

# Vault Help Contents

This page lists the Help topics available for Vault. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, choose How to Use Help from the Help menu.

## Introduction

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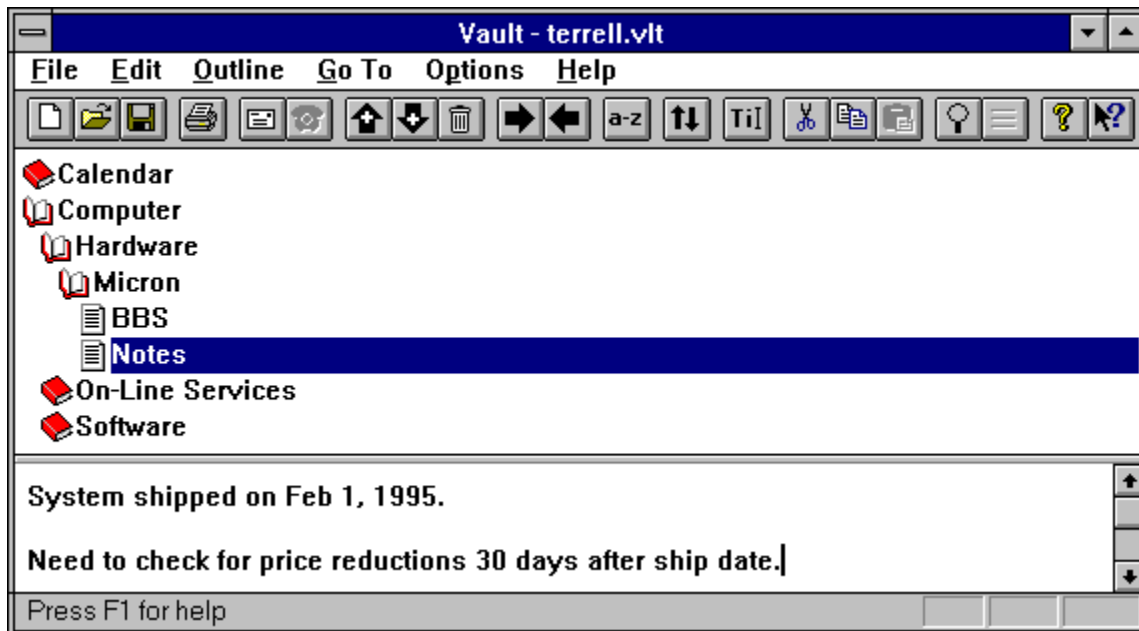
## Miscellaneous

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## What is Vault?

Vault stores your information as an outline. Vault organizes your information into categories and sub-categories that you specify.

For example, the Vault file below has "Calendar" and "Computer" categories. Under the "Computer" category are sub-categories of "Hardware", "On-Line Services", and "Software". Under "Hardware" is "Micron", and under "Micron" are "BBS" and "Notes". Since the "Notes" item has been selected, the text for that item is displayed in the text window at the bottom of the screen.



Vault's search command finds the information you need instantly. You can also browse the outline by expanding and collapsing items.

Vault's Send command allows you to send your notes to co-workers via electronic mail.

Vault's Dial Phone command automatically dials the phone number in the current outline item.

Vault's Print command allows you to specify which notes to print, and how they should appear. Vault's Print Preview command allows you to inspect the appearance of printouts before sending them to the printer.

### See Also:

[Available Versions of Vault](#)

[Registering this Shareware Program](#)

[How to Use Vault](#)

## **Available Versions of Vault**

The following versions of Vault are available:

Vault for Windows 3.1

Vault for Windows 95 and NT

Registered users receive BOTH versions of Vault - the latest version of Vault for Windows 3.1, and the latest version of Vault for Windows 95 and NT. For information on registering Vault, see [Registering this Shareware Program](#).

## **Registering this Shareware Program**

Vault is shareware. To register your copy, please send \$15.00 US plus postage and handling to:

Pocket-Sized Software  
8547 E. Arapahoe Road  
Suite J-147  
Greenwood Village, CO 80112 USA

### **Postage and Handling:**

US and Canada: \$2.50 Overseas: \$10.00 (for airmail delivery)

### **What you get for registering:**

- 1 A disk containing the latest versions of Vault. Please specify disk type: 5 ¼" high density or 3 ½" high density.  
  
You will receive BOTH versions of Vault - the latest version of Vault for Windows 3.1, and the latest version of Vault for Windows 95 and NT.
- 2 Pocket-Sized Software's customer support telephone number.
- 3 Notification by mail when future versions of Vault are available.

### **We Accept:**

Checks in US funds drawn on a US bank  
Registration on CompuServe ("GO SWREG")  
International Postal Mail Orders  
American Express International Money Orders  
US Cash

## What's New in this Version

### Version 1.08:

The fonts used in the outline and text windows can now be specified. See [Edit / Set Font](#) and [Outline / Set Font](#) for further information.

The splitter bar can now be vertical or horizontal. See [Options / Settings](#) for further information. The default orientation is vertical.

### Version 1.07:

Bug fixes.

### Version 1.06:

Added File / Export command to save selected outline items as a text file. See [File / Export](#) for further information.

Bug fixes.

### Version 1.05:

Bug fixes.

### Version 1.04:

The size and position of the program can be saved and used in future sessions. See [Options / Settings](#) for further information.

[Maximize Outline](#), [Maximize Text](#), and [Display Outline and Text](#) commands added.

The [Outline / Search](#) command can be performed by pressing F4.

The splitter bar is now properly centered.

### Versions 1.01 - 1.03:

Minor bug fixes.

### Version 1.00:

Initial release.

# How to Use Vault

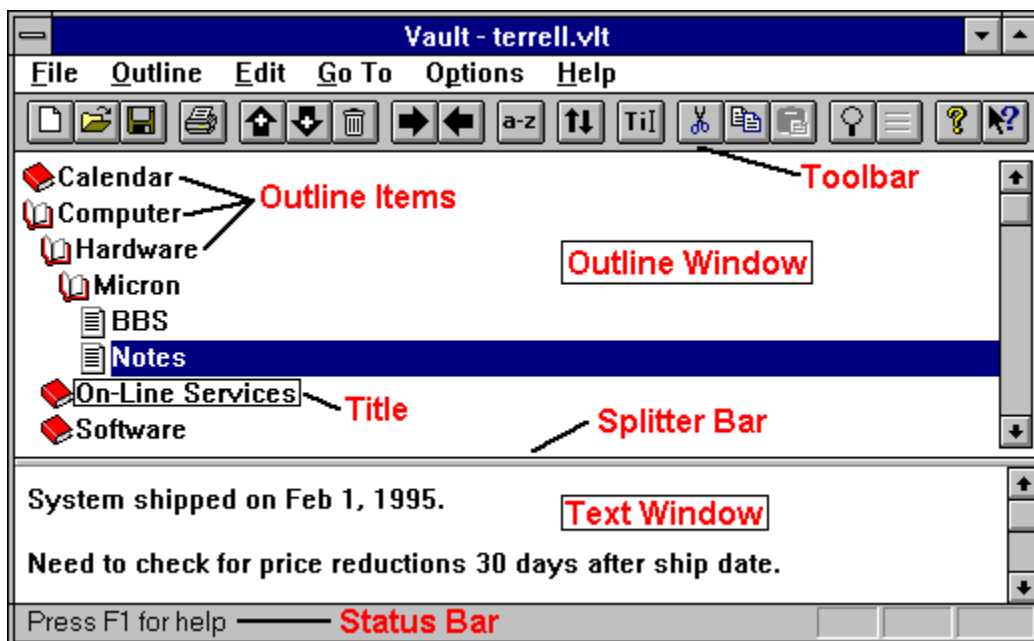
## Opening a File

To open a Vault file, use the [File / Open](#) command. You may want to open "EXAMPLE.VLT" to learn how to use Vault.

## Creating a New File

To create a new Vault file, use the [File / New](#) command.

Vault has two windows separated by a movable "splitter bar". The top window is the outline window, and the bottom window is the text window:



For further information on the splitter bar, see [Move Split](#).

## The Outline Window

### Selecting Items

Items in the outline window can be expanded and contracted by double-clicking them with the mouse. For further information, see [Outline / Expand](#) and [Outline / Collapse](#).

To select an outline item, move the mouse pointer over it and press the left mouse button once. When you select one outline item, that item's text will appear in the text window.

To select a range of items, select the first item with the mouse. Then hold down the shift key and select the last item with the mouse.

To select multiple, non-contiguous outline items, hold down the Ctrl key and select items with the mouse. If you accidentally select the wrong item, just click it once again with the mouse.

When you select multiple items, the text window will be blank.

### **Adding and Deleting Items**

To add new outline items, use the Outline / Add Above and Outline / Add Below commands. To delete outline items, use the Outline / Delete Items command. To change an item's title, use the Outline / Change Title command.

### **Indenting and Un-Indenting Outline Items**

To change the indentation of outline items, use the Outline / Indent and Outline / Un-indent commands.

### **Cutting, Pasting, and Copying**

To cut, paste, and copy outline items, use the Outline / Cut Items, Outline / Paste Items, and Outline / Copy Items commands.

### **The Text Window**

The text window displays the current outline item's text and allows you to edit it. For further information, see Edit / Undo, Edit / Cut, Edit / Copy, Edit / Paste, Edit / Select All, Edit / Find, Edit / Replace, Edit / Insert Date, Edit / Insert Time, Edit / Insert Date and Time., and Edit / Insert Text File.

### **Searching**

Use the Outline / Search command to search for items.

### **Printing**

Use the File / Print Preview and File / Print commands to preview and print your Vault file.

### **Saving a File**

Use the File / Save and File / Save As commands to save your Vault file.

### **Sending Outline Items via Electronic Mail**

To send outline items via electronic mail, select the items and use the File / Send command.

### **Dialing the Phone**




















To automatically dial a phone number, select the item containing the phone number and use the Outline / Dial Phone command.

## The Toolbar






The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many Vault commands. If you leave the mouse above a toolbar button for a moment, help for that button will be displayed.

To hide or display the Toolbar, choose Toolbar from the Options menu (Alt, p, T).



Click	To
	Open a new document.
	Open an existing document. Vault displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document with its current name. If you have not named the document, Vault displays the Save As dialog box.
	Print the active document.
	Send the selected outline items through electronic mail.
	Dial the phone number in the current outline item's text.
	Add a new outline item above the selected item.
	Add a new outline item below the selected item.
	Delete the selected outline items.
	Indent the selected outline items.
	Un-indent the selected outline items.
	Sort all outline items in alphabetical order.
	Get information about moving outline items.
	Change the title of the selected outline item.
	Delete the selected outline items, but allow subsequent pasting.
	Copy the selected outline items for subsequent pasting.
	Insert previously-cut outline items in a new position.
	Search for outline items containing specific text.
	View outline items found by previous search.



-  Make the outline window as large as possible.
-  Make the text window as large as possible.
-  Display both the outline and text windows.
-  Display program information, version number, and copyright.
-  Display help for clicked on buttons, menus, and windows.

