your Civilization II Advancement Planner session.   You can also use the Close command on the application Control menu.   Civilization II Advancement Planner prompts you to save plans with unsaved changes.

Shortcuts
    Mouse: Double-click the application's Control menu button.
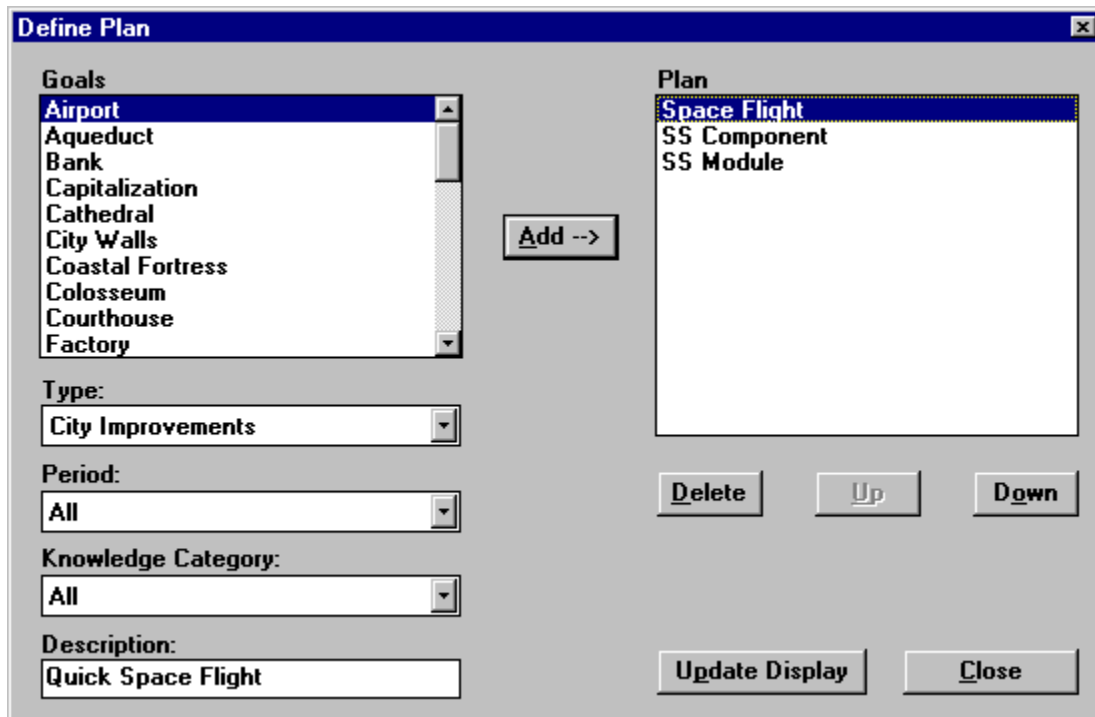

Keys: ALT+F4

Define Command (Plan Menu)

Use this command to display the <u>Advancement Planning Dialog</u>.

Shortcuts

    Toolbar:

Define Plan Dialog

The define plan dialog allows you to add, delete, and reorder goals in your advancement plan.   In the upper left is the list of available goals.   This list is modified by the values selected in the Type, Period, and Knowledge Category fields.

The Type field defines the category of the goal.   The choices are Advancements, City Improvements, Units, Wonders of the World, Governments, Orders, and All.

The Period field defines the civilization time frame.   The choices are Ancient, Renaissance, Industrial Revolution, Modern, and All.

The Knowledge Category defines the application for the goal.   The choices are Military, Economic, Social, Academic, Applied, and All.

The Plan list is the list of goals which have been added to the plan.   Goals are added to the plan by selecting the goal in the Goals list and pressing the Add button.   The goal will be moved from the goals list to the plan list.   Once a goal is moved into the plan list it along with all the other goals associated with it will no longer show up in the goals list.   For example if you move the advancement "Bronze Working" into the plan list you will not be able to find the unit "Phalanx" or the wonder "Colossus" in the goals list until "Bronze Working" is removed from the plan.

The three buttons below the Plan list modify the items in the list.   Delete moves the highlighted item from the Plan list back to the Goals list.   When the item is moved back all it's associated goals are added back also.   The Up and Down buttons moved the selected item through the list.

The "Update Display" button takes the information in the plan list and generates the most efficient list of advancements you will need to obtain to meet the plan.   The list is displayed in the main window.   The amount of time needed to calculate the plan is dependent on the complexity of the advancements in the plan.   For example it takes much more time to generate the plan for "Advanced Flight" then it does for

"Banking".

The "Close" button has the same function as the "Update Display" button except that the Define Plan dialog is closed when the button is pressed.

The Description field allows you to give a title to your plan.   This title will show up at the top of the windows and the printout.

Reset Command (Plan Menu)

Use this command to clear all the check boxes in the displayed plan.

Shortcuts

Toolbar:

Toolbar Command (View Menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Civilization II Advancement Planner, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

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 Civilization II Advancement Planner,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Open a new advancement plan.

Open an existing advancement plan.   Civilization II Advancement Planner displays the Open dialog box, in which you can locate and open the desired file.

Save the active advancement plan with its current name.   If you have not named the plan, Civilization II Advancement Planner displays the Save As dialog box.

Display the advancement planning dialog.

Clear all the check boxes in the current plan.

Print the active plan.

Display the version and copyright information.

Presents a pointer which will allow you to click on any element of the window and receive help on that element.

Status Bar Command (View Menu)

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.

See Status Bar for help on using the status bar.

Status Bar

CAP

The status bar is displayed at the bottom of the Civilization II Advancement Planner window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Index Command (Help Menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help Command (Help Menu)

Use this command for instructions about using Help.

About Command (Help Menu)

Use this command to display the copyright notice and version number of your copy of Civilization II Advancement Planner.

Context Help Command

Use the Context Help command to obtain help on some portion of Civilization II Advancement Planner. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the Civilization II Advancement Planner window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
Keys: SHIFT+F1

Scroll Bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size Command (Control Menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:
1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
   Mouse: Drag the size bars at the corners or edges of the window.

Move Command (Control Menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
  Keys: CTRL+F7

Minimize Command (Control Menu)

Use this command to reduce the Civilization II Advancement Planner window to an icon.

Shortcut

    Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize Command (Control Menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

    Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Close Command (Control Menu)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Shortcuts
    Keys: CTRL+F4 closes a document window
                    ALT+F4 closes the program window or dialog box

Restore Command (Control Menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to Command (Control Menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
   Keys: CTRL+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
   Select the application you want to switch to or close.

Switch To
   Makes the selected application active.

End Task
   Closes the selected application.

Cancel
   Closes the Task List box.

Cascade
   Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
   Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
   Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print Command (File Menu)

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

Shortcuts
   Toolbar:
Keys: CTRL+P

Print Dialog Box

The following options allow you to specify how the document should be printed:

Printer

    This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup

    Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range

    Specify the pages you want to print:

All	Prints the entire document.
Selectio n	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To boxes.

Copies

    Specify the number of copies you want to print for the above page range.

Collate Copies

    Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

    Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that the Civilization Planner is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview Command (File Menu)

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 <u>print preview toolbar</u> 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 Preview Toolbar

The print preview toolbar offers you the following options:

Print
    Bring up the print dialog box, to start a print job.

Next Page
    Preview the next printed page.

Prev Page
    Preview the previous printed page.

One Page / Two Page
    Preview one or two printed pages at a time.

Zoom In
    Take a closer look at the printed page.

Zoom Out
    Take a larger look at the printed page.

Close
    Return from print preview to the editing window.

Print Setup Command (File Menu)

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.

Print Setup Dialog Box

The following options allow you to select the destination printer and its connection.

Printer
   Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
   Choose Portrait or Landscape.

Paper Size
   Select the size of paper that the document is to be printed on.

Paper Source
   Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
   Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
   Choose this button to connect to a network location, assigning it a new drive letter.