OctaMED

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Chapter 1

OctaMED

1.1 Controlling OctaMED / Starting And Finishing

```
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                  Start a new song

                 Finish using OctaMED
                OVERVIEW
```
How to start and finish using OctaMED is covered here. Starting a
new song can be thought of as starting to use OctaMED, as OctaMED's
main use is for song writing.

Finishing using OctaMED is taken to mean ending, or 'quitting', the
program.

1.2 Starting And Finishing / How To Start A New Song

```
          HOW TO START A NEW SONG
INTRODUCTION
```
Because OctaMED is mainly used for writing songs, starting a new
song can be thought of as starting to use OctaMED.

Starting a new song involves removing any songs currently in
memory, with their instruments.

```
STEPS
1) Open the New? window.
   > Project menu -> New

2) Remove all songs in memory.
   > Click Clear All

NOTES
* If you've changed the current song in any way since it was last
  saved, by clearing the song you'll lose the changes you made.
  OctaMED warns you of this on the window's title bar.
```

ALSO SEE
   How To Clear A Song

1.3   Starting And Finishing / How To Finish Using OctaMED

        HOW TO FINISH USING OCTAMED
INTRODUCTION
To finish using OctaMED, end (or 'quit') the program through the
Project menu.

If you've changed the current song in any way since it was last
saved, by quitting OctaMED you'll lose the changes you made.
OctaMED gives you the option of not quitting if this is the case.

STEPS
1) Finish using OctaMED.
   > Project menu -> Quit OctaMED

1.4   Controlling OctaMED / Menus

             HOW TO...

          Select a normal menu item

         Select a checkable menu item

         Select an item from a submenu
             OVERVIEW
Through OctaMED's menus, you have access to some of its features
and can open all main windows. Menus are available on the title bar
if you hold down the right mouse button.

Each window is 'attached' to a particular set of menus. Hold down
the right mouse button to see a window's menu set. Most windows use
the main set of menus, but some – particularly the Sample Editor
and Notation Editor – have their own set of menus.

To access the main set of menus in windows attached to a different
set (e.g. the Sample Editor), activate any window attached to the
                How?
               main set of menus, and hold down the right mouse button.

Menu items come in two flavours: normal and checkable. Selecting a
normal menu item acts in some way, e.g. opens a window. Selecting a
checkable item switches an option on or off. When the option is on,
a check (tick) mark appears before the item name.

Some items are not really items; they're 'submenus'. Submenus
provide a set of related menu items. For example, the Block menu's
New submenu provides four different ways of adding a new block.   Where?

NOTES

* You can select several menu items in one go, while holding the
  right mouse button, by clicking on each of them with the left
  mouse button. They are selected in the order in which they are
  clicked.

1.5   Menus / How To Select A Normal Menu Item

```
     HOW TO SELECT A NORMAL MENU ITEM
INTRODUCTION
A 'normal' menu item, when selected, acts in some way. It might
open a window, or cut a block or track.

If you've used your Amiga for any length of time, selecting a menu
item will be trivial, so this how-to goes into exact details.

STEPS
1) Throughout this how-to, keep the right mouse button held down!

2) The names of available menus are now displayed on the title bar.
   Select a menu.
   > Move the mouse to the appropriate menu name

3) The menu appears; select a normal menu item from it. Normal
   items do not have check (tick) marks beside them, and are not
   slightly indented.
   > Move the mouse to the appropriate menu item

4) Release the right mouse button.
```

1.6   Menus / How To Select A Checkable Menu Item

```
    HOW TO SELECT A CHECKABLE MENU ITEM
INTRODUCTION
A 'checkable' menu item switches an option on or off. When the
option is on, the menu item is checked (ticked). To allow for the
check mark, checkable menu items are slightly indented.

If you've used your Amiga for any length of time, selecting a menu
item will be trivial, so this how-to goes into exact details.

STEPS
1) Throughout this how-to, keep the right mouse button held down!

2) The names of available menus are now displayed on the title bar.
   Select a menu.
   > Move the mouse to the appropriate menu name

3) The menu appears; select a checkable menu item from it. The item
   will be slightly indented, and may have a check (tick) mark
   beside it.
   > Move the mouse to the appropriate menu item
```

4) Release the right mouse button.

NOTES
* If the checkable item is switched off, selecting it will switch
  the option on. If it's on, selecting it switches the option off.
  This behaivour is called 'toggling' the option.