## The Status Bar



The status bar is displayed at the bottom of the Vault window. To display or hide the status bar, use the Options / Status Bar command.

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:

<b>Indicator</b>	<b>Description</b>
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

## Vault Keys

Use the following keys in Vault:

Press	To
Ctrl+N	Create a new Vault file.
Ctrl+O	Open a Vault file.
Ctrl+S	Save the Vault file.
Ctrl+P	Print the Vault file.
Alt+Shift+Insert	Add a new outline item above the selected item.
Alt+Insert	Add a new outline item below the selected item.
Alt+Right Arrow	Indent the selected outline items.
Alt+Left Arrow	Un-indent the selected outline items.
Alt+Up Arrow	Open the selected outline item and show subordinate items (double-clicking the listbox item works too).
Alt+Down Arrow	Close the selected outline item and hide subordinate items (double-clicking the listbox item works too).
Alt+Delete	Delete the selected outline items.
Ctrl+Z	Undo the last change to the text in the text window.
Ctrl+X	Cut the selected text and put it in the Clipboard.
Ctrl+C	Copy the selected text and put it in the Clipboard.
Ctrl+V	Insert the clipboard contents into the current text position.
F1	Display on-line help.
F2	Go to the outline window.
F3	Go to the text window.
F4	Search for outline items containing specific text.

F5	Insert the current date and time at the cursor position.
F6	Make the outline window as large as possible.
F7	Make the text window as large as possible.
F8	Display both the outline and text windows.
Shift+F1	Display context help (see <a href="#">Help / Context Help</a> for further information).

## File Menu Commands

New

Open

Save

Save As

Print

Print Preview

Print Setup

Send

Export

Open Previously-Opened File


Exit

## **File / New**

Use this command to create a new Vault document.

You can open an existing document with the [File / Open command](#).

### **Shortcuts**

Toolbar: 

Keys: CTRL+N

## **File / Open**

Use this command to open an existing Vault document.

You can create new documents with the [File / New command](#).

### **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. If you are opening a Vault file, select "Vault Files". If you are inserting a text file, select "Text Files".

#### **Drives**

Select the drive that contains the file that you want to open.


#### **Directories**

Select the directory that contains the file that you want to open.

#### **Network...**

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

#### **Shortcuts**


Toolbar: 

Keys: CTRL+O

## **File / Save**

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

### **Shortcuts**

Toolbar:   
Keys: CTRL+S

### **See Also:**

File / Save As



## **File / Save As**

Use this command to save and name the active document. Vault displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

### **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 document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Vault adds the extension you specify in the Save File As Type box.

#### **Drives**

Select the drive in which you want to store the document.

#### **Directories**

Select the directory in which you want to store the document.

#### **Network...**

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


#### **See Also:**

[File / Save](#)

## File / Print

Use this command to print a document.

### Shortcuts

Toolbar: 

Keys: CTRL+P

### First Print Dialog Box:

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

### Set Font

Press this button to select a printer font. See [Font Dialog Box](#) for further information.

### Second 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 [Print Setup dialog box](#), so you can select a printer and printer connection.

#### Print Range

Specify the pages you want to print:

<b>All</b>	Prints the entire document.
<b>Selection</b>	Prints the currently selected text.
<b>Pages</b>	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.

**See Also:**

[File / Print Preview](#)

[File / Print Setup](#)

## File / Print Preview

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 print preview toolbar 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.

### Dialog Box:

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

### Set Font

Press this button to select a printer font. See [Font Dialog Box](#) for further information.

### 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.

### See Also:

[File / Print](#)

File / Print Setup

## **File / Print Setup**

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.

#### **See Also:**


[File / Print](#)

[File / Print Preview](#)

## **File / Send**

Use this command to e-mail the selected outline items to other users. This feature is available if MAPI-based e-mail software is installed on your machine.

### **Shortcuts**

Toolbar: 

## **File / Export**

Use this command to save the selected outline items in a text file.



## **File / Open Previously-Opened File**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## File / Exit

Use this command to end your Vault session. You can also use the Close command on the application Control menu. Vault prompts you to save documents with unsaved changes.

### Shortcuts

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



Keys: ALT+F4

## **Edit Menu Commands**

Undo

Cut

Copy

Paste

Select All

Find

Replace

Insert Date

Insert Time

Insert Date and Time

Insert Text File

Set Font

## **Edit / Undo**

Use this command to reverse the last editing action, if possible.

### **Shortcuts**

Keys: CTRL+Z or  
ALT-BACKSPACE

## **Edit / Cut**

Use this command to remove the currently selected text and put it on the clipboard. This command is unavailable if there is no text currently selected.

Cutting text to the clipboard replaces the contents previously stored there.

### **Shortcuts**

Keys:      CTRL+X

## **Edit / Copy**

Use this command to copy selected text onto the clipboard. This command is unavailable if there is no text currently selected.

Copying text to the clipboard replaces the contents previously stored there.

### **Shortcuts**

Keys: CTRL+C

## **Edit / Paste**

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

### **Shortcuts**

Keys: CTRL+V

## **Edit / Select All**

Use this command to select the entire contents of the text window. Once selected, the text can be copied or replaced with other text.

### **See Also:**

[Edit / Copy](#)



## **Edit / Find**

Use this command to search for specific text in the text window.

### **Find Dialog Box:**

#### **Find What**

Enter the text to search for.

#### **Match Case**

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

#### **Direction**

Specify the direction of the search: Up from the current position, or Down from the current position.

#### **Find Next**

Choose this option to find the next match.

#### **Cancel**

Quits finding text.

#### **Help**

Gives help on the Find command.

#### **See Also:**

[Edit / Replace](#)

## **Edit / Replace**

Use this command to find text and replace it with new text.

### **Replace Dialog Box:**

#### **Find What**

Enter the text to find.

#### **Replace With**

Enter the text that will replace the found text.

#### **Match Case**

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

#### **Find Next**

Press this button find the next occurrence of the text entered in the Find What box.

#### **Replace**

Press this button to replace the selected text with the text in the Replace With box.

#### **Replace All**

Choose this option to replace all occurrences of the Find What text with the Replace With text.

#### **Cancel**

Quits finding and replacing text.

#### **Help**

Gives help on the Replace command.

#### **See Also:**

[Edit / Find](#)

## **Edit / Insert Date**

Use this command to insert the current date at the cursor position in the text window.

### **See Also:**

[Edit / Insert Time](#)

[Edit / Insert Date and Time](#)

## **Edit / Insert Time**

Use this command to insert the current time at the cursor position in the text window.

### **See Also:**

[Edit / Insert Date](#)

[Edit / Insert Date and Time](#)

## **Edit / Insert Date and Time**

Use this command to insert the current date and time at the cursor position in the text window.

### **See Also:**

[Edit / Insert Date](#)

[Edit / Insert Time](#)

## **Edit / Insert Text File**

Use this command to insert a text file at the current cursor position.

## **Edit / Set Font**

Use this command to select the font used in the text window.

## **Outline Menu Commands**

[Add Above](#)

[Add Below](#)

[Indent](#)

[Un-indent](#)

[Expand](#)

[Expand All](#)

[Collapse](#)

[Collapse All](#)

[Change Title](#)

[Cut Items](#)

[Copy Items](#)

[Paste Items](#)

[Delete Items](#)

[Sort All Items](#)

[How to Move Items](#)

[Search](#)

[View Previous Search Results](#)

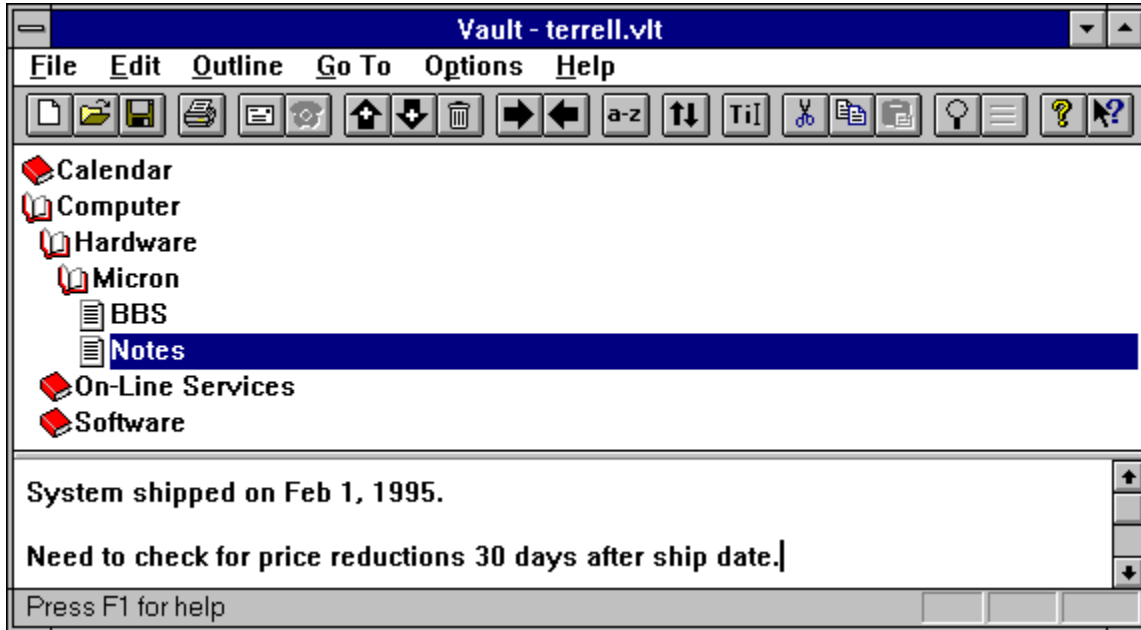
[Dial Phone](#)

[Set Font](#)



## Outline / Add Above

Use this command to add a new outline item above the selected item. For example, since "Notes" is selected, the Add Above command will insert a new item above "Notes" and below "BBS":



When you add a new item, the following dialog box prompts you for the new item's title:



### Shortcuts

Keys: Alt+Shift+Insert  
Toolbar: 

### See Also:

[Outline / Add Below](#)

## Outline / Add Below

Use this command to add a new outline item below the selected item. For example, since "Notes" is selected, the Add Below command will insert a new item below "Notes" and above "On-Line Services":




When you add a new item, the following dialog box prompts you for the new item's title:



### Shortcuts

Keys: Alt+Insert

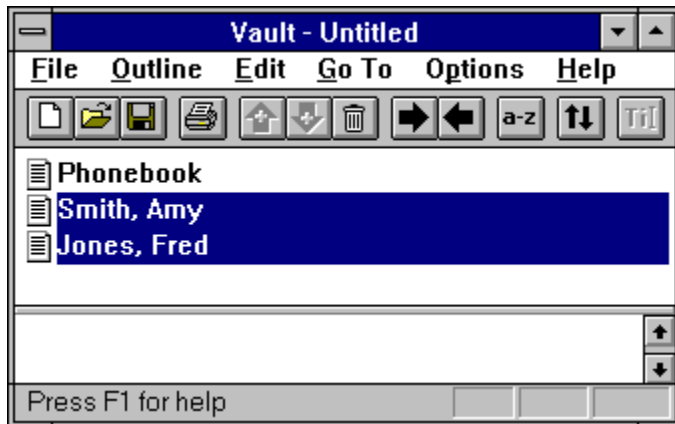
Toolbar: 

### See Also:

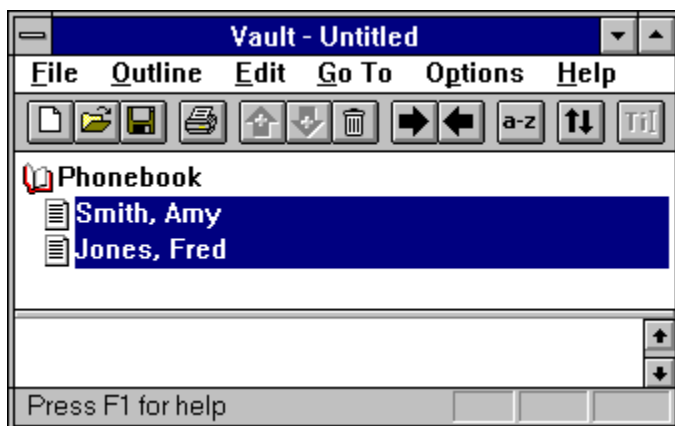
[Outline / Add Above](#)

## Outline / Indent

Use this command to indent outline items. To indent items, select them:




and then select Outline / Indent:



Notice that the "Phonebook" icon changed into an open book since it now contains subordinate items.

