

WinGRAB Commands

Menu Commands

File

Edit

Toggles

Configuration

Operation

GRAB Address

Edits and Changes

Quick Print

Keys

Key Help

File

This topic discusses the File pull down. There are various file loading, saving and configuring operations available.

Load Style Sheet

Printer Setup General

Printer Setup Strings

Printer Setup Fonts

Print

Save Style Sheet

Save Defaults Into WinGRAB

Exit

A pull down is the Windows menu system. When you click the mouse on one of the menu selections a sub menu will pull down.

A Style Sheet is a file that is saved on your disk which holds the configuration information for WinGRAB. You may have many different configurations saved in as many style sheets as you need.

Load Style Sheet

The Load Style Sheet command may be opened by using the menu selection or the shortcut key combination of Alt+S.

This will allow you to select a style sheet for use in WinGRAB. Style sheets are supplied for various printers. You may build on these style sheets or custom design your own.

If WinGRAB is being used for the first time, you must load a style sheet for the printer that you will be using.

After you are satisfied with the changes made to a style sheet, you should save the style sheet.

If you want the configuration to be your default configuration you should save it into the WINGRAB.EXE file.

Printer Setup General

The Printer Setup General selection will allow you to change the following items:

1. **Printer type** - If you change this you must also change the printer setup strings as well as the printer setup fonts. This selection is already made in the style sheets that come with the WinGRAB program. It is available for you to change in custom building your own style sheets.
2. **Printer port** - You may select different printer ports and save the style sheets for more than one printer on your computer. This will allow you to print an envelope on a laser printer attached to LPT1 and then switch to a dot matrix printer for printing a shipping label on LPT2.
3. **Check printer** - This selection when selected will check to insure that your printer is on-line before printing an address. Some non-IBM compatible printers require that this check is turned off in order for WinGRAB to operate properly. See your user guide for more information.
4. **Wait to send exit** - This selection is used when your printer does not print as fast as the computer sends data. WinGRAB addresses the printer port directly and sends the data at full speed. If you get printer errors while using WinGRAB you might want to set this to true.
5. **Filter non-ASCII** - The default of WinGRAB is to filter out non-ASCII characters before printing the address. Our overseas customers prefer to not filter out these characters as they are needed in their addresses. You may turn off the filtering with this selection.
6. **Epson landscape** - This is for the Epson dot matrix printers only. It will tell WinGRAB to print in a landscape mode if you prefer. There is no ability to change the print locations if using the Epson Landscape mode.
7. **Epson landscape large** - This is the only control for Epson landscape mode printing. Large business envelopes or small personal size.
8. **Print LaserJet bar code** - Again, this selection is for the convenience of our overseas customers. You may turn off the printing of the postal bar codes on the LaserJet printers with this selection.

Printer Setup Strings

The Printer Setup Strings selection will allow you to enter the codes necessary for selecting the feed mode of your printer; the page orientation such as landscape for laser printers; the eject page code; the orientation to return to portrait mode again; the code to select a default tray when finished printing and finally a reset printer code.

If the codes require an <Esc> code it should be entered by using the ~ character. An example would be the reset printer for the Laserjets which is the <Esc>E would be entered as:

~E

If you need to enter a control code such as a <Ctrl>L it would be entered using the up arrow and would look like:

^L

Again, we should mention that the style sheets that come with WinGRAB have the proper printer codes in for selected printers.

If you have selected the **PostScript** printer the setup strings are used differently. You have up to six lines to enter custom tray and or switch instructions for your PostScript printer. An example would be the standard manual feed selection which looks like this:

```
statusdict begin  
/manualfeed true def  
end
```

Some PostScript cartridges can call printer specific devices. The Hewlett Packard cartridges are typical of this. You can call a certain feed tray or even an optional envelope feed. Two examples are:

The LaserJet IIP or IIIP printer using the Hewlett Packard Cartridge:

```
statusdict begin  
true settrayswitch  
0 setpapertray  
end
```

The LaserJet II and III optional envelope trays:

```
statusdict begin  
true settrayswitch  
2 setpapertray  
end
```


Printer Setup Fonts

The Printer Setup Fonts selection will allow you to use soft fonts or cartridge fonts from the "super cartridges". This may also be used for the built in font support of printers such as the LaserJet II's and some of LaserJets Epson LQ dot matrix printers.