1.7 Menus / How To Select An Item From A Submenu

         HOW TO SELECT AN ITEM FROM A SUBMENU
INTRODUCTION
'Submenus' look like normal menu items, but when highlighted, they
reveal a small menu of related items. Submenus can be identified by
their » sign on the far right.

If you've used your Amiga for any length of time, selecting a menu
item will be trivial, so this how-to goes into exact details.

STEPS
1) Throughout this how-to, keep the right mouse button held down!

2) The names of available menus are now displayed on the title bar.
   Select a menu.
   > Move the mouse to the appropriate menu name

3) The menu appears; select a submenu item from it. Look for the »
   sign on the far right of the item.
   > Move the mouse to the appropriate submenu

4) Select one of the items in the submenu.
   > Move into the small menu and highlight the desired item

5) Release the right mouse button.

1.8 Controlling OctaMED / Windows

                HOW TO...

             Open a window

             Close a window

           Activate a window

            Move a window

           'Zoom' a window

           Resize a window

          Set a window's depth
                OVERVIEW

OctaMED's many windows provide access to most of OctaMED's
facilities. You can open all main windows through the main set of
menus. Some windows can only be opened through their 'parent'
window; for example, the sample editor's Change Volume window is
opened through the sample editor.

When OctaMED starts up, it normally opens three windows: Main
Control, the Tracker editor and Information. If you'd like a
different set of windows to be opened on startup, open the required
windows then save settings. You can only enter notes when the above How?
three windows or the notation editor windows are active.

When a window is opened, it is automatically 'activated' (made
active). The window border turns blue to show that this is the
window currently being used. Because many windows can be open at
the same time, you can activate any window by clicking anywhere
inside it (preferably not on a gadget).

A window can be moved around by dragging its 'title bar', the top
of the window border showing the window's name. Some windows have a
'sizing gadget' on the bottom-right corner of their border. Drag
this gadget to enlarge or shrink the window.

The two little gadgets on the top-right of the window's border are
called 'zoom' and 'depth'. The zoom gadget reduces the window to
just its title bar, which can be useful if your screen is becoming
cluttered with windows. The 'depth' gadget either brings the window
to the very front, or sends it to the very back.

1.9   Windows / How To Open A Window

                          HOW TO OPEN A WINDOW
INTRODUCTION
Most windows are opened through the main set of menus. Some windows
can only be opened through their 'parent' window; for example, the
notation editor's Signatures window can only be opened through the
notation editor's Windows menu.

Some windows can be opened through buttons in the Main Control and   More
Information windows.   More

To find out how a particular window is opened, select Windows from   More
the Brief Guide then click on the window's name in the list.

STEPS

EITHER Open a window through the main set of menus.

1) If necessary, activate a window that is 'attached' to the main
                How?
                    set of menus.

2) Select the appropriate menu item to open the window.
                 How?
              OR Open a window through another window (called the 'parent').

1) Open the 'parent' window.

2) Open the window by clicking on a button or selecting a menu item
   in the parent window.

NOTES
* Three windows are normally opened when OctaMED starts up: Main
  Control, the Tracker editor and Information. These windows can be
  closed, and reopened through the Display menu.

* You may notice a short delay before a window is opened, while
  OctaMED calculates the positions of all the gadgets based on the
  current font.   More

* Because windows opened through 'parent' windows cannot exist on
  their own, such windows cannot be opened with the ARexx command
  WI_OPEN unless their parent is already open.

1.10   Windows / How To Close A Window

                                HOW TO CLOSE A WINDOW
INTRODUCTION
The usual way to close any Amiga window is to click on its close
gadget, at the window's top-left corner. Because this can be a bit
fiddly, OctaMED provides a big Exit button at the bottom of most
windows as an alternative. All exit gadgets have the shortcut
                More
                Left Alt-X.

Some larger windows, such as the Sample Editor, are so crammed full
of gadgets that an Exit button would never fit. In that case, the
window's Project menu provides an Exit menu item, with the shortcut
                More
                Right Amiga-E.

STEPS

1) EITHER Use the close gadget.
   > Click on the window's close gadget (top-left corner)

   OR Use the window's Exit button.
   > Click Exit OR
   > Press Left Alt-X

   OR If appropriate, use the window's Project menu.
   > Select Project menu -> Exit {window name} OR
   > Press Right Amiga-E

NOTES
* Some windows can only be opened through their 'parent' windows.
  When the parent window is closed, all such windows are also
  closed.