### Shortcuts

Keys: Alt+Right Arrow

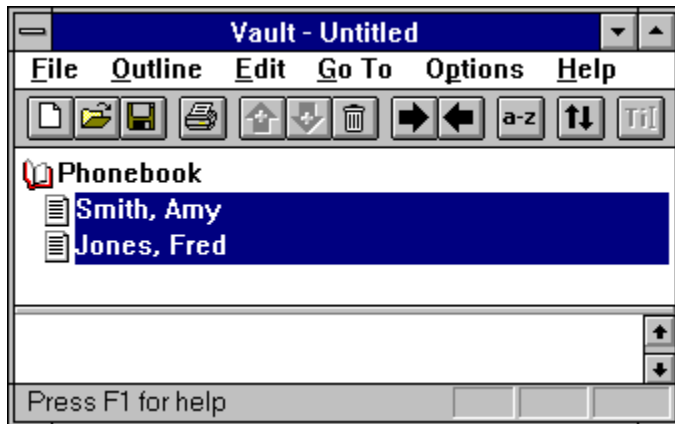
Toolbar: 

### See Also:

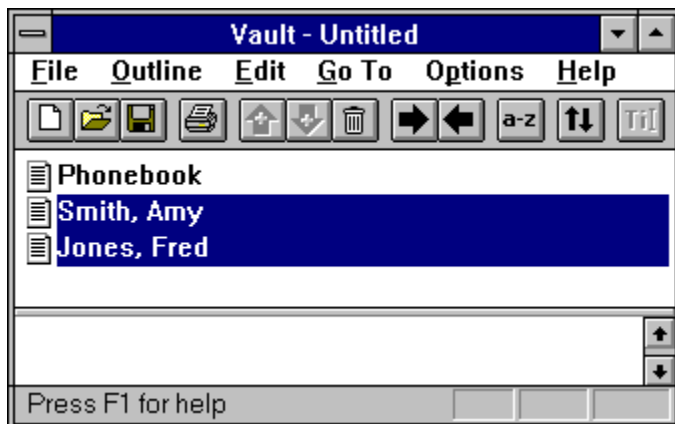
[Outline / Un-indent](#)

## Outline / Un-indent

Use this command to un-indent outline items. To un-indent items, select them:




and then select Outline / Un-indent:



Notice that the "Phonebook" icon changed to a book page since it no longer contains subordinate items.

### Shortcuts

Keys: Alt+Left Arrow

Toolbar: 

### See Also:

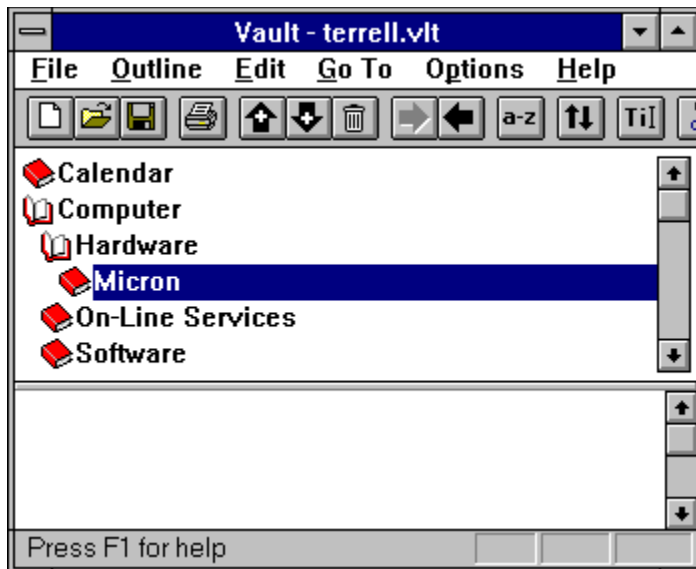
[Outline / Indent](#)

## Outline / Expand

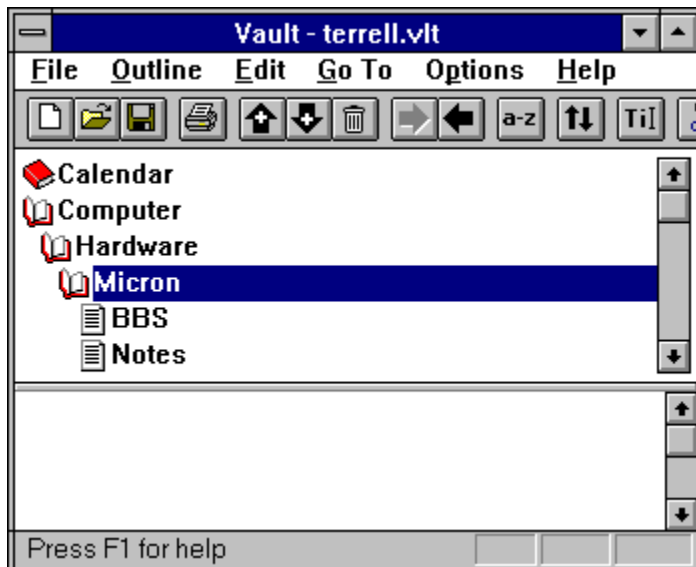
Use this command to open an outline item and show its subordinate items. Only items that are drawn as closed books can be expanded.

**An item can also be expanded by double-clicking it with the mouse.**

For example, double-clicking the "Micron" item:



opens it and reveals its subordinate items, "BBS" and "Notes":



## Shortcuts

Keys: Alt+Up Arrow

**See Also:**

[Outline / Expand All](#)

[Outline / Collapse](#)

## **Outline / Expand All**

Use this command to open all outline items and show all subordinate items.

### **See Also:**

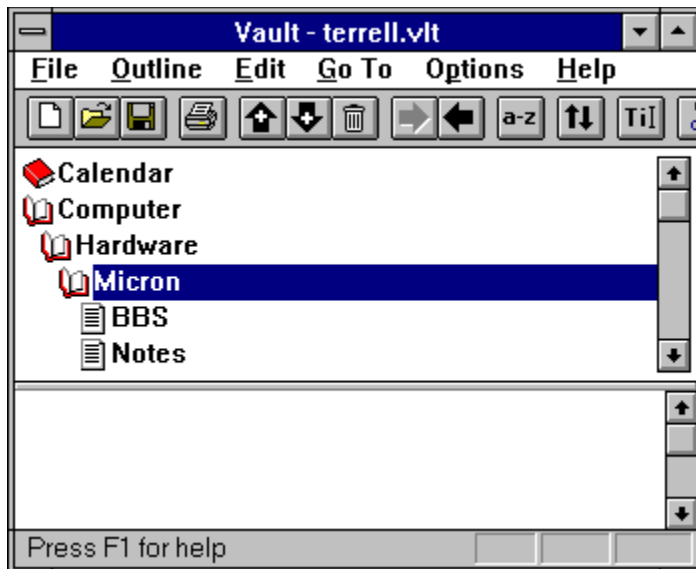
[Outline / Expand](#)

## Outline / Collapse

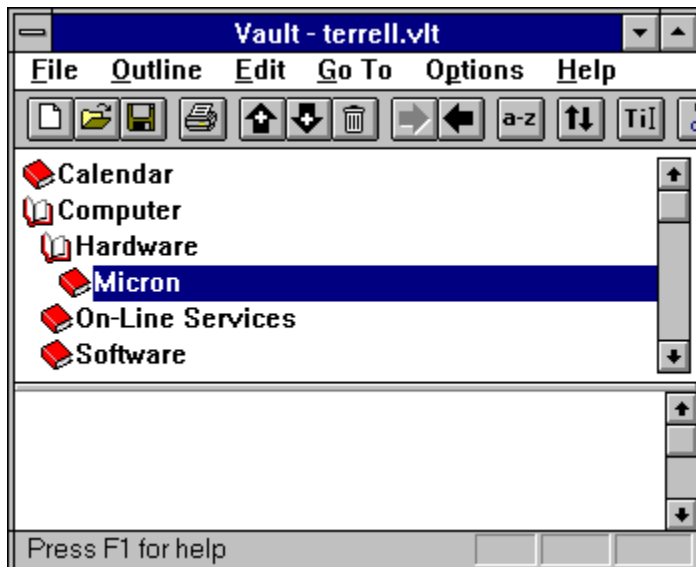
Use this command to close an outline item and hide its subordinate items. Only items that are drawn as open books can be collapsed.

An item can also be collapsed by double-clicking it with the mouse.

For example, double-clicking the "Micron" item:



closes it and hides its subordinate items, "BBS" and "Notes":



## Shortcuts

Keys: Alt+Down Arrow



**See Also:**

[Outline / Collapse All](#)

[Outline / Expand](#)

## **Outline / Collapse All**

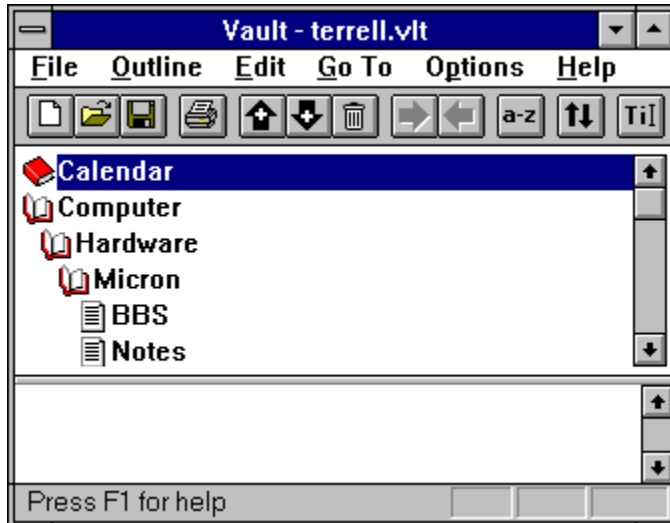
Use this command to close all outline items and hide all subordinate items.

