

## Introducing Ability Office 98

Ability Office 98 (or just Ability for short) consists of three powerful applications:

- WRITE lets you create, format, and print documents.
- SPREADSHEET lets you create numeric models, make “what if” projections, produce cash flows and draw charts.
- DATABASE lets you organize and store information, create reports and use on-screen forms.

Ability’s three applications work under the Microsoft Windows 95™ and Windows NT™ environments, and use standard Windows operations. They are *integrated*, which means that they work together: you can take information from a spreadsheet, display it as part of a report in Write and mail-merge it with information from Database.

What’s more, with Ability you can link the spreadsheets, drawings, databases, forms and documents you create. Once you tell Ability that two documents are related, Ability can make changes for you automatically. For example, your letter to the board of directors contains the total amount from your quarterly sales spreadsheet. If you get new sales figures, you enter them in the spreadsheet, and Ability updates your letter automatically.

## **Installation**

Installation varies slightly according to which version of Windows you are using.

[Windows 95, Windows 98 and Windows NT 4.0 \(and later\)](#)

[Windows NT 3.5](#)

See also:

[Hardware and operating software requirements](#)

[Removing Ability](#)

## **Hardware requirements**

To run Ability, you need a minimum configuration of:

- A Personal Computer with 80486 CPU or better - Pentium level or better recommended - that is capable of running one of the operating systems below.
- 8 MB of memory (RAM) - 16MB recommended for Windows 95; 32MB for Windows 98 or Windows NT.
- A hard disk with at least 25 MB of free space.
- A Microsoft Windows compatible mouse (optional)

Ability will work with any of the following operating systems:

- Windows 95.
- Windows 98.
- Windows NT version 3.51 or later.

You'll probably want a printer so you can see your work on paper. Ability works with any printer supported by Windows. With most dot matrix and laser printers, you can print documents, graphics, spreadsheets, charts, database reports and forms just as they appear on the screen.

### **Installation - Windows 95, Windows 98 and Windows NT 4.0**

1. Put the Ability CD into the CD-ROM drive (or the disk marked Disk 1 into drive A:).
2. Click the **Start** button, select the Settings command and then the **Control Panel** command.
3. Double-click the Add/Remove Programs icon.
4. In the Install/Uninstall tab, click the **Install** button.
5. Now follow the setup instructions on screen.

### **Installation - Windows NT 3.5**

1. Put the Ability CD into the CD-ROM drive (or the disk marked Disk 1 into drive A:).
2. From Windows Program Manager, select the **File** command and then **Run**.
3. Enter **d:setup** to install from the CD-ROM drive or enter **a:setup** to install from drive A:.
4. Now follow the setup instructions on screen.

## **Removing Ability**

Ability can be removed completely by following these steps:

1. Select Start from the Windows taskbar
2. Select Settings then Control Panel
3. Double-click the Add/Remove Programs icon
4. From the list of programs, select Ability
5. Click Add/Remove and follow the instructions on screen

Ability installs itself in a directory "C:\Program Files\Ability Office 98" by default. If you've created or modified any documents in this directory, the uninstall process won't remove the directory structure. You can use Windows Explorer to do this (check that you don't need any data files first).

## Running Ability

You can start Ability applications, switch between them (and other Windows applications) and exit them in the same way as any standard Windows application.

See:

[Starting an Ability application](#)

[Switching between Ability applications](#)

[Exiting Ability](#)

## Starting an Ability application

There are three ways to start an application:

- Select the Start button on the Windows taskbar, select Programs, select Ability from the list of programs, and then select an Ability application.
- If you are running an Ability application and wish to start a different one, click the relevant application button on the launcher toolbar. If you can't see this toolbar, select View/Toolbars and then check the Launcher toolbar option.
- Select the Ability Launcher from the list of Ability applications under Programs, and then select an application or other icon as required.

See also:

[Switching between Ability applications](#)

[Exiting Ability](#)



## **Switching between Ability applications**

As Ability is an integrated suite of applications, you can change between them very easily, using several methods:

- Click on the relevant application button on the toolbar of any other open application
- Click on the relevant application along the taskbar at the bottom of the screen to change to an already open window
- Use **ALT+TAB** to sequence through all the open windows
- If the application's window is visible on the screen, simply click on it to make it the active application


See also:

[Starting an Ability application](#)

[Exiting Ability](#)

## Exiting Ability

To exit any Ability application, select the **Exit** command from the **File** menu. You will be asked if you want to save each open document within that application before exiting, but only if you have made changes to a document.