1.11 Windows / How To Activate A Window

```
          HOW TO ACTIVATE A WINDOW
INTRODUCTION
The border of the 'active' window – the one currently being used –
is coloured in blue (in the default Workbench colours). Activate a
window (make it active) by clicking anywhere inside it.

Unless you intentionally do so, try not to click on any gadget
inside the window. Information boxes are a good place to click, or
window title bars, or any bit of space.

When a window is opened, it is automatically activated. Because
there can be many windows open at once, though, you sometimes need
to activate another one. This particularly occurs when you're using
a window with its own set of menus, and you want to select an item
from the main menu set.

STEPS
1) Make the window active.
   > Click anywhere inside the desired window

NOTES
* Some mouse accelerators have a SunMouse facility, which
  automatically activates a window if you move the mouse pointer
  inside it. So there's no need to click inside the window. You'd
  either love it or hate it: I love it!
```

1.12 Windows / How To Move A Window

```
                     HOW TO MOVE A WINDOW
INTRODUCTION
To move a window to another position, hold down the left mouse
button on its title bar and move the mouse to the desired position.

The new position is usually remembered by OctaMED, and used
whenever that window is re-opened. This behaviour, called
'snapshotting', can be switched off. Windows can also be snapshot    More
or 'unsnapshot' at will.

STEPS
1) Move the required window.
   > Drag its title bar to a new position
                 How?
```

1.13 Windows / How To `Zoom' A Window

```
          HOW TO 'ZOOM' A WINDOW
INTRODUCTION
'Zooming' a window is shrinking it to its smallest possible size
(just its title bar in OctaMED), or if it's already at that size,
expanding it to its usual size. Use the window's zoom gadget, the
```

left-hand of the two gadgets in the window's top-right corner.

Zooming is particularly useful when lots of windows are opened,
cluttering the screen. Or you can shrink often-used windows, move
the shrunken windows to the bottom of the screen, then save
settings. These windows will be automatically opened next time   How?
OctaMED starts up.

If the window has been moved, shrinking it doesn't move the
shrunken window to the new position; this must be done manually.
Under Kickstart 3.0 or higher, the shrunken window can be moved
automatically. Switch on Size-Only Window Zoom in the Miscellaneous
Options window.

STEPS
1) Expand or shrink the window.
   > Click on its zoom gadget (second from the right, window title
     bar)

1.14   Windows / How To Resize A Window

```
        HOW TO RESIZE A WINDOW
```
INTRODUCTION
Some windows, especially those containing scrollable lists, can be
're-sized'. This involves dragging the window's 'sizing gadget',
the white triangle in the bottom-right corner, to enlarge or shrink
the window as necessary.

Windows which have sizing gadgets are the Tracker editor, notation
editor, sample list editor and file/screen mode/font requesters.

STEPS
1) Change the size of the window.
   > Drag the window's sizing gadget (bottom-right) to a new
     position

1.15   Windows / How To Set A Window's Depth

```
        HOW TO SET A WINDOW'S DEPTH
```
INTRODUCTION
If you open a new window, and other windows are already open,
chances are that the new window will obscure part of one or more
windows. Think in 3D for a moment: The new window is 'on top' of
the old windows. Put differently, the new is 'in front of' the old
windows, which are 'behind' the new window.

A window's depth is how far to the front or back it is, compared to
other windows. The window's 'depth gadget' (far top-right corner)
adjusts the window's depth. If the window is not right at the
front, the depth gadget brings it to the front. If the window is
already at the very front, it sends it right to the back, behind
all other windows.

So the depth gadget is used to get rid of a window without closing
it (by sending it to the back), or to get at a window which is
obscured by others (by bringing it to the front).

STEPS
1) Bring the window right to the front or send it to the very back.
   > Click on the window's depth gadget (the second of the two
     small gadgets in the top-right corner)

1.16   Controlling OctaMED / Gadgets In Windows

                        HOW TO...

                    Use an action button

                      Set a check box

                    Set a cycle gadget

                    Set a radio button

                      Adjust a slider

                Change a text or number box

                    Use a scrollable list

                    Use a GetFile gadget

                      Set a pitch box

                    Set a 'full note' box
                        OVERVIEW
'Gadgets' are graphical symbols used for communication between you
and OctaMED. For example, a 'check box' gadget is a small square
which shows the state of an option. When on, the check box is
checked (ticked); when off, it's blank. Clicking on a check box
turns the option on or off.

These gadgets appear inside windows. The simplest type of gadget is
the 'action button': Click on this raised rectangle to perform the
action suggested by the button's name. Both cycle gadgets and radio
buttons give you several options, one and only one of which must be
selected.