### **See Also:**

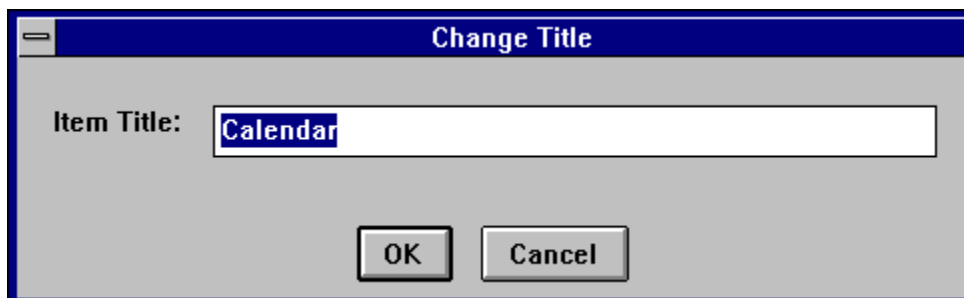
[Outline / Collapse](#)

## Outline / Change Title

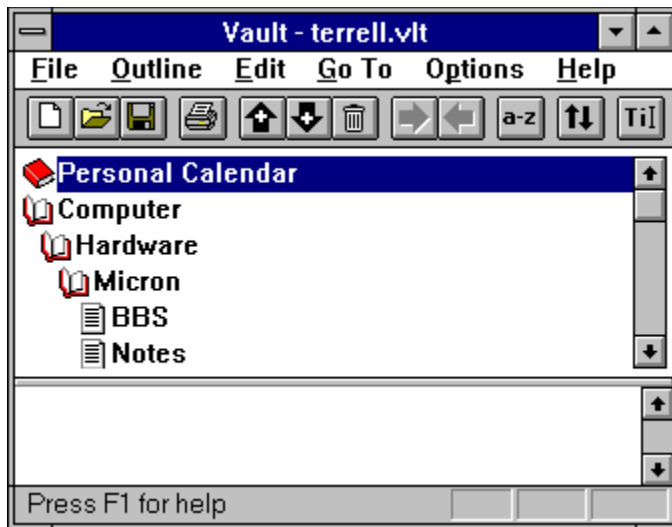
Use this command to change an outline item's title. An item must be selected before its title can be changed. For example, to change the title of the "Calendar" item to "Personal Calendar", first select it by clicking it with the mouse:



Then select the Outline / Change Title command (or press the "Change Title" toolbar button). The following dialog box will be displayed, allowing you to change the title:

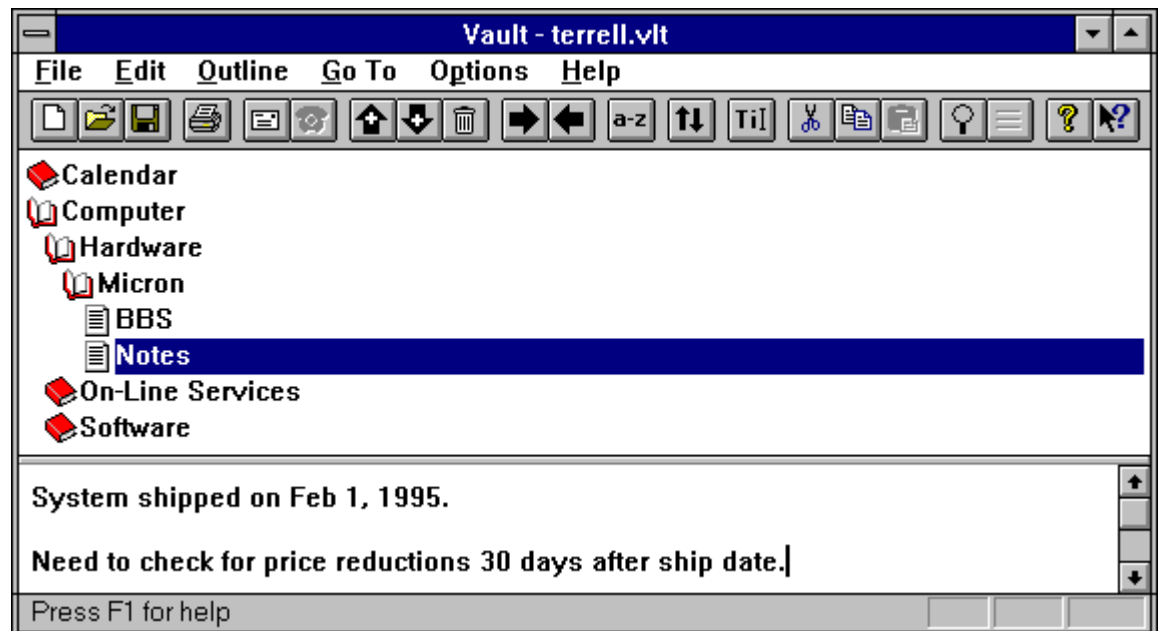


After the OK button is pressed, the title is changed:



### Shortcuts

Toolbar:

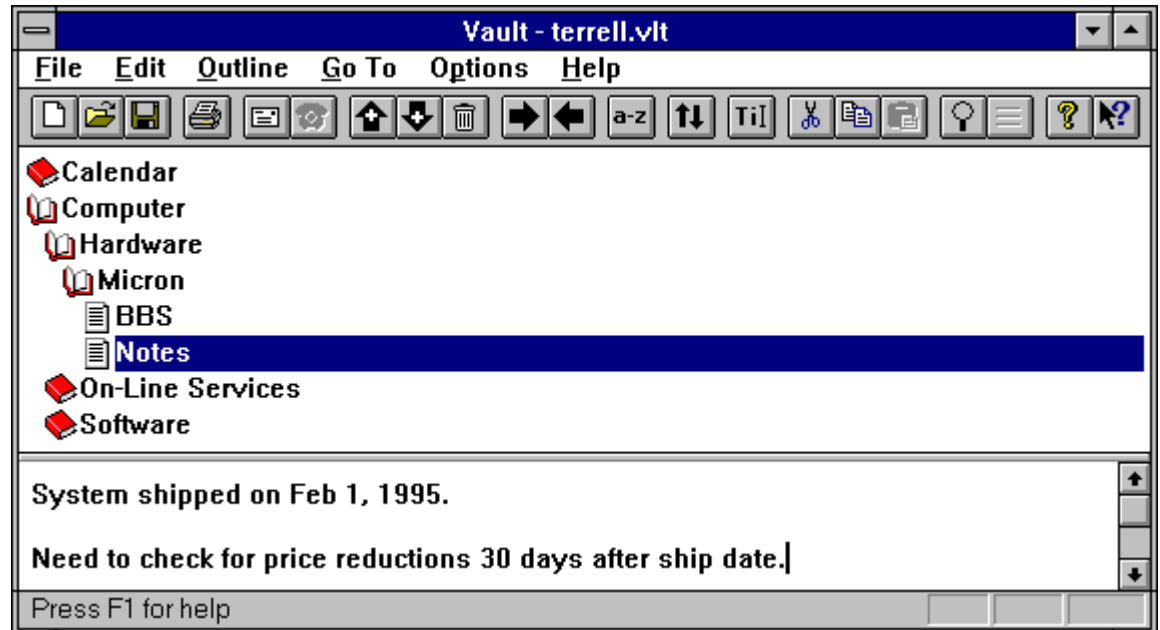


## Outline / Cut Items

Use this command to delete outline items. Once cut, the items can be subsequently pasted in another place in the outline. Items must be selected before they can be cut.

### Shortcuts

Toolbar:



### See Also:

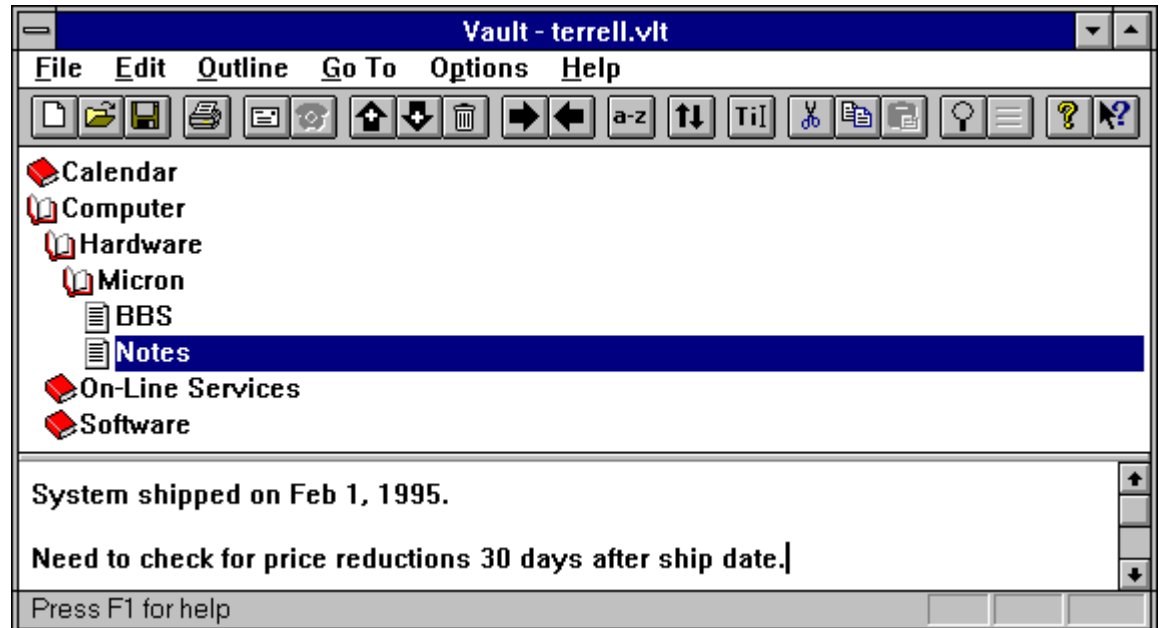
[Outline / Paste Items](#)

## Outline / Copy Items

Use this command to copy outline items. Once copied, the items can be pasted in another place in the outline. Items must be selected before they can be copied.

### Shortcuts

Toolbar:



### See Also:

[Outline / Cut Items](#)

[Outline / Paste Items](#)

## Outline / Paste Items

Use this command to insert previously cut or copied outline items. Before pasting, select the item the pasted items should be pasted before or after.

### Dialog Box:

#### Paste above selected item

Select this option to insert the outline items before the selected item.

#### Paste below selected item

Select this option to insert the outline items after the selected item.

#### OK

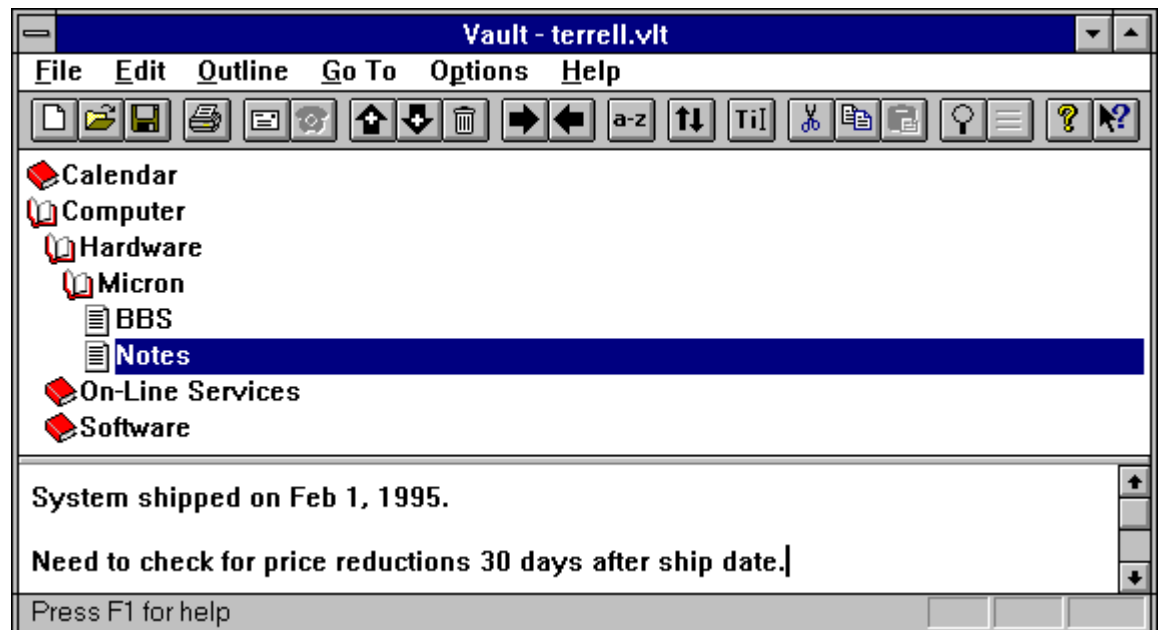
Press this button to finish pasting the items.

#### Cancel

Press this button to cancel the paste.

### Shortcuts

Toolbar:



### See Also:

[Outline / Cut Items](#)

[Outline / Copy Items](#)

## Outline / Delete Items

Use this command to delete outline items. Items must be selected before they can be deleted.

### Dialog Box:

#### Yes

Press this button to delete the current outline item.

#### Yes to All

Press this button to delete all selected outline items.

#### No

Press this button if you don't want to delete the current outline item.

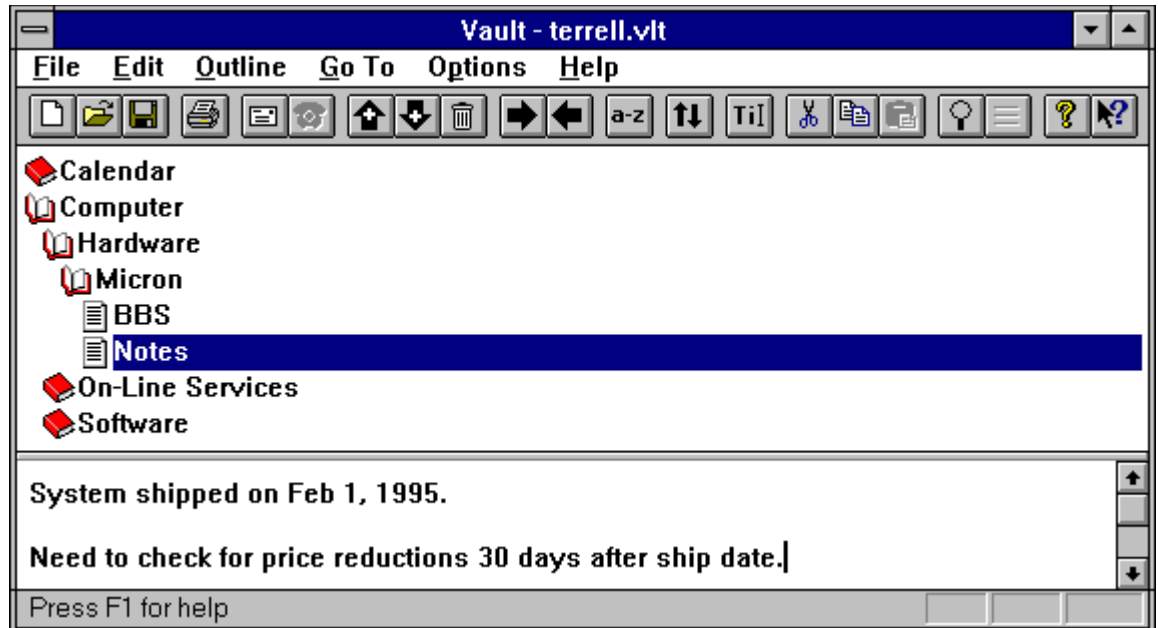
#### Cancel

Press this button to stop deleting outline items.

### Shortcuts

Keys: Alt+Delete

Toolbar:





## Outline / Sort All Items

Use this command to arrange all outline items in ascending alphabetical order.

If there are items with dates in their titles, they will be sorted into alphabetical order, not chronological order. To prevent this, enter dates in the form YYMMDD at the start of titles.

For example, the following items will stay in chronological order after sorting:

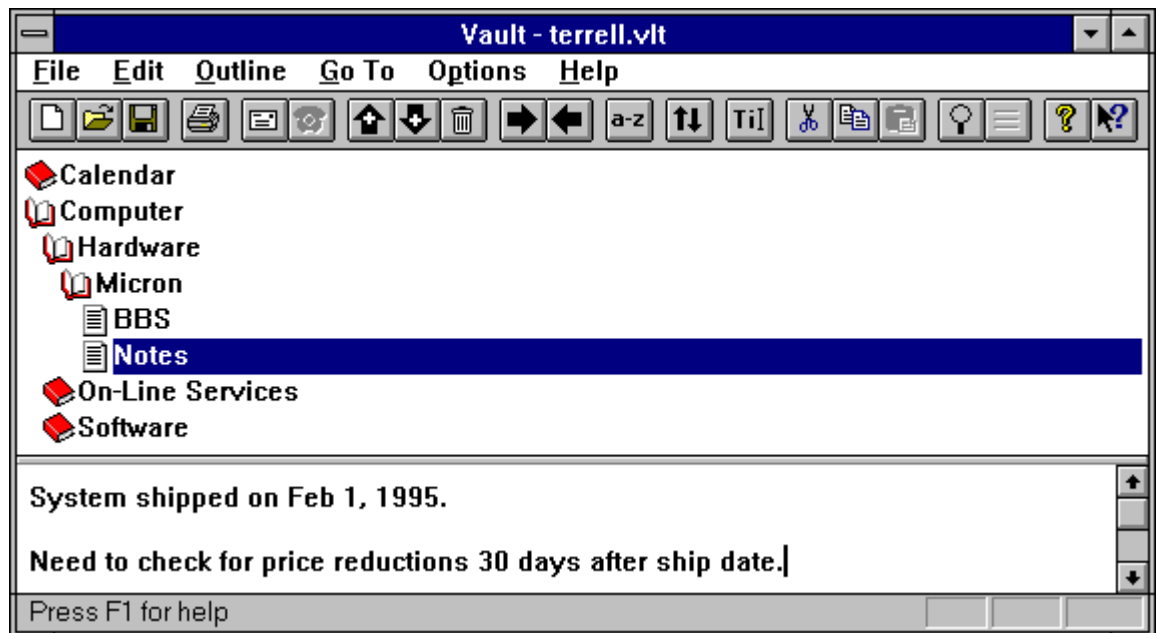
"19950202 Presentation to User's Group"  
"19950302 Vendor Negotiations"  
"19950727 Design Review"

The following items will not stay in chronological order after sorting:

"February 2, 1995 Presentation to User's Group"  
"March 2, 1995 Vendor Negotiations"  
"July 27, 1995 Design Review"

## Shortcuts

Toolbar:

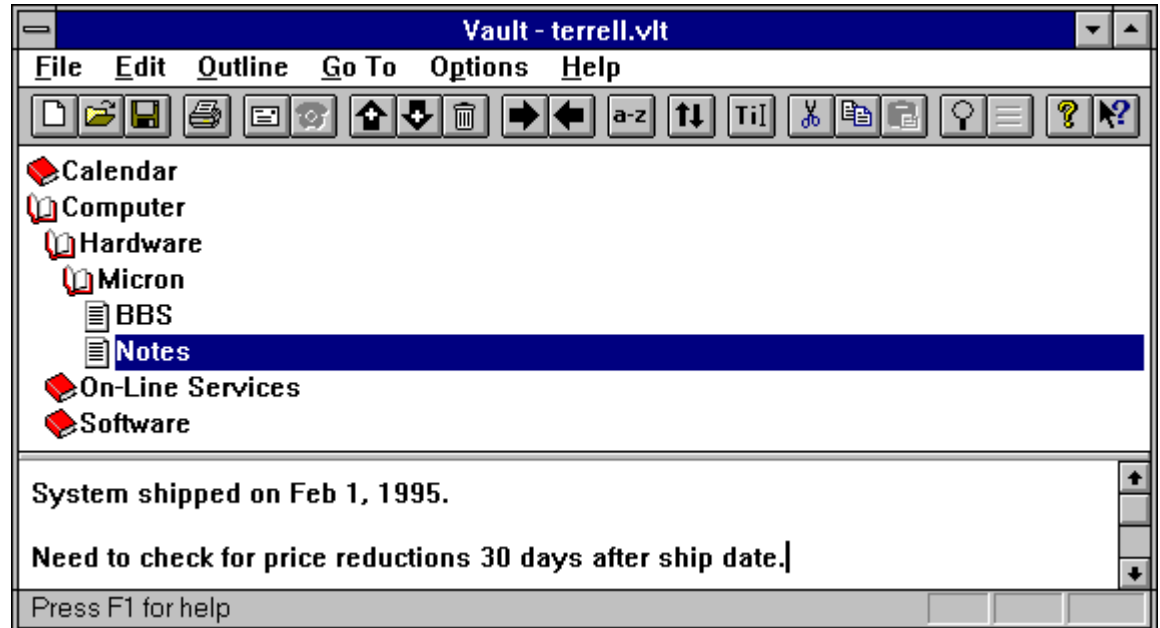


## Outline / How to Move Items

Use this command to get information about moving outline items.

### Shortcuts

Toolbar:



## **Outline / Search**

Use this command to search for a specific item.

### **Search Dialog Box:**

#### **Search for**

Enter the text to search for.

#### **Search Titles**

Choose this option to search for the text in outline titles only.

#### **Search Titles and Text**

Choose this option to search for the text in both outline titles and text.

#### **Match Whole Word Only**

Select this option to find occurrences that are words, and not part of a larger word.

#### **Match Case**

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

#### **OK**

Press this button to begin the search.

#### **Cancel**

Press this button to cancel the search.

Once the search is complete, the Search Results dialog box is displayed:

### **Search Results Dialog Box:**

#### **Items found**

List of all outline items that contain the search text.

#### **Go To Item**

Press this button to go to the selected outline item.

**You can also do this by double-clicking the outline's title.**

#### **New Search**

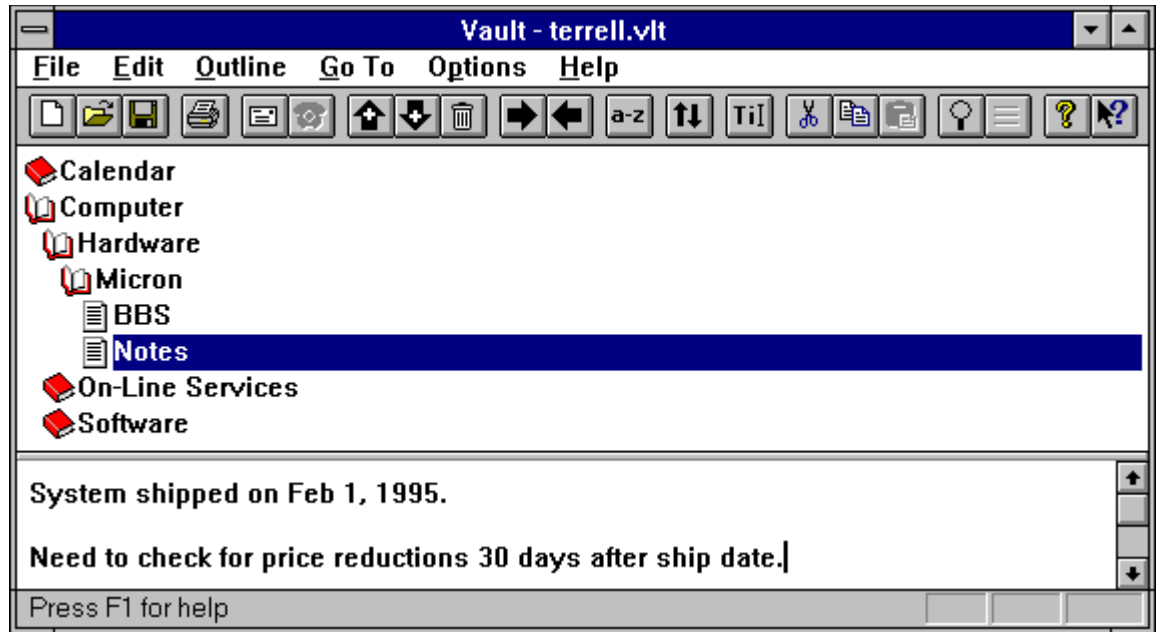
Press this button to begin a new search.

#### **Close**

Press this button to close the Search Results dialog box.

### **Shortcuts**

Toolbar:



Keys: F4

**See Also:**

[Outline / View Previous Search Results](#)

## Outline / View Previous Search Results

Use this command to view items that were found by the previous search.

### Search Results Dialog Box:

#### Items found

List of all outline items that contain the search text.

#### Go To Item

Press this button to go to the selected outline item.

**You can also do this by double-clicking the outline's title.**


#### New Search

Press this button to begin a new search.

#### Close

Press this button to close the Search Results dialog box.

#### Shortcuts

Toolbar: 

#### See Also:

[Outline / Search](#)

## Outline / Dial Phone

Use this command to automatically dial a phone number. To dial the phone, select the outline item containing the telephone number. Make sure that the telephone number is the first thing in the text window. The telephone number must be the only thing on the first line:



The Dial Phone command requires Windows 95. Also, make sure that you've installed the Windows 95 Phone Dialer, and make sure that it works properly.

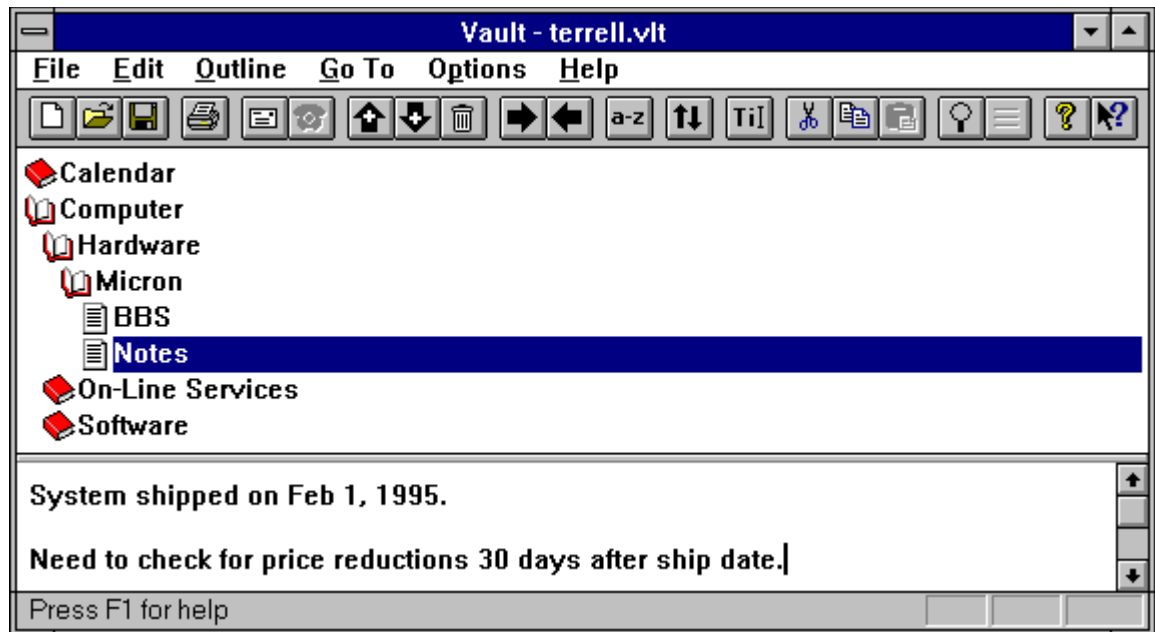
To install the Phone Dialer, go to the Start menu. Select the Settings item and the Control Panel item. Double-click the "Add/Remove Programs" icon in the Control Panel. Select the Windows Setup tab. Double-click the "Communications" item. Finally, check the "Phone Dialer" check box and press the OK button.

Your phone must be connected to the "Phone" jack in back of your modem. TAPI-compliant telephones can also be used.

Make sure the number has been completely dialed before lifting the receiver.

### Shortcuts

Toolbar:



## **Outline / Set Font**

Use this command to select the font used in the outline window. Your selection will take effect the next time Vault is run.



## **Go To Menu Commands**

Go To Outline

Go To Text

## **Go To / Outline**

Use this command to go to the outline window.

### **See Also:**

[Go To / Text](#)

## **Go To / Text**

Use this command to go to the text window.

### **See Also:**

[Go To / Outline](#)

## Options Menu Commands

Settings

Toolbar

Status Bar

## Options / Settings

Use this command to configure Vault based on your preferences.

### Settings Dialog Box:

#### Load the following file on start-up

Select this option to always open the same file every time Vault is run. Press the Specify File button to enter the name of that file.

#### Specify File

Press this button to specify the name of the file to automatically open every time Vault is run.

#### Load most recently opened file on start-up

Select this option to automatically open the last file that was opened.

#### Don't automatically load file on start-up

Select this option to prevent Vault from automatically opening a file on start-up.

#### Before saving a file, save the old file as <FILENAME>.BAK

When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

#### Remember window size and position

When this option is selected, Vault will save the window size and position and use it for subsequent sessions. The position of the splitter bar will also be saved.

**Note:** If any part of the window is off the screen when the program is exited, the window size and position will not be saved.

#### Splitter Bar Orientation

Select the desired orientation of the splitter bar, vertical or horizontal. Changes to the orientation will take effect the next time you run Vault.

#### OK

Press this button to save your changes and quit.

#### Cancel

Press this button to discard your changes and quit.

## Options / Toolbar

Use this command to display and hide the Toolbar, which includes buttons for some of the most common Vault commands, 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.

## **Options / Status Bar**

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.

## **View Menu Commands**

Maximize Outline

Maximize Text

Display Outline and Text

Move Split

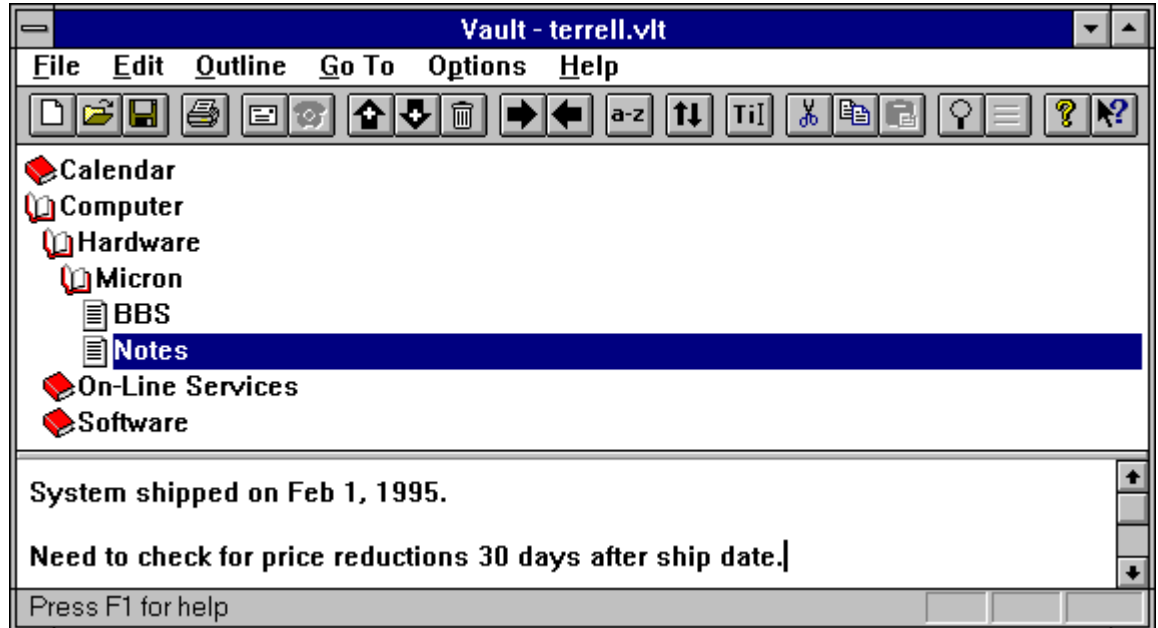


## View / Maximize Outline

Use this command to make the Outline window as large as possible.

### Shortcuts

Toolbar:



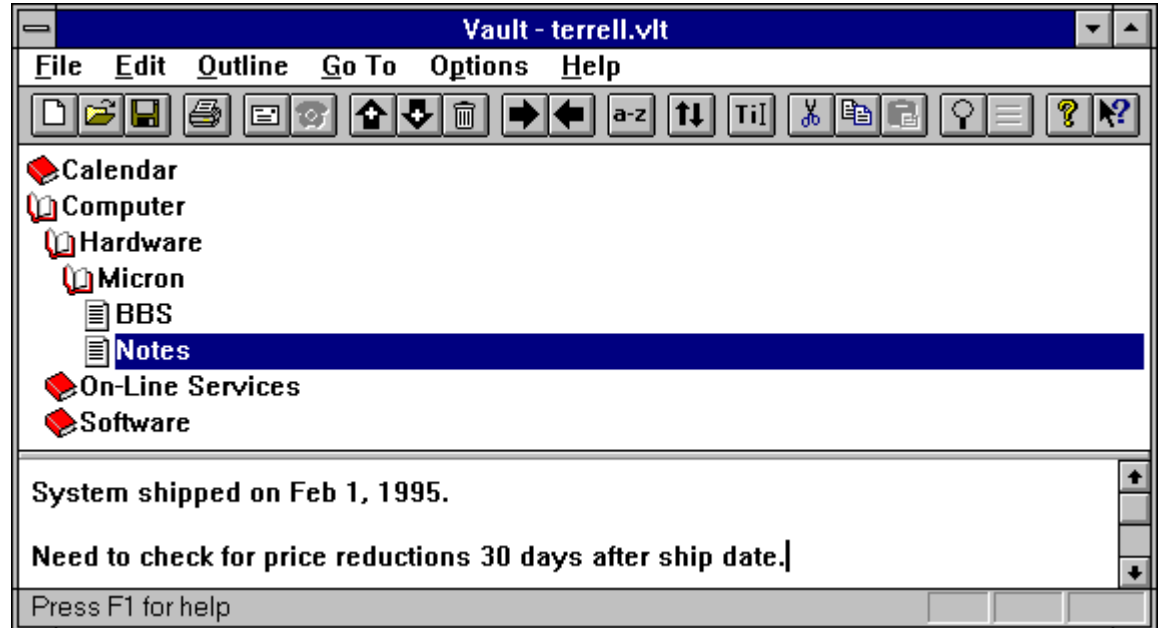
Keys: F6

## View / Maximize Text

Use this command to make the Text window as large as possible.

### Shortcuts

Toolbar:



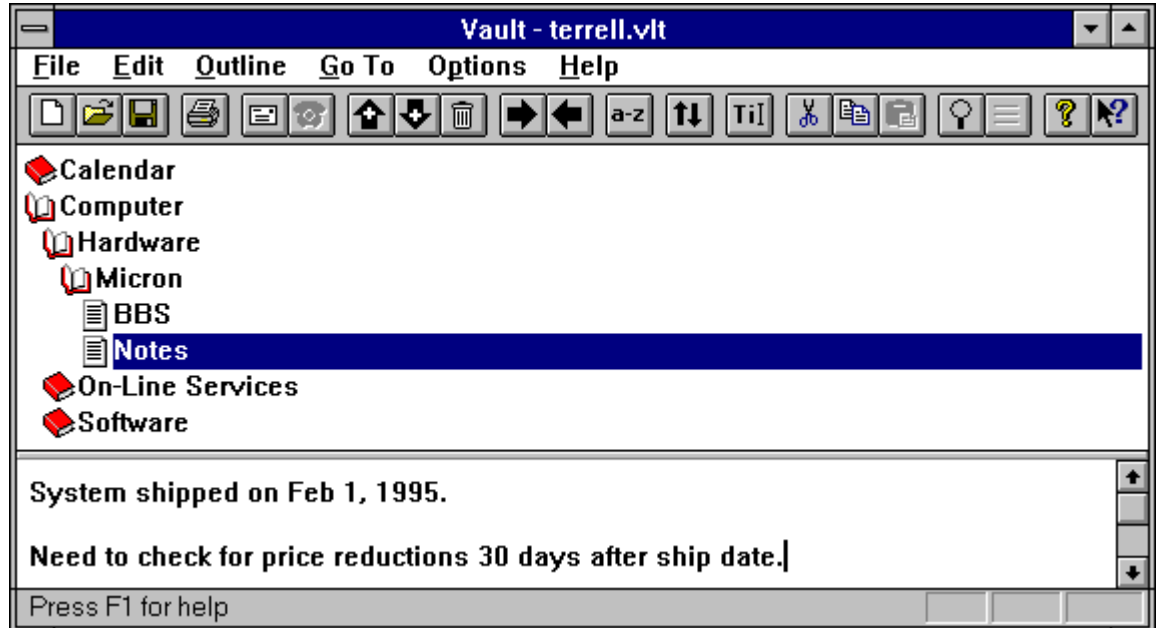
Keys: F7

## View / Display Outline and Text

Use this command to make the Outline and Text windows the same size.

### Shortcuts

Toolbar:



Keys: F8

## **View / Move Split**

Use this command to move the splitter bar between the outline and text windows. You may then use the mouse or the keyboard arrows to move the splitter bar. When you are finished, press the mouse button or return to leave the splitter bars in their new location. Pressing escape keeps the splitter bars in their original location.

## Help Menu Commands

[Contents](#)

[Search for Help on](#)

[Using Help](#)

[How to Register this Shareware Program](#)

[About Vault](#)

## **Help / Contents**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Vault.

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

## **Help / Search for Help on**

Use this command to search for help on a specific topic.

## **Help / Using Help**

Use this command for instructions about using Help.



## **Help / How to Register this Shareware Program**

Use this command to get information about registering Vault.

### **See Also:**

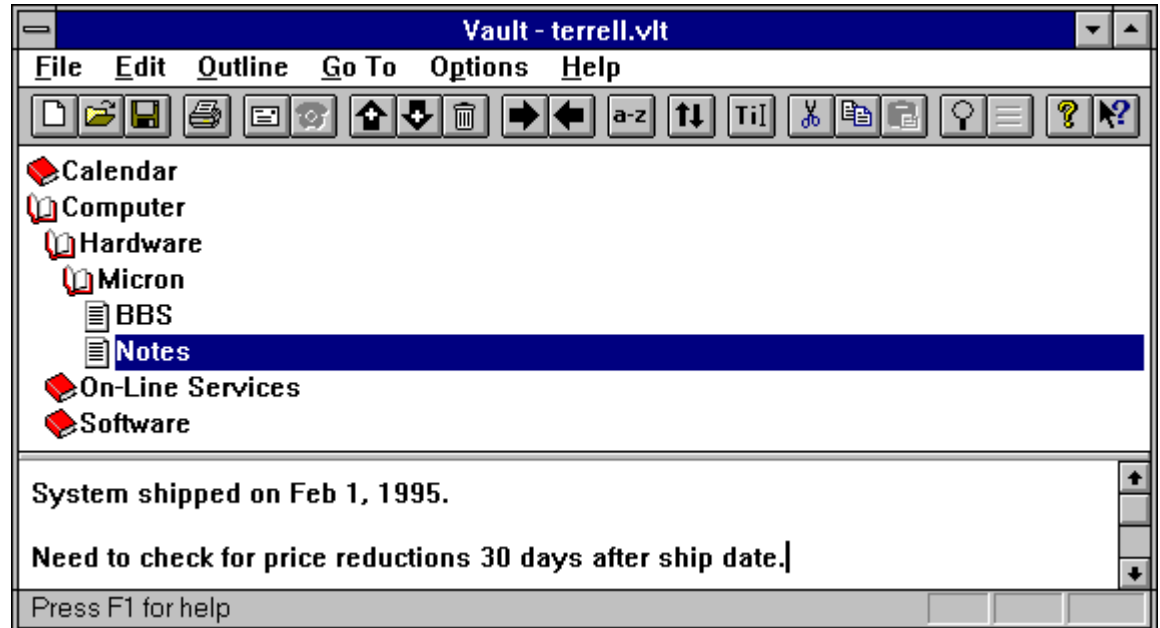
[Registering this Shareware Program](#)

## Help / About Vault

Use this command to display the copyright notice and version number of your copy of Vault.

### Shortcuts

Toolbar:



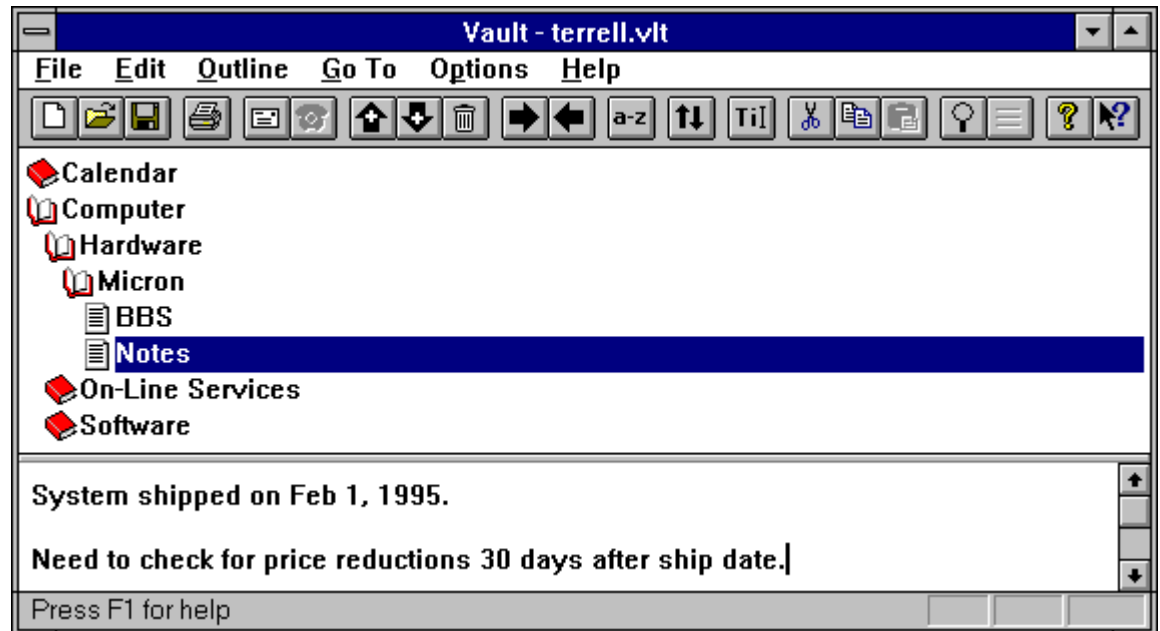
## Help / Context Help

Use the Context Help command to obtain help on some portion of Vault. 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 Vault window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

### Shortcut

Keys: SHIFT+F1

Toolbar:



## Other Shareware Programs from Pocket-Sized Software

Program Name	Description	Requires	Windows 95, NT, and Win32s Version
Astronomy Lab	Astronomy program for MS Windows 3.X	Win 3.1	AVAILABLE
Astronomy Clock	Clock for astronomy enthusiasts	Win 3.1	AVAILABLE
Bog	Word search game	Win 3.1	AVAILABLE
Bomb Squad	Logic Puzzle	Win 3.1	AVAILABLE
FracView	Fractal viewer	Win 3.1	AVAILABLE
Hangman	Hangman game	Win 3.1	AVAILABLE
MIDI JukeBox	Plays multiple MIDI files on sound card	Win 3.1	AVAILABLE
Puzzle-8	8 tile puzzle	Win 3.1	AVAILABLE
RCALC	Talking RPN calculator	Win 3.1	AVAILABLE
Stopwatch	Clock/stopwatch program	Win 3.1	AVAILABLE
Talking Clock	Talking clock	Win 3.1	AVAILABLE
Telephone Puzzle	Word Game	Win 3.1	AVAILABLE

## Dialog Boxes

[About Dialog Box](#)

[Confirm Delete Dialog Box](#)

[Add Item Dialog Box](#)

[Change Title Dialog Box](#)

[Paste Items Dialog Box](#)

[Print / Print Preview Dialog Box](#)

[Search Dialog Box](#)

[Search Results Dialog Box](#)

[Settings Dialog Box](#)

[Font Dialog Box](#)

[Print Dialog Box](#)

[Print Setup Dialog Box](#)

[Open Dialog Box](#)

[Save As Dialog Box](#)

[Find Dialog Box](#)

[Replace Dialog Box](#)

[How to Move Items Dialog Box](#)

[Splitter Bar Orientation Change](#)

[Outline Font Change](#)

## **About Dialog Box**

This dialog box displays the copyright notice and version number of your copy of Vault.

### **See Also:**

[Help / About Vault](#)

## **Confirm Delete Dialog Box**

This dialog box asks you for confirmation before outline items are deleted.

### **Dialog Box:**

#### **Yes**

Press this button to delete the current outline item.

#### **Yes to All**

Press this button to delete all selected outline items.

#### **No**

Press this button if you dont want to delete the current outline item.

#### **Cancel**

Press this button to stop deleting outline items.

#### **See Also:**

[Outline / Delete Items](#)

## **Add Item Dialog Box**

This dialog box allows you to enter the title of a newly-added outline item.

### **Dialog Box:**

#### **Item Title**

Type the title of the new outline item.

### **See Also:**

[Outline / Add Above](#)

[Outline / Add Below](#)

## **Change Title Dialog Box**

This dialog box allows you to change the title of an outline item.

### **Dialog Box:**

#### **Item Title**

Type the new title.

### **See Also:**

[Outline / Change Title](#)



## **Paste Items Dialog Box**

This dialog box allows you to specify where to insert pasted outline items.

### **Dialog Box:**

#### **Paste above selected item**

Select this option to insert the outline items before the selected item.

#### **Paste below selected item**

Select this option to insert the outline items after the selected item.

#### **OK**

Press this button to finish pasting the items.

#### **Cancel**

Press this button to cancel the paste.

#### **See Also:**

[Outline / Paste Items](#)

[Outline / Copy Items](#)

[Outline / Cut Items](#)

## Print / Print Preview Dialog Box

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

### Set Font

Press this button to select a printer font. See [Font Dialog Box](#) for further information.

### See Also:

[File / Print](#)

[File / Print Preview](#)

[File / Print Setup](#)

## **Search Dialog Box**

### **Search for**

Enter the text to search for.

### **Search Titles**

Choose this option to search for the text in outline titles only.

### **Search Titles and Text**

Choose this option to search for the text in both outline titles and text.

### **Match Whole Word Only**

Select this option to find occurrences that are words, and not part of a larger word.

### **Match Case**

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

### **OK**

Press this button to begin the search.

### **Cancel**

Press this button to cancel the search.

### **See Also:**

[Outline / Search](#)

[Outline / View Previous Search Results](#)

## **Search Results Dialog Box**

### **Items found**

List of all outline items that contain the search text.

### **Go To Item**

Press this button to go to the selected outline item.

**You can also do this by double-clicking the outline's title.**

### **New Search**

Press this button to begin a new search.

### **Close**

Press this button to close the Search Results dialog box.

### **See Also:**

[Outline / Search](#)

[Outline / View Previous Search Results](#)

## Settings Dialog Box

### Load the following file on start-up

Select this option to always open the same file every time Vault is run. Press the Specify File button to enter the name of that file.

### Specify File

Press this button to specify the name of the file to automatically open every time Vault is run.

### Load most recently opened file on start-up

Select this option to automatically open the last file that was opened.

### Don't automatically load file on start-up

Select this option to prevent Vault from automatically opening a file on start-up.

### Before saving a file, save the old file as <FILENAME>.BAK

When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

### Remember window size and position

When this option is selected, Vault will save the window size and position and use it for subsequent sessions. The position of the splitter bar will also be saved.

**Note:** If any part of the window is off the screen when the program is exited, the window size and position will not be saved.

### Splitter Bar Orientation

Select the desired orientation of the splitter bar, vertical or horizontal. Changes to the orientation will take effect the next time you run Vault.

### OK

Press this button to save your changes and quit.

### Cancel

Press this button to discard your changes and quit.

## Font Dialog Box

The following options allow you to specify the font used to print your vault document:

### Font

Select the desired font from this list.

### Font Style

Specify the font style (e.g. Regular, *Italic*, **Bold**, ***Bold Italic***) from this list.

### Size

Specify the size of characters in the printout. The size is measured in points.

### Effects

Choose ~~Strikeout~~ or Underline.

### Sample

The sample window gives you a preview of the selected Font, Font Style, Size, Effects, and Color.

### Color

Specify the color of text in the printout.

### See Also:

[File / Print](#)

[File / Print Preview](#)

[File / Print Setup](#)

[Edit / Set Font](#)

[Outline / Set Font](#)

## 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 [Print Setup dialog box](#), so you can select a printer and printer connection.

### Print Range

Specify the pages you want to print:

**All** Prints the entire document.

**Selection** 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.

### See Also:

[File / Print](#)

[File / Print Preview](#)

[File / Print Setup](#)

## 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.

### See Also:

[File / Print](#)

[File / Print Preview](#)

[File / Print Setup](#)



## 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. If you are opening a Vault file, select "Vault Files". If you are inserting a text file, select "Text Files".

### Drives

Select the drive that contains the file that you want to open.

### Directories

Select the directory that contains the file that you want to open.

### Network...

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

### See Also:

[File / Open](#)

[Edit / Insert Text 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 document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Vault adds the extension you specify in the Save File As Type box.

### Drives

Select the drive in which you want to store the document.

### Directories

Select the directory in which you want to store the document.

### Network...

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

### See Also:

[File / Save](#)

[File / Save As](#)

## **Find Dialog Box**

### **Find What**

Enter the text to search for.

### **Match Case**

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

### **Direction**

Specify the direction of the search: Up from the current position, or Down from the current position.

### **Find Next**

Choose this option to find the next match.

### **Cancel**

Quits finding text.

### **Help**

Gives help on the Find command.

### **See Also:**

[Edit / Find](#)

[Edit / Replace](#)

## Replace Dialog Box

### Find What

Enter the text to find.

### Replace With

Enter the text that will replace the found text.

### Match Case

Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

### Find Next

Press this button find the next occurrence of the text entered in the Find What box.

### Replace

Press this button to replace the selected text with the text in the Replace With box.

### Replace All

Choose this option to replace all occurrences of the Find What text with the Replace With text.

### Cancel

Quits finding and replacing text.

### Help

Gives help on the Replace command.

### See Also:

[Edit / Replace](#)

[Edit / Find](#)

## How to Move Items Dialog Box

This dialog box gives information about moving outline items.

### See Also:

[Outline / How to Move Items](#)

## **Splitter Bar Orientation Change**

This dialog box specifies that the requested change in the splitter bar's orientation (e.g. from vertical to horizontal or vice versa) will take effect the next time Vault is run.

## **Outline Font Change**

This dialog box specifies that the requested change to the outline font will take effect the next time Vault is run.

## **Error Messages**

Text Too Long

Please Enter Search Text

No Items Found

Out of Memory

Fatal Error. Out of Memory

Invalid Filename

Press the Specify File Button to Select a File to Load on Start-Up

Cannot Save .BAK File

Title Must be Non-Blank

The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load

The Item Cannot be Inserted Because the Outline Listbox is Full

Cannot Insert Text File

Cannot Dial Phone Number

Cannot Export



## **Text Too Long**

This error message is given when the file being opened contains text that is too long for the Windows 3.1 version of Vault. The Windows 3.1 version of Vault is limited to 32,766 characters of text per outline item.

The solution is to run the Windows 95 and NT version of Vault. For further information, see [Available Versions of Vault](#).

## **Please Enter Search Text**

This error message is given when the Search for box of the Search dialog box is left blank. Enter the text to search for in the Search for box.

### **See Also:**

[Outline / Search](#)

## No Items Found

This error message is given when the Search did not find any matches.

### See Also:

[Outline / Search](#)

## **Out of Memory**

This error message is given when Vault has run out of memory, but the program can keep running. If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT. For further information, see [Available Versions of Vault](#).

## **Fatal Error. Out of Memory**

This error message is given when Vault has run out of memory, and cannot keep running. If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT. For further information, see [Available Versions of Vault](#).

## Invalid Filename

This error message is given when an invalid filename was specified. To solve this problem, go to the Options menu and select "Settings" and specify a valid filename.

### See Also:

[Options / Settings](#)

## **Press the Specify File Button to Select a File to Load on Start-Up**

This error message is given when the "Load the following file on start-up" option was selected in the Settings dialog box, but a filename was not specified. To solve this problem, press the Specify File button and select a file.

### **See Also:**

[Options / Settings](#)

## Cannot Save .BAK File

This error message is given when Vault cannot save a backup copy of a file when doing a File / Save or File / Save As. To solve this problem, make sure your disk has sufficient free space. If the .BAK file already exists, make sure that it is not read-only. Use the File Manager or the attrib command to do this.

### See Also:

[Options / Settings](#)



## **Title Must be Non-Blank**

This error message is given when an outline item has been added, or an outline item's title has been changed, but the title was left blank. To solve this problem, enter a title in the Item Title box.

### **See Also:**

[Outline / Add Above](#)

[Outline / Add Below](#)

[Outline / Change Title](#)

## **The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load**

This error message is given when the file that you are loading contains more items than the Windows 3.1 version of Vault can load. To solve this problem, use the Windows 95 and NT version of Vault. For further information, see [Available Versions of Vault](#).

## **The Item Cannot be Inserted Because the Outline Listbox is Full**

This error message is given when an outline item cannot be inserted because the Outline listbox is full. To solve this problem, use the Windows 95 and NT version of Vault. For further information, see [Available Versions of Vault](#).

## **Cannot Insert Text File**

This error message is given when the Edit / Insert Text File command fails.

### **See Also:**

[Edit / Insert Text File](#)

## **Cannot Dial Phone Number**

This error message is given when the Outline / Dial Phone command fails.

### **See Also:**

[Outline / Dial Phone](#)

## Cannot Export

This error message is given when the File / Export command fails. This message usually appears when there is insufficient disk space to store the selected outline items in a text file. Make space available on the disk, or choose a disk with more space available.

### See Also:

File / Export