Alternatively, click on the close box  in the top right hand corner of the application window.

See also:

[Starting an Ability application](#)

[Switching between Ability applications](#)

## Documents and folders

Documents are saved in folders. You can think of a folder as a filing cabinet containing several files (the documents). You can keep all your documents, that is a Write document, spreadsheet, database or drawing, in a single folder. If you have many documents, it may be better to categorize them into several different folders.

In older versions of Windows (or DOS) folders were called directories and documents were frequently called files. This is less common now although the terms are interchangeable.

See:

[Creating a new document](#)

[Document summary information and statistics](#)

[Opening existing documents](#)

[Saving a document](#)


[Working with documents and folders](#) - includes: copying, renaming and deleting documents and folders. Also how folders are structured and how to create them.

[Finding documents](#)

[Creating backups](#)

## Creating a new document

To create a new document, go into an application and do one of the following:

- Click on the **New** button  on the toolbar.
- Select the **New** command from the **File** menu.

In Write, selecting this option will display a list of templates to base the new document on. Otherwise, the two methods are identical.

A new window will be opened displaying a new document. For Database, you will also be prompted to enter a new database name.

See also:

[Other document based actions](#)

## **Document summary information and statistics**

When you create a document, you might want to store some information about it to help you remember the document's purpose, who created it, and so on. Also, you might want to know how many characters or words are in the document, or other useful statistics.

Write, Spreadsheet and Draw documents each have a **Document Properties** box attached to them. This contains **Summary** information and **Statistics**.

To access Document Properties select **Properties** under the **File** menu.

The **Summary** tab enables you to enter comments, keywords, subject, title, and other information. You can open and edit this dialog box as often as you need.

The **Statistics** tab enables you to see document statistics, such as the number of pages, words and characters, creation and last saved dates, and other information. This information is updated automatically every time you enter the Document Properties box. Not all this information is completed for each application, for example, Write is the only application containing a word count.

[Other document based actions](#)

## **Opening existing documents**


There are various ways of opening existing documents when using Ability:

[Opening a document within an application](#)

[Using the Launcher](#)

[Using Windows recent document list](#)

## Opening a document within an application

1. Click the **Open** button  on the toolbar. The Open dialog will appear with a list of documents in the current folder.
2. If you want to open a document that is on a different drive, use the **Look In** box to select the drive you want.
3. If you want to open a document that is in a different folder from the current one, use the folder list to navigate to the folder you want.
4. Double-click the document you want to open.

Write and Spreadsheet support many document formats from other programs. Use the **Files of Type** box to choose an external file format - a list of the selected file type will be displayed. Database also supports other file formats but you'll need to open these using the **Import** command from the **File** menu.

**Note** At the bottom of the **File** menu the last four documents used by the current application are remembered for direct selection.


See also:

[Using the Launcher to open documents](#)

[Using Windows recent document list](#)

[Other document based actions](#)

## Using the Launcher

Select the **Open Ability Document** button  from Launcher. This can be used whether or not you are currently in an application. Click on one of the four application tabs to access Ability document, spreadsheet, database or draw documents, and then open the required document by either double-clicking on it or selecting the Open button.

If you want to open a document that is on a different drive, use the **Look In** box to select the drive you want. If you want to open a document that is in a different folder from the current one, use the folder list to navigate to the folder you want.

See also:

[Opening a document within an application](#)

[Using Windows recent document list](#)

[Other document based actions](#)



## Using Windows recent document list

Windows records the 15 most recently used documents, click on **Start** and select **Documents**. If the document you wish to access is among these, click on the document name to open it.

See also:


[Opening a document within an application](#)

[Using the Launcher](#)

[Other document based actions](#)

## Saving a document

It is recommended that you save your work often. This guards against unexpected power loss, which usually result in the loss of any changes you have made since last saving your work.

Click on the **Save** button  on the toolbar to save a document. Alternatively, select the **Save** command from the **File** menu.

If the document already has a name (i.e. you opened an existing document and did some work on it), it will simply be saved under the same name, overwriting the old version.

If you have not yet given the document a name (i.e. you created a new document or imported a document from a different format), the **Save as** dialog box will be displayed. In this dialog box, you give the document a name and, optionally, choose an alternate folder to the current one - see [saving a document under a different name](#) for more details.