A slider is a rectangular box with a small black knob that can be
slid back and forth, changing a value in the process. Text and
number boxes contain (naturally) text or numbers, which may be
changed by 'activating' the box.

A scrollable list is a list of related items in a box. If there are
more items than space available in the box, reveal the hidden items
by 'scrolling' the list. The small GetFile gadget, a special case
of an action button, opens a file requester.

In some parts of the program, a note (in Tracker editor format) and
possibly the five digits beside the note must be supplied. Pitch
boxes and 'full note' boxes exist for this purpose. While the more
common pitch box only contains a note, a full note box contains a
note with its instrument number and player command.

NOTES
* OctaMED, in the main, uses standard GadTools gadgets. If you've
  used other Amiga programs, you should be comfortable with the
  gadgets used.

* Gadgets can sometimes be disabled, or 'ghosted'. If the gadget is
  chequered, it's ghosted and it cannot be selected. A disabled
  radio button's option buttons are not ghosted, but trying to
  select them will fail.

* Action buttons, check boxes, cycle gadgets and GetFile gadgets
  can all be 'cancelled' if you click on them by mistake. To cancel
  such a gadget, move the mouse pointer away from the gadget while
  still holding down the left mouse button. When the gadget reverts
  to its original state, release the mouse button.

1.17 Gadgets In Windows / How To Use An Action Button

            HOW TO USE AN ACTION BUTTON
INTRODUCTION
Click on an 'action button', the simplest form of gadget, to
perform the action suggested by its label. It's a rectangular box
that appears to come out of the screen.

STEPS
1) Perform the activity labelled on the action button.
   > Click on the action button

1.18 Gadgets In Windows / How To Set A Check Box

            HOW TO SET A CHECK BOX
INTRODUCTION
A 'check box' is a small square box with a name beside it. If the
box contains a 'check' (tick) mark, the option suggested by its
name is switched on. If the box is blank, the option is off.

Click on a check box to switch it on or off. If it's on, it
switches off; if off, it switches on. This is called 'toggling'.

STEPS
1) Toggle the check box.
   > Click on the check box

1.19   Gadgets In Windows / How To Set A Cycle Gadget

```
                      HOW TO SET A CYCLE GADGET
INTRODUCTION
A 'cycle gadget' looks like an action button, but with a cycle sign
(a looped arrow) on the left-hand side. They're used to select one
option from a variety of options. The option currently selected is
shown on the gadget.

Repeatedly clicking on a cycle gadget shows its options one by one.
When all of its options have been shown, it starts again from the
first option. This process is known as 'forward cycling'. If Shift
is held down while clicking on a cycle gadget, its options are
shown in reverse. This is called 'backward cycling'.

Cycle gadgets are equivalent in function to radio buttons, but
because only one option is visible at a time, they are more compact
(although slightly less clear).

STEPS
1) EITHER Show the next option in the cycle gadget.
   > Click on the cycle gadget

   OR Show the previous option in the cycle gadget.
   > Shift-click on the cycle gadget

ALSO SEE

               How To Set A Radio Button
```

1.20   Gadgets In Windows / How To Set A Radio Button

```
                      HOW TO SET A RADIO BUTTON
INTRODUCTION
A 'radio button' is a combination of small circular buttons, each
of which has a name. The buttons are the available options, one and
only one of which must be selected at all times.

The selected option's button contains a spot. Select an option by
clicking on its button.

Radio buttons are equivalent in function to cycle gadgets, but
because all available options are always displayed, they're clearer
(at the expense of window space).

STEPS
1) Select an option in the radio button.
   > Click on the option's small button

ALSO SEE

               How To Set A Cycle Gadget
```

1.21   Gadgets In Windows / How To Adjust A Slider

```
          HOW TO ADJUST A SLIDER
INTRODUCTION
A slider is a long rectangular box, containing a small black
'slider knob'. By dragging this knob, you quickly and conveniently
change the 'slider value', the number connected to the slider.

Some sliders aren't long enough to change the slider value in steps
of 1; it is changed in steps of 2 or 3. To decrease such a slider's
value by 1, click anywhere in the slider box to the left of the
knob. To increase the value, click anywhere to the knob's right.

Sometimes, a slider has arrows beside it. Use them to change the
value as an alternative to the slider knob.

STEPS
1) EITHER Raise the slider's value.
   > Drag the slider's knob to the right OR
   > Click inside the slider box anywhere to the knob's right OR
   > Click on the right arrow (if shown)

   OR Lower the slider's value.
   > Drag the slider's knob to the left OR
   > Click inside the slider box anywhere to the knob's left OR
   > Click on the left arrow (if shown)

NOTES
* Although most sliders are horizontal, sliders in the Relative      More
  Track Volumes window are vertical. You have been warned.
```