The font selection codes are entered in the same fashion as the printer setup strings using the ~ and the ^ for <Esc> and <Ctrl> respectively.

Codes may be found in your printers manual. We also have a discussion on using soft fonts in our users guide.

The **PostScript** printers fonts must be entered exactly as shown in the Adobe reference manuals. Refer to your printers manual for corresponding font names.

Some PostScript Examples are:

Times-Normal
Times-Bold
Times-Italic
Helvetica-Normal

Print

The Print selection will print your envelopes and labels using the default settings or a loaded style sheet as well as any toggles set while WinGRAB is active.

The print cycle may be started by the menu selection, clicking on the print button or pressing Ctrl+P.

Insure your printer is turned on before printing.

See **Quick Print** also.

Save Style Sheet

The Save Style Sheet selection is used for saving your style sheets after making any changes.

You should always save the your changes if you want to use them in a future session. You may save a style sheet using the same name as it was when you loaded it or change the name if you desire.

Any changes saved in the style sheets may also be saved as the default setting for WinGRAB also.

Save Defaults Into WinGRAB

The Save Defaults into WinGRAB will save your preferences into the WINGRAB.EXE file. This method will allow you to print an envelope without having to read in a style sheet first.

If you want WinGRAB to print on a LaserJet printer as your default, you should read in the LaserJet style sheet and save the configuration into the WINGRAB.EXE file with this selection.

Exit

The exit menu selection will close this session of WinGRAB.

The shortcut key command is Alt+X or the Windows Alt+F4 command.

Edit

This topic discusses the Edit pull down. There are various edit controls available.

Command	Description	Short cut
Undo	Undo the last edit command	Alt+BkSp
Cut	Cut the text and put in clipboard	Shift+Del
Copy	Copy the text to clipboard	Ctrl+Ins
Paste	Insert text from clipboard	Shift+Ins
Delete	Remove selected text	Del
Clear	Delete all in current edit block	Ctrl+Del
Grab	Paste from clipboard to addressee	Ctrl+G

Toggles

The Toggles selection will allow you to change the state of several print actions.

These toggles may be changed by the menu selection, clicking the check boxes or the shortcut keys:

Function	Shortcut Key
Primary Address	Alt+P
Alternate Address	Alt+A
Print Return	Alt+R
Print Comment	Alt+L

The printing of the return address may be toggled on and off. This will allow you to print on pre-printed envelopes and then use plain envelopes and print a return address with WinGRAB.

You may toggle between two different return addresses with the primary address and alternate address toggles. You are not limited to two addresses as you may save as many addresses into as many style sheets as you desire.

The comment line toggle will allow you to turn the comment line on and off. The different comment lines are selected by the comment line selection at the bottom of the window. You may also add custom comment lines yourself.

Check boxes have a small box with a question. If you click your mouse on the box, it will toggle a check in the box on and off.

If the box is checked the condition is true, if the box is not checked the condition is false.

Configuration

This topic discusses the Configuration [pull down](#). There are various configuration operations available.

[Add Comment Lines](#)

[Return Address Setup](#)

[Change Location](#)

[Graphic Logo Setup](#)

Add Comment Lines

The Add Comment Lines selection will allow you to change three of the canned comment lines that are built into WinGRAB. The three comment lines that you can change are "You can change this line".

These comment lines do not save into the style sheets. They must be saved into the WINGRAB.EXE file if you want to save them for future use.

Return Address Setup

The Return Address Setup will allow you to enter the primary return address and the alternate return address.

These addresses may be saved into your style sheets as well as saved into the WINGRAB.EXE file as your default addresses.

Change Locations

The Change Locations selection will allow you to position the address printing on your printers. Different size envelopes require different locations. The canned style sheets provided handle the normal number 10 business envelope as well as a small personal size envelope.

The locations are entered in by the row and columns of the different elements of printing. The postal bar code positions are only applicable to the LaserJet printers. You may also set up the locations for printing labels.

The point size for the PostScript printers is selected in this entry area.

This section is for all printers except the Epson printers when the landscape mode is selected.

Graphic Logo Setup

The Graphic Logo Setup is designed around the Elfring produced logos. Please see the file LOGO.COM which is a self extracting file with some sample logos and instructions for using the logos.

GRAB Address

The address may be grabbed by several different methods.

It will be automatically grabbed from the clipboard if WinGRAB is called from sleep. This means that WinGRAB was not in the background or minimized.

If WinGRAB was in the background or minimized then when brought to life you may press the Ctrl+G short cut. This will clear out anything in the addressee edit area and copy whatever is in the clipboard.

Another method is to position the cursor in the addressee edit area, click the mouse to place the edit cursor in the window and press Shift+Ins to paste the address from the clipboard into this area.

Edits and Changes

You may edit and change the addresses in both the Addressee as well as the return address edit areas.

Quick changes may be made to items like fonts, change to a different printer, different return addresses, and such by reading in a pre-configured style sheet just before printing.

The comment lines may be selected from the built in pick list in the combo box at the bottom of your window. You may also change three of these lines for something not in the standard comment line list.

Quick Print

WinGRAB has a special Quick Print feature that can be called from within your word processor. We have a shareware Word for Windows macro on the disk called WINWIN10.DOC, the file is better known as **The WinWord/WinGRAB Connection**. This file will allow you to have WinGRAB as a menu selection of WinWord and will copy the name and address from the document into the clipboard and call WinGRAB to print and return without ever displaying on the screen.

The Connection tries to grab an addressee from your letter. The grab works in one of three ways:

- 1) If you've selected a block of text (by highlighting it or "turning it black"), **The Connection** grabs the selected text and uses it as the addressee (the selection must be > 10 characters long, and if it's very long it will be truncated to 300 characters and seven lines); otherwise,
- 2) If you have a defined Word for Windows bookmark called "NameAddress", **The Connection** will grab everything in that bookmark as the addressee (again, truncated to 300 characters and seven lines); otherwise,
- 3) If you enabled "**SkipLines**" during initial installation, **The Connection** will start at the top of your letter, skip a set number of lines down (to jump over your logo, address, date, whatever), then gather the first bunch of non-blank lines that it finds, and use that as an addressee (again, max seven lines, 300 characters).

Your grabbed addressee is then presented to you, for your approval. If it's right, you click OK and **WinGRAB** prints your envelope. If it's wrong, click CANCEL and try again.

For those that do not use Microsoft's Word for Windows and can create macros for your word processor that will do similar feats the following command is what causes WinGRAB to print in this manner.

WINGRAB /R

The forward slash R causes WinGRAB to print with the present defaults.

Defaults are the configuration setting saved into WinGRAB by the "Save defaults into WinGRAB" menu selection. This makes the setting permanent.

Windows Keys

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

WinGRAB Specific Keys

Cursor Movement Keys

Key(s)	Function
DIRECTION 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.
PAGE 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.
DIRECTION 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 DN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancel a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancel all selections except the current selection.
SHIFT+ DIRECTION 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.

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.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
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.

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.
DIRECTION 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.

WinGRAB Specific Keys

Key(s)	Function
F1	Opens the Help System for this application.
Ctrl+G	Grabs the address from the clipboard and pastes it into the addressee edit window.
Ctrl+P	Print shortcut key.
Alt+S	Loads a style sheet.
Alt+P	Select primary return address for printing.
Alt+A	Select alternate return address for printing.
Alt+R	Toggles printing of return address on and off.
Alt+L	Toggles printing of comment line on and off.
Alt+C	Opens edit to add new comment lines.
Alt+X	Shortcut key for exiting WinGRAB.