**Note:** When you name a document, you do not need to give it an extension (the letters after the dot), as Ability automatically adds the appropriate extension, according to the application you are using or the file format you have chosen.

[Other document based actions](#)

## **Saving a document under a different name**

If you have already given a document a name but you want to save it under a different one, follow these steps:

1. Select the **Save As** command from the **File** menu.
2. Enter a new name in the File name box and click OK.

You can choose to select a different folder and drive in the Save As dialog. You can also choose the file format in which you wish to save the document. This can be useful, for instance, if you want to save your spreadsheet data in a format that can be read by other spreadsheet programs.

[Other document based actions](#)

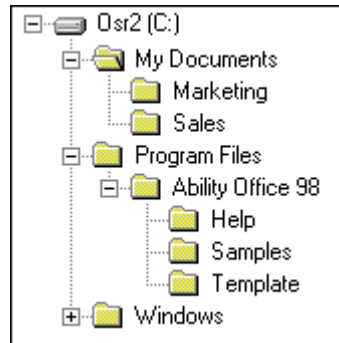
## Working with documents and folders

A typical hard drive with Windows installed will have at least 3 folders, arranged hierarchically:

The **My Documents** folder is the default location for all your data files.

The **Program Files** folder is where all the program files are installed (or at least that's where they should be installed). The picture above shows only Ability installed on this PC. It will be normal for you to see many different folders here.

The **Windows** folder is where the Windows operating system installs itself. Normally, you won't have to enter deal with this folder. It too has many sub-folders.



If you only have a few documents, you can put them all in the My Documents folder. If you have more than a few it's usually best to organize them into different sub-folders. The above picture shows that the My Documents has two such sub-folders, "Sales" and "Marketing". You can choose any folder name that makes sense for your work and have as many sub-folders (which can themselves contain more sub-folders) as you need.

To organize folders and put documents into them, you'll need to be able to do the following:

[Create new folders](#)

[Delete folders and documents](#)

[Copy and move documents and folders](#)

[Rename folders and documents](#)


[Navigating through folders](#)

## Using the Open dialog

To view the open dialog, click on the Open button  on the toolbar of any Ability application. Or select **Open** from the **File** menu.

The Open dialog displays the current folder in the **Look in** box:



The documents and folders within the current folder are shown in the main window of the open dialog. The folders are denoted by the folder icon  and the documents by an icon showing what application usually opens this type of document.

The Open Dialog also has buttons for:



**Up One Level.** Moves up one level from the current folder. This moves towards the root directory of the current drive.



**Create New Folder.** Creates a new folder within the current folder.



**List.** Displays the folders and documents in the current folder with the names and icons only.



**Details.** Displays each document with extra detail such as document size and modification date.




Selecting **Details** allows you to sort documents in ascending or descending order. Click on the Name, Size, Type or Modified bar to sort on that column. Switch between ascending and descending on alternate clicks.

See also: [working with documents and folders](#)

## Navigating folders

You can navigate through the folders and drives of your PC using the Open dialog, or the Save dialog. Folders are arranged hierarchically (see [working with documents and folders](#)) and so in changing folders, you move either towards or away from the [root directory](#) .


To change the current folder, do any of the following:

- Double-click a folder  icon to make it the current folder. Since the folders listed in the main box of the Open and Save dialogs are sub-folders of the current one, this will move away from the root directory.
- Click the **Up One Level**  button to move to the folder above the current one and so towards the root directory. This will reverse the "Double-click a folder" as described above.
- Click on the drop-down button on the **Look-in** box . This lists all folders above the current one (that is if you are in a sub-sub-folder, it will show each folder on a path back to the top level) and also the different drives your PC may have.

See also: [working with documents and folders](#)

## Copying and moving documents or folders

To copy a document or folder, follow these steps:

1. Display the open dialog - select the **Open** button  or select **Open** from the **File** menu.
2. Right-click on the document or folder to be copied.
3. Select the **Copy** command from the shortcut menu and do one of the following:
  - Navigate to the folder you want to copy the document or folder to (don't enter into the folder, just make it display in the Open dialog). Right-click over the folder name and select the **Paste** command.
  - Right-click over a space in the current folder (that is, make sure the pointer is not over a file or folder) and select **Paste** from the shortcut menu.