1.22   Gadgets In Windows / How To Change A Text Or Number Box

```
     HOW TO CHANGE A TEXT OR NUMBER BOX
INTRODUCTION
Text and number boxes are rectangular with an embellished black and
white border. The text or number within the box can be changed by
'activating' the box (clicking inside it) which reveals a cursor,
deleting the old text or number, and typing in new information
before pressing Return.

There are a number of key combinations you can use within text and
number boxes to make editing the box contents easier.

Apart from their contents, there is no visible difference between
text boxes and number boxes.

STEPS
1) Activate the box.
   > Click inside the box. A cursor appears at the point clicked

2) If necessary, delete some or all of the old box contents.
   > Use the left and right cursor keys to move the cursor (hold
     down Shift to move to the extremes of the box)
```

```
     > Use the backspace and Del keys to delete single characters
     > Use Ctrl-X to delete the whole box contents, Ctrl-U or K to
       delete from the cursor to the start or end, and Ctrl-W to
       delete the current word

3) Enter new information.
   > Type in text or a number

4) EITHER Accept the new information.
   > Press Return, Tab or Shift-Tab

   OR Bring back the box's original contents.
   > Press Amiga-Q

NOTES
* You *must* press Return, Tab or Shift-Tab after changing the box
  contents, or the change will be ignored! If there are many text
  or number boxes in a window, Tab and Shift-Tab move the cursor to
  the next or previous box.
```

1.23 Gadgets In Windows / How To Use A Scrollable List

```
                       HOW TO USE A SCROLLABLE LIST
INTRODUCTION
A scrollable list is a box containing a list of items, for
example files in a file requester, or entries in a playing
sequence. The list is 'scrollable' in that, if there are more items
than available space in the box, you may reveal items not shown by
dragging the black scroll bar beside the list.

You can select one of the items in the list by clicking on it. The
selected entry can be highlighted with a bar, or be shown in a box
below the list. This box can be an information box or a text box
(the latter sort can be edited).
                  More
                  STEPS
1) If necessary, 'scroll' the list to reveal hidden items.
   > Drag the scroll bar, a rectangle to the right of the list, up
                  How?
                       or down

2) Select an item in the list.
   > Click on the item
```

1.24 Gadgets In Windows / How To Use A Getfile Gadget

```
                       HOW TO USE A GETFILE GADGET
INTRODUCTION
A GetFile gadget is a special sort of action button, used to open a
                  More
                  file requester. It's very small and on it is a diagram of a list  ←
                       More
```

popping out of a folder ('folder' being another name for a
directory).

To use a GetFile gadget, just click on it.

An example of a GetFile gadget is on the top row of the Main
Control window, sandwiched between the instrument number and name.
This particular gadget opens the Load Instrument(s) requester.   More

STEPS
1) Open the file requester associated with the GetFile gadget.
   > Click on the gadget

1.25 Gadgets In Windows / How To Set A Pitch Box

                         HOW TO SET A PITCH BOX
INTRODUCTION
A 'pitch box' is a small rectangular box containing a note. The
note is displayed in the usual Tracker editor format (e.g. C-2,
D#4). A blank note is displayed as ---.

To set a pitch box, hold down the left mouse button on it while
playing the note with the keyboard.

STEPS
1) If necessary, set the octaves played by the keyboard.   How?

2) Move the mouse pointer over the pitch box, and hold down the
   left mouse button.

3) EITHER Play the note using the keyboard. For example, with the   How?
   usual keyboard octaves, the T key plays note G-2.

   OR Clear the note, setting it to ---.
   > Press Del or Return

4) Release the mouse button.

ALSO SEE

            How To Set A 'Full Note' Box

1.26 Gadgets In Windows / How To Set A `Full Note' Box

                    HOW TO SET A 'FULL NOTE' BOX
INTRODUCTION
A 'full note' box is an extension of a pitch box. It contains not
only the note name and octave number, but the note's instrument
number and player command. So full note boxes allow you to set
every aspect of a note.

Full note boxes have a special feature not available in pitch

boxes: One or more parts of the full note can be 'transparent'.
Transparency is signified by an 'x' in place of the full note part.
When transparent, the note part is ignored.

Transparency is used differently in the three areas of OctaMED with
full note boxes. In the Programmable Keys and Input Map Editor
windows, entering a full note in your song replaces the current
note with the full note, but leaves transparent parts unaffected.

