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## Introduction

Yes, Windows is great, as you've probably found out. But the real point of windows, after all is not the operating environment itself but the software that runs on it. With this in mind and because it's difficult at times to find exactly what you want, I've written a number of programs. The one you're using here is just one of them. Because it's so useful to me personally as well as to my wife who is also a professional , I thought you might find it useful too.

Graphical environments like Windows are beautiful and I think this program is an example. Push-Button operation with hypertext Functions. Basically Word & Terms was designed for anyone who requires a quick and handy reference for words and terms for Business, Health, English, Medical, Fitness, Foreign Languages or anything else. A dictionary of words arranged by establishing file names that reflect the category the words fall into. It is also excellent as a Cookbook.

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## Uses for Words & Terms

I do a lot of work that requires a knowledge of legal terms, not being a lawyer, it's great to be able to quickly find a term and an explanation or usage of it. I used to own a chain of retail stores, now I do consulting work. Once more I have compiled business terms in Words & Terms for easy reference. I've also entered a complete list of my clients and text that describes the company and it's personnel and the work I've done for them in detail. This has been a great help to me whenever I talk to them. My wife has been scouring computer software shops for software like this for some time, without luck. She finally made me write it. She uses it for medical and health terms as well as obscure English words. She also uses it as a cookbook.

Words & Terms should be especially useful for Schools, Teachers, Students and Business people or anyone else who needs quick reference to words and their meanings or usage. Cross reference words to index, double click on cross referenced words and jump to that index. All words in capital letters are cross referenced hypertext words. By double clicking on these words, Words & Terms will immediately take you to the appropriate index and show you it's attached text.

Use Words & Terms as a quick reference for terms, meaning and usage or guide for: Business, Health, Fitness, Medical, Legal, and Computer terms. As a Travel or Vacation Guide, Restaurant Guide, Cookbook, Client File, Languages, Bibliography, Dictionary of Quotations, Anecdotes, Jokes, etc.

I'm sure you can think of many more. The uses are limited only by your imagination.

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## What you get

The program uses 2 files for every filename that you establish. An index file with the extension .IDX and a data file with the extension .DAT. The data file will be the bigger one. It'll hold records that are 1280 bytes in length. That's 1280 numbers and letters or about 30 lines of text. Should you need greater capacity, I'll be glad to make it as big as you need it. Included is a sample file called SAMPLE.DAT with its index file SAMPLE.IDX. Use this file to study the features of Words & Terms and to practice them.

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## Use of Toolbar



Displayed on top of the textbox to give you quick access to the most often used menu commands.



Enter New Word - Clears the text boxes, readying them for a new entry.



Save New Word - Saves the new entry to the file.



Save Change - Saves any changes to existing text to the file.



Delete Word - Deletes a word from the file.



Print - Prints the text on your printer



Exit - Closes all files and exits Words & Terms

See the menu items for an explanation of the above as well as all other commands.

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## **Open File**

Opens an existing Words & Terms file by selecting a file name from the Open File dialog box. Words & Terms will load the selected file and show the index if the file has content. By clicking on the index words, Words & Terms will show the associated text. The index words appear alphabetically. See Find Index for information on how to quickly find index words.

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## Create New File

This allows you to create a new index and data file with a name of your choosing. The Create New File dialog box will appear with the extension .dat typed in it and the cursor at its left side. Type in the name of the file you wish to create and press enter or click the create button. Your file name must consist of 8 letters or less, not counting the extension (.dat).

Your file names should reflect their subject. For instance, if you want to compile medical words and terms, call the file MEDICAL. Other files may be BUSINESS or ENGLISH or LEGAL, COOK BOOK, TRAVEL etc. Words & Terms will show the open file name on the caption bar of the program.

Once the file has been named and created, it will be loaded into Words & Terms for your immediate use.

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## Delete File

Permits you to delete a file. The Delete File dialog box will show all the files in the directory. Chose one and press enter or click the delete button. Words & Terms will bring up another dialog box asking you if you want to delete the named file. Click on No if you've changed you mind or Yes if you want to delete the file. You can delete a file even as it is loaded by Words & Terms. This feature is only enabled if a file with records has been loaded.



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## **Printer Fonts**

This feature enables you to select different printer fonts. It brings up a dialog box that will show all the printer fonts available to you. Select a font and a font size and click on the Okay button. If you want to use the selected font every time you print, then check the Save Font option. This will save your selection to the word.ini file and thus will be available to you every time you print. The default font is Courier, 12 points. This feature is only enabled if a file with records has been loaded and there is text to print.

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## **Print**

Prints the index name and the text associated with it. The index word will be printed in larger, bold font and the text will be printed using a font size of 12 points. The print Menu will only be enabled once a file has been loaded and text is shown. Use the print command from the menu or click the print button.

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## **Exit**

Exit will close all files and exit you from Words & Terms, bringing you back to Windows. This command can be found on the menu and can be activated from the exit button

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## **Enter New Word**

This command clears all text boxes, readying them for a new entry. If you've entered an index word that already exists in the data base of this file then Words & Terms will go to that index and show you the associated text. Find it on the menu or use the Enter New Word button. This feature is only enabled if a file with records has been loaded.

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## **Save New Word**

Saves the new word entry to the file and puts the word into the index. Should you attempt to save a word that already exists, Words & Terms will inform you of this and ask you to either change the index word or press Save Change to save the changes you've made to the text. Use the Menu or The Save New Word button. This feature is only enabled if a file with records has been loaded.

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## **Save Change**

If you make any changes to the text, select Save Change from the menu or click the Save Change button and the changes will be saved. This feature is only enabled if a file with records has been loaded.

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## **Delete Word**

Allows you to delete a word. Place the cursor bar on the word to be deleted and press the delete button or the delete function on the menu. Words & Terms will ask you if you want to delete the named word and present you with a choice of yes or no. If you chose delete, the word will be deleted and removed from the index. This feature is only enabled if a file with records has been loaded.

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## **First Record**

This function will select the first record in the data base. This record may not correspond with the first record shown in the index as the index is sorted alphabetically. Words & Terms will jump to the first record index and show you all it's associated text. This feature is only enabled if a file with records has been loaded.



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## **Next Record**

Next record will bring up the second and third etc. records and show them and all their associated text. This feature is only enabled if a file with records has been loaded.

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## **Previous Record**

This will bring you back one record of where you were. This feature is only enabled if a file with records has been loaded.

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## **Last Record**

The last record command will take you to the last record and show its content. This feature is only enabled if a file with records has been loaded.

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## **Pack Data Base**

After you delete a word (record), Words & Terms removes that word from your index and from the data base of that file. However, due to the nature of data base structures, the space still exists although it's empty. It's a good idea to pack the data base once records have been deleted. Packing removes all the empty records and makes your data base smaller. This command only appears on the menu if the need exist to pack. If there is no need for it, this menu function is not enabled.

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## Find Index

There are two ways to find a word in the index. One is to select Find Index from the Find menu and enter some letters of the index word you're looking for. Words & Terms will find the first occurrence of these letters and show you the word and the associated text. second, on the Find Index dialog box, check off Exact and enter the word you're looking for. This method will look for the exact word and if found will show the word and the associated text. The default, if nothing is checked off, is the second way, the approximate find.

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## **Find Text**

This feature will permit you to search for any word or phrase in the text. Simply enter your word or phrase in the Find Text dialog box and press enter or click on Search. If found, Words & Terms will go to the index word that contains your word or phrase and show you the associated text and highlight the word or phrase. This feature is only enabled if a file with records has been loaded.

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## **Find Next Text**

Chose Find Next Text or press the F3 key to find the next occurrence of the word or phrase you've chosen. If found, Words & Terms will go to the index word that contains your word or phrase and show you the associated text and highlight the word or phrase. This feature is only enabled if a file with records has been loaded.

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## **Find First Occurrence**

The Find Next Text command or F1 will bring you back to the first occurrence of the word or phrase you've chosen and again go to the index word that contains your word or phrase and show you the associated text and highlight the word or phrase. This feature is only enabled if a file with records has been loaded.



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## **Cut**

Select a portion or all the text and choose cut from the edit menu. The selected text will be cut. The cut text is not lost, it's placed into the clipboard and can be pasted back to this or any other program. This feature is only enabled if a file with records has been loaded.

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## **Copy**

Select a portion or all the text and choose copy from the edit menu. The selected text will be copied to the clipboard and can be pasted to this or any other program as needed. This feature is only enabled if a file with records has been loaded.

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## **Paste**

Pastes text from the clipboard to the text box of Words & Terms. This feature is only enabled if a file with records has been loaded.

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## What is Hypertext

The term "hypertext" was coined in the mid-1960's by computer scientist Ted Nelson. The original idea of hypertext came from Vannevar Bush, President Roosevelt's wartime science advisor. He proposed a machine called the "Memex" in an Atlantic Monthly magazine article in July, 1945 titled "As We May Think".

The strict theoretical vision of hypertext proposes that every piece of text, every word, be treated as a linkable element of an information system. Huge amounts of data can be accessed and linked with a few key words or data associations. Words & Terms supports hypertext. Simply capitalize the words that you want to cross reference. You must of course create an index word and text for the capitalized word. Double click the capitalized word and you will immediately be moved to that index word and it's associated text. Hypertext.

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## **Status Bar Function**

The status bar at the bottom of Words & Terms informs you of how many records there are in the file that is open and shows you the current time and date.