If a document (or folder) with that name already exists, a new name will be used.

If you just want to copy a document or folder to the floppy drive, skip steps 2 and 3 above and instead, right-click over it, select **Send To** and then **3 ½ Floppy (A)**.


To move a document or folder, select **Cut** in step 3 rather than **Copy**.

To undo a copy or move, right-click over a space in the folder (that is, make sure the pointer is not over a file or folder) and select **Undo Copy** from the shortcut menu.

See also: [working with documents and folders](#)

## Deleting documents or folders

To delete a document, follow these steps:

1. Display the open dialog - select the **Open** button  or select **Open** from the **File** menu.
2. Right-click on the document to be deleted.
3. Select the **Delete** command from the shortcut menu.
4. You will be asked if you are sure you want to proceed with the deletion. Select **Yes**.

To recover the file immediately after, right-click over a space in the folder (that is, make sure the pointer is not over a file or folder) and select **Undo Delete** from the shortcut menu. For more information about recovering files, search for "Recover" in the Windows help index.


To delete a folder, follow steps 1 through 3 above. You will be asked if you want to delete the folder and *all its contents*. Make sure you don't need these documents before continuing.

See also: [working with documents and folders](#)



## Renaming documents or folders

To rename a document or folder, follow these steps:

1. Display the open dialog - select the **Open** button  or select **Open** from the **File** menu.
2. Right-click on the document or folder to be renamed.
3. Select the **Rename** command from the shortcut menu.
4. Type in a new name.

As an alternative to steps 2 to 3, click on a document or folder, then click again (like a slow double-click).

When renaming documents make sure you maintain the same extension or use the extension of a compatible program, otherwise the document may become unusable.

To undo a rename, right-click over a space in the folder (that is, make sure the pointer is not over a file or folder) and select **Undo Rename** from the shortcut menu.

See also: [working with documents and folders](#)

## Document extensions

Each Ability document has an appropriate extension after its name. The same is true for documents from other programs, though different programs usually use different extension letters.

An extension consists of some letters (always three letters in Ability) after the document name. The name and the extension are separated by a dot. Each type of document has its own extension, thereby enabling Ability to identify which documents go with which application. Here is a list of Ability extensions (\* stands for the document name):

<b>Application</b>	<b>Extension</b>
Write	*.aww
Spreadsheet	*.aws
Database	*.adb
Draw	*.awg

Occasionally you may need to type a full document path, for example, in a function parameter, and so will need to know the extension.

When you create a new document Ability automatically adds the appropriate extension for the current application. However, if you want to select a different file type, that is files of a different extension that are compatible with the current application, click on Files of Type in the Open dialog and scroll through till you come to the relevant type (if available). Click on this to make it the current file type.

See also: [working with documents and folders](#)


## Finding documents

There are two ways of finding documents:


- To find documents with the Open dialog, where you know roughly what the document is called and where it's located, see [finding documents in the Open dialog](#).
- Where you don't know what the document is called and where it's located, but you know what it contains, use Windows Explorer. See [finding documents with Explorer](#).



## Finding documents in the Open dialog

To find a document with the Open dialog:

1. Click on the **Open** button  or select **Open** from the **File** menu. The **Look In** box displays the name of the current folder:



The main box shows all the documents belonging to the current application. It also shows all the folders  within the current folder (sub-folders).

2. Assuming the document you want is not in the current folder, do one of the following:
  - Double-click a folder  icon to make it the current folder.
  - Click the **Up One Level**  button to move to the folder above the current one.
  - Click on the drop-down button on the **Look-in** box and select either a folder at a higher level or another drive.

If you know the location of the document you want, using the Open dialog in this way is a good way to find it.

However, since you may have forgotten the document's location and there are too many folders on too many levels to make a random search through the Open dialog practicable, it is better to make a [search using Windows Explorer](#).

## Finding documents with Explorer

Windows Explorer is a standard part of the Windows operating system and so will only briefly be referenced here.

To find a document, follow these steps:

1. Click the **Start** button on the taskbar, select **Find** and then **Files or Folder**.
2. If you know the extension of the document your looking for, enter it the **Named** box. For example, to find Ability Write documents, enter \*.aww in this box. See [document extensions](#) for a list of other Ability extensions.
3. If you know that the document contains some specific text, like a company name, select the **Advanced** tab and enter it in the **Containing text** box.
4. Click **Find Now**.

There are other options you can set - see the Help that comes with Explorer for more details.

## Creating backups

As well as saving your work regularly, you should get into the habit of saving your documents to a floppy disk, or some other media, and preferably keeping at least one copy in an alternate location.

One day your computer will break-down or be lost or stolen - only you will know what this data loss may mean to you personally or professionally.

A backup is really just a copy of the file. There are three ways you can do this:

- Copy a document using the Open dialog in Ability. This allows you to copy a document (or folder) to a floppy disk or another drive. See [copying and moving documents or folders](#)
- Using Windows Explorer - this is very similar to using the Open dialog but will allow you to copy more than one file at a time. Reference the Help inside Explorer for more details.
- Windows comes with a backup system of its own. This is useful for scheduling backups or when a document becomes too big to fit on a single disk. See [backing up using Windows or a third party backup system](#)

### **Backing up using Windows or a third party backup system**

Windows Explorer and other document based methods of copying files to floppy disks do not let you span several disks should a document become too big to fit on a single floppy. To get around this, you may find it worth your time to learn how to use the backup program that comes with Windows 95, or perhaps invest in a tape, DAT or CD backup system.

For further information on the Windows backup program, please refer to your Windows documentation. (Select Help from the Start menu and search for "Backup" in the help index

For further information on backup solutions, please contact your local dealer.

See also: [creating backups](#)

## Windows basics

Common to all Ability applications are basic windows structures like toolbars, and techniques such as using menus and selecting text. Some of these are in fact common to all Windows applications.

### Common to all Ability applications:

[Shortcut keystrokes](#)

[Changing the screen view](#)

[Toolbars](#)

[Status bar](#)

### Common to (most) Windows applications:

[Using the mouse - clicking](#)

[Using the mouse - selecting](#)

[Drag and drop](#)

[Using menus](#)

[Shortcut menus](#)

[Closing, minimizing and maximizing windows](#)

**Note:** The help is written with the Windows 95, Windows 98 and NT 4.0 (or later) interface in mind. Users with Windows NT 3.51 should refer to the operating system documentation and/or on line help that comes with the operating system.



## Shortcut keystrokes

Ability includes a number of *shortcut keystrokes*. These are a way of executing commands without opening the menus. As you become more familiar with the program and you start to use these shortcuts, you will find that they can save you a lot of time.

The shortcut keystrokes, where available, are shown down the right hand side of the pull-down menus, alongside the commands they represent.

Here are some useful shortcuts:

<b>Ctrl-X</b>	Cut
<b>Ctrl-C</b>	Copy
<b>Ctrl-V</b>	Paste
<b>Ctrl-P</b>	Print
<b>Ctrl-N</b>	New document
<b>Ctrl-O</b>	Open document
<b>Ctrl-S</b>	Save document
<b>Ctrl-B</b>	Bold text
<b>Ctrl-I</b>	Italic text
<b>Ctrl-U</b>	Underline text

See also:

[Windows basics](#)

## Changing the screen view

You can change how large or small the document appears on the screen by selecting the **Zoom** command from the **View** menu. A **Zoom** dialog box is displayed.

You can choose how large or small you want the document to appear, as a percentage of its usual size. You can select a size between 25% and 400%.

<b>400%</b>	displays the document at four times its usual size
<b>200%</b>	displays the document at twice its usual size
<b>100%</b>	returns the document to its usual size
<b>75%</b>	displays the document at three-quarters of its usual size
<b>50%</b>	displays the document at half its normal size
<b>25%</b>	displays the document at a quarter of its normal size
<b>Page Width</b>	scales the display so that the width of the Page fits within the document window
<b>Margin Width</b>	scales the display so that the width of the Work Area fits within the document window.
<b>Whole Page</b>	scales the display so that you can see an entire page in the document window
<b>Custom</b>	reduces or enlarges the display of the document according to the percentage you type in. Percentages of less than 15% and greater than 999% are disregarded.

See also:

[Windows basics](#)

## Toolbars

A toolbar is a group of buttons that provide a shortcut to using the menus. For example, this is the standard toolbar, and appears in every application.



Usually, a toolbar appears attached to the top of an application but can be torn-off and docked on the left, right and bottom edge of the application, or appear floating over the application.

If a button is “grayed” out then that button is temporarily not available. For instance, if you are in an application but have not yet gone into a particular document, then the formatting buttons will not be available for use.

Certain buttons, when selected, will appear depressed. These buttons will operate until they are deselected. For instance, the format buttons will continue to operate while depressed.

See also:

[Organizing buttons on toolbars](#)

[Toolbar appearance](#)

## Organizing buttons on toolbars

If you decide that a particular button is not needed on a toolbar or you want to add an another one that is not currently visible, select **Customize** from the **Tools** menu and choose from the following:

- Click on a category to show all the buttons for that toolbar.
- Click on a button to bring up a button description.
- To add a button, click on it and drag the button onto a toolbar (it will probably help if you put the button in the same toolbar group as the rest of the buttons in the category).
- To remove a button from a toolbar, drag the button to the Customize box and drop it anywhere within the box.
- To reposition individual buttons, drag and drop them to a new location elsewhere, either in their current toolbar or in another toolbar.


See also:

[Toolbar appearance](#)

[Toolbars - general](#)

## Toolbar appearance

Turning toolbars on and off:

- To remove a toolbar from view, select **Toolbars** from the **View** menu and deselect it (remove the tick next to the toolbar name). Alternatively, drag and drop the toolbar into the middle of the screen and click on the close button  on the toolbar
- To bring a toolbar into view, select **Toolbars** from the **View** menu and select it by clicking on the check box next to the toolbar name.

To move a toolbar, drag and drop the toolbar into a new position. This can be "docked" to any edge of the application window or "floating" over the text.

The style of the toolbar can be modified. Select **Toolbars** from the **View** menu and then:

- **Coolbars Mode** - turns the coolbar mode on and off. Coolbars are the Windows 98 style flat buttons.
- **Large Buttons** - increases the size of all button and displays description text on each button face.
- **Tooltips** - a brief functional description for each button that appears when you run the mouse pointer over the buttons.

See also:

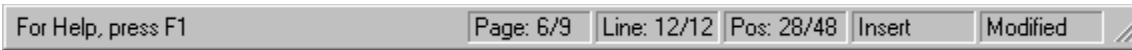
[Toolbar appearance](#)

[Toolbars - general](#)

[Status bar](#)

## Status bar

The line at the bottom of each application window is called the *status bar*. Here's a typical status bar for Write:



Status bars can give you information about the current process, such as a progress report on saving a file or a description of the currently selected menu command.

To turn the status bar on off, select the **Toolbars** option from the **View** menu, and select the **Show Statusbar** box.

See also:

[Toolbars](#)

[Windows basics](#)

## **Clicking**

If your mouse button has more than one button, use the left button unless told otherwise. If you are left handed and have swapped mouse buttons over for convenience, use the right button instead.

To click on an item (such as a button or a window), move the mouse pointer until the mouse arrow on screen is resting on the item. Then push down and release the mouse button.

To double-click on an item, position the mouse arrow and then push down and release the mouse button twice in quick succession.

See also:

[Selecting](#)

[Drag and drop](#)

[Windows basics](#)

## Selecting

Used, for instance, to select text for formatting.

1. Use the mouse to point to the start of the area you want to select
2. Holding down the mouse button, move the mouse pointer to the end point of the area you want to select
3. Release the mouse button.

The area should now be selected (visible by inverse color on screen).

If you do not have a mouse, use the arrow keys to position the cursor at the first position. Then hold down the **SHIFT** key and use the arrow keys to drag it to a new position. Then release the **SHIFT** key.

See also:

[Clicking](#)

[Drag and drop](#)

[Windows basics](#)



## **Drag and drop**

You can move selected items around on the page by using a technique called drag and drop:

1. Select the item you want to move
2. Hold down the mouse button and move it to the new location
3. Release the mouse button

The following items can be dragged and dropped:

- Selected text in Write
- A cell, or range, of cells in Spreadsheet
- Inserted objects in Write or Spreadsheet
- Graphic objects in Forms or Draw

See also:

[Selecting](#)

[Clicking](#)

[Windows basics](#)

## Using menus

Ability has a series of pull-down menus from which you select commands. The titles of these menus are the words, such as File and Edit, along the menu bar at the top of the window.

To open a menu, move the mouse pointer to the required menu title and click the mouse button. If you open the wrong menu, simply click on another menu title.

To choose a command from the menu, move the mouse pointer to the command and click with the mouse button. The menu will close and Ability will perform the action you have chosen.

**Note:** Not all menu commands are available at all times. For instance, if you have not yet opened a document, the **Save** command will not be available. Commands which are not available are shown “grayed out” in the menus, and you cannot select them.

See also - [shortcut menus](#).

## **Shortcut menus**

Shortcut menus are special menus that are tailored to match the application you are currently working in. They are accessed by right-clicking over a part of the working document.





For example, in spreadsheet, right-click over the main body of the sheet to get a menu that features a selection of common editing and formatting commands.

Generally, the shortcut menus will “know” which menu commands are useful within particular applications and in different parts of applications.

See also - [Using menus](#).

## Closing, minimizing and maximizing windows

All the Ability applications are MDI applications - meaning that more than one document window can be open at once. Each window has its own set of buttons to close, minimize, maximize and restore the window. The application itself also has the same set of buttons:

- Click on the **Close** button  at the top right hand corner of any window to close it. If there is anything not saved, you will be prompted if you want to save it or not. If the window is an application, it will be exited.
- Click on the **Minimize** button  to reduce a window to an icon on the Windows Taskbar.
- Click on the **Maximize** button  to make a window full size. Alternatively, double-click on the application title bar. Maximize is not available if the window is already maximized.
- Click on the **Restore** button  to return a window to its previous size. This converts a maximized window into a reduced window. Alternatively, double-click on the application title bar. Restore is only available if the window is maximized. For details on how to change the size of a reduced window, see [changing the size of a window](#)

All these commands are also available from the system menu - click on the application icon in the top left corner of the window to access the system menu.

## **Changing the size of a window**

To change the size of a reduced window:

1. Move the mouse pointer to the border of the window.
2. When it is positioned exactly over the border, it will turn into a double-headed arrow.
3. Now click and drag, and the border will move with the arrow.

All four borders can be moved independently, so you can alter the shape of the window exactly.

See also - [closing, minimizing and maximizing windows](#)

## Getting help


You can ask for help at any time in Ability.

### General help



- Select the **Application Help** command from the **Help** menu to access the on-line help system for that application.
- Select the **Ability Office Help** command from the **Help** menu to get the full on-line manual.

For details of how to use the help system, see [using the help topics dialog](#) and [navigating inside the help pages](#).

### Context sensitive help

- **Toolbars** - select the "what's this" help button  and point and click on any toolbar button, or any other part of the application window, to get context sensitive help.


Also note that *tooltips* are available for toolbar buttons - just place the mouse pointer over any button and a brief description will pop-up.


- **Menu commands** - select the "what's this" help button  and select any command from the menus to get context sensitive help.
- **Dialog boxes** - in dialogs, click the dialog "what's this" button  and then point and click on any part of the dialog to get specific help on that item.

Some dialogs also contain a help button to provide supplementary assistance to the "what's this" help.

## Using the help topics dialog

A Help Topics window (accessible through the **Application Help** command from the **Help** menu) keeps the help organized like a book. It is a tabbed dialog and so provides three entry points into the actual help text.

**Contents** - this is like the contents page of a book and is arranged in, chapter sub-chapters and, finally, help pages. Double-click on any chapter  to see what's in it and double-click on a help page

 to display the actual help.

**Index** - allows you to search for key words. For example, enter "Mail Merge" (without the quotes to locate all the help pages containing this key word.

**Find** - searches for the supplied word in all the text within help. When you first use this option, Windows will index the help system - this will a short while.

Once you've opened a help page, you can always use the Help Topics button to return to this dialog.


See also


[Navigating inside the help pages](#)

[Getting help](#)

## Navigating inside the help pages

In the help pages, you can navigate through the rest of the help system as follows:

- Use the [green underline links](#) to move to related help topics.
- Use the Topics Help button to move back to the Topics Help Page
- Use the forward  and backward

 buttons to move to the next and previous topic. The help system is arranged in the same order as a manual, so you can start at the top and read the entire help system in this way.

- Use the Back button to jump to the last visited topic.

See also:

[Using the help topics dialog](#)

[Getting help](#)



**Root directory**

This is an outdated if still useful term. The root directory is the top level folder for a particular drive. It contains a list of folders from which you can navigate to any sub-folder on the drive. It also contains startup information for your operating system (if it happens to be the boot disk) and sometimes documents, although this is not really a good place for them to be saved.