For example, if the current note were C-2 10452 and the full note
were D-2 x0C30, entering the full note would enter D-2 10C30.
Notice that the transparent instrument number is left at 1.

In the Replace Notes window, any transparent parts in the Source
full note are note matched; they can be anything. For example,
xxxxx0447 matches all notes with player command 0447. (Notice the
two-digit instrument number here.) The Dest box is treated as in
the other two windows, described above.

As in pitch boxes, the note name and octave number part is set by
                More
                holding down the left mouse button on it and playing the note with
the keyboard. To set an instrument or player command digit, hold
the mouse button on it and type the digit.

STEPS
1) Move the mouse pointer over the note part to be set.

2) Hold down the left mouse button.

3) EITHER Play the note using the keyboard.   How?

   OR Type the instrument or player command digit.

   OR Make the part transparent by pressing Return.

   OR Clear the part by pressing Del.

4) Release the mouse button.

NOTES
* A quick way to set many note parts is to keep the left mouse
  button held down, move to each note part in turn and press the
  appropriate key. When all required parts have been changed,
  release the mouse button.

* To enter a 'hold symbol' (-|-), clear the note part and set an
  instrument number.

1.27   Controlling OctaMED / Using The Mouse

                HOW TO...

                 Click (or click on)

                       Shift-click

                     Double-click

                         Drag
                    OVERVIEW
The mouse is almost ubiquitous as a device for controlling
programs, and OctaMED is no exception. It's especially used for
selecting menu items and gadgets.

Throughout these help pages, you'll often be asked to 'click' or
'click on' something. This means moving the mouse pointer to an
object, then pressing and releasing the left mouse button.

Variations on the click are the shift-click (hold down a Shift key
while clicking), and the double-click (click twice in rapid
succession).

Dragging is a bit different. It's generally used to move an object
to a new location. Holding down the left mouse button on the object,
move the mouse to the new location then release the mouse button.

1.28   Using The Mouse / How To Click (or Click On)

        HOW TO CLICK (OR CLICK ON)
INTRODUCTION
'Click' or 'click on' an object by moving the mouse pointer over
the object and pressing the left mouse button once.

STEPS
1) Position the mouse pointer over the object.

2) Press the left mouse button. Don't hold it down for long.

1.29   Using The Mouse / How To Shift-Click

                   HOW TO SHIFT-CLICK
INTRODUCTION
Shift-clicking is a simple variation on clicking: Hold down one of
the Shift keys while pressing the left mouse button.

STEPS
1) Position the mouse pointer over the object.

2) Press the left mouse button while holding down a Shift key.

ALSO SEE

                    How To Click

1.30   Using The Mouse / How To Double-Click

```
                        HOW TO DOUBLE-CLICK
INTRODUCTION
Double-clicking is a variation on clicking. To double-click, click
twice in rapid succession.

STEPS
1) Position the mouse pointer over the object.

2) Press the left mouse button twice rapidly. If the double-click
   registers as a single click, you're probably not quick enough.
   Relax! It's not difficult!

ALSO SEE

                 How To Click
```

1.31   Using The Mouse / How To Drag

```
           HOW TO DRAG
INTRODUCTION
'Dragging' usually involves moving an object to a new location. In
OctaMED, it can also mean marking a range in the Tracker editor,
sample editor or synthetic sound editor.

To drag an object, hold down the left mouse button over the object
and move the mouse to a new position.

STEPS
1) Position the mouse pointer over the object, or where the drag is
   to start.

2) Hold down the left mouse button.

3) Move the mouse to the new object position, or wherever the drag
   should end.

4) Release the left mouse button.
```

1.32   Controlling OctaMED / Using The Keyboard

```
                 HOW TO...

                    Use a menu shortcut

                   Use a gadget shortcut

                 Set a new keyboard shortcut

              Change an operation's key combination
```

                    Change a key combination's operation
                 OVERVIEW
Many mouse operations, such as switching edit mode on or off or
selecting Copy from the Track menu, can also be done using the
keyboard. The combination of keypresses required to do a particular
operation is called the operation's 'keyboard shortcut'.

Thanks to the Keyboard Shortcuts window and OctaMED's plethora of
ARexx commands, almost any key combination can be set to do almost   More
any operation. A wide variety of keyboard shortcuts have already
been set for you.

In addition, pre-set 'menu shortcuts' and 'gadget shortcuts' exist.
Instead of selecting a menu item with the mouse, you can hold down
the right-hand Amiga key and press the key shown next to the menu
item's name. And instead of clicking on a gadget, you can hold down
the left-hand Alt key and press the key underlined in the gadget's
name.

Other shortcuts are not displayed anywhere on the screen, and must
be remembered by the user. Many shortcuts have easy-to-remember key
combinations, though.

1.33   Using The Keyboard / How To Use A Menu Shortcut

                        HOW TO USE A MENU SHORTCUT
INTRODUCTION
A 'menu shortcut' is a way of selecting a menu item without using
the mouse. If a menu item has a shortcut, the required key
combination is shown next to the item itself. The shortcut involves
holding down the right-hand Amiga key (called Right Amiga), and
pressing another key.

STEPS
1) Using the mouse, display the menu containing the menu item.
                 How?
                 2) Note the item's shortcut. If it has a shortcut, there will be
   an odd-looking A symbol (the Right Amiga key), and a letter,
   number or symbol ('character'), next to the item. The
   character is important.

3) Holding down the Right Amiga key, press the key whose character
   is displayed next to its item.

NOTES
* Some menu items have hidden gadget shortcuts. For example, with
  the Main Control window active, the shortcut for Instr menu ->
  Set Properties is Left Alt-P, because the Main Control window's
  Props button also opens the Instrument Properties window.

1.34   Using The Keyboard / How To Use A Gadget Shortcut

                      HOW TO USE A GADGET SHORTCUT
INTRODUCTION
A 'gadget shortcut' is a way of clicking on a gadget without using
the mouse. If a gadget has a shortcut, one letter of its name will
be underlined. Click on the gadget by holding down the left-hand
Alt key (called Left Alt), and pressing the underlined key.

For a gadget shortcut to work, the window containing the gadget
must be active. There are shortcuts for action buttons, check boxes
                 More
                 and text or number boxes. Under Kickstart 3.0 or higher, cycle
gadget and slider shortcuts are also available.

The Left Alt qualifier can be changed, or gadget shortcuts switched
off, in the Miscellaneous Options window (see notes).

STEPS
1) Note the underlined letter in the gadget's name. Its name will
   be in the gadget, beside it or above it. If no letters are
   underlined, the gadget does not have a shortcut.

2) EITHER Click on an action button.
                 More
                   > Holding down Left Alt, press the underlined letter.

   OR Toggle a check box.
                 More
                   > Holding down Left Alt, press the underlined letter.

   OR Activate a text or number box.
                 More
                   > Holding down Left Alt, press the underlined letter.

   OR Forward cycle a cycle gadget [Kickstart 3.0 or higher only].
                 More
                   > Holding down Left Alt, press the underlined letter.

   OR Backward cycle a cycle gadget [Kickstart 3.0 or higher only].
                 More
                   > Holding down Left Alt AND Shift, press the underlined letter.

   OR Increase a slider's value [Kickstart 3.0 or higher only].
                 More
                   > Holding down Left Alt, press the underlined letter.

   OR Decrease a slider's value [Kickstart 3.0 or higher only].
                 More
                   > Holding down Left Alt AND Shift, press the underlined letter.

NOTES
* The 'gadget shortcut qualifier' can be changed from Left Alt to
  Right Alt or Left Amiga, or gadget shortcuts can be switched off
  altogether if they're getting in the way.

  To choose a different qualifier, select Settings menu ->
  Miscellaneous and set Gadget Shortcut Qual appropriately. To

```
   switch off gadget shortcuts, set it to None.
```

1.35   Using The Keyboard / How To Set A New Keyboard Shortcut

```
                          HOW TO SET A NEW KEYBOARD SHORTCUT
INTRODUCTION
Thanks to the Keyboard Shortcuts window and OctaMED's extensive set
of ARexx commands, you can set practically any key combination to     More
operate almost any OctaMED feature. You can also run any ARexx
script, send an ARexx command to another program, or start a
program running using the keyboard.

The Keyboard Shortcuts window is split into three sections. The
shortcut list displays the names of all available keyboard
shortcuts. Select a shortcut by clicking on it in the list.

The Input area shows the key combination of the selected shortcut.
A key combination is a 'qualifier' – the key or keys to hold down –
and a key to press together with the qualifier, plus whether the
caps lock should be on, off or ignored.

The Action area shows what effect the selected shortcut has, when
its key combination is pressed. It can perform an OctaMED ARexx
command, run an ARexx script, send an ARexx command to another
program, or start a program running. The Action area is not covered
in detail here.                     More

After adding a new shortcut, save the shortcuts to disk. Usually,
use the default name 'Soundstudio.defkeyboard' in the directory
containing the OctaMED program. This set of shortcuts will be
automatically loaded when OctaMED starts up.

STEPS
1) Open the Keyboard Shortcuts window.
   > Settings menu -> Keyboard Shortcuts

2) Create space for a new shortcut and name it.
   a) EITHER Insert a shortcut before the selected one.
      > Select a shortcut in the list THEN
      > Click Ins. New (bottom-left) OR
      > Shift-click Ins. New [copies the selected shortcut to the
           new shortcut]

      OR Add a shortcut to the end of the list.
      > If desired, select a shortcut in the list THEN
      > Click App. New (bottom-left) OR
      > Shift-click App. New [copies the selected shortcut to the
           new shortcut]

   b) Name the shortcut appropriately. A good name format is the
      key combination (e.g. Shift-Ctrl-A), then a very brief
      description of the shortcut's effect in brackets.

3) Set the shortcut's key combination.
   a) Set the required state of the Shift, Alt and Amiga qualifier
```

          keys, using the Shift, Alt and Amiga cycle gadgets.
          > Set Ignore [it doesn't matter whether or not the qualifier
            is held down] OR
          > Set Either [either left or right qualifier must be held] OR
          > Set Left [the left qualifier must be held, the right can be
          optionally held. Remember that there are left and
          right Shift, Alt and Amiga keys] OR
          > Set Right [the right qualifier must be held, the left can
           optionally be held] OR
          > Set Both [both left and right keys must be held - rare!] OR
          > Set None [neither key must be held - not quite the same as
          Ignore] OR
          > Set Left Only [only the left qualifier must be held, not
                the right] OR
          > Set Right Only [only the right qualifier must be held, not
                the left]

     b) Set the required state of the Ctrl key (Ctrl cycle gadget).
          > Set Ignore [it doesn't matter whether or not the Ctrl key
            is held down] OR
          > Set On [the Ctrl key must be held down] OR
          > Set Off [the Ctrl key must not be held down]

     c) Set the required state of the caps lock.
          > Set Ignore [it doesn't matter whether the caps lock is on
            or off] OR
          > Set On [the caps lock must be on] OR
          > Set Off [the caps lock must be off]

     d) Set the key to press together with the qualifier.
          > If the key is 'mapped' - a letter, number or symbol appears
        on the screen when you press it, type it into the Mapped
        text box, deleting any character already in the box.
          > If the key is not mapped, type its 'raw-key code' into the
        Raw gadget.   More

4) State what effect the key combination should have, in the Action
   area. [Click this More button for more details ----->]   More

5) Save the new set of shortcuts.
     > Click Save (bottom-right) THEN
     > If desired, select a filename in the requester. Click OK to
       load the set of shortcuts when OctaMED starts up.

NOTES
* A keyboard shortcut can be restricted to a particular window.
  That is, it can only work in one particular window if you wish.
  This allows the same key combination to be used in many different
  windows.

  Enter the window's name into the Window box (bottom-right), in
  ARexx format. If no window name is supplied, the shortcut affects More
  all windows.

* If you have many different shortcut files, load a set of
  shortcuts using the Load gadget (bottom-right). OctaMED asks you
  whether the set of shortcuts already in memory should be replaced

   or added to by the new set.

   If any of the new shortcuts have the same key combination as an
   old shortcut, the new replaces the old.

TIPS
* If possible, make the key combination for your shortcut easy to
  remember. For example, Left Amiga-H is a better shortcut for
  'open the Highlight Options window' than Shift-Alt-Y!

ALSO SEE

                    How To Change A Key Combination's Operation

                    How To Change An Operation's Key Combination

1.36   Using The Keyboard / How To Change A Keyboard Shortcut's Operation

                         HOW TO CHANGE A KEY COMBINATION'S OPERATION
INTRODUCTION
Once set, a keyboard shortcut can be changed by selecting it in the
list and altering the Input and Action areas as desired.

To change the effect of a particular key combination, select it and
change its Action area appropriately.

STEPS
1) Open the Keyboard Shortcuts window.
   > Settings menu -> Keyboard Shortcuts

2) Select the shortcut to change.
   > Click on the shortcut's name in the list on the left

3) Alter its action area appropriately. Often this means typing a   More
   new command into the Command box.

ALSO SEE

                        How To Set A Keyboard Shortcut

                    How To Change An Operation's Key Combination

1.37   Using The Keyboard / How To Change An Operation's Keyboard Shortcut

                         HOW TO CHANGE AN OPERATION'S KEY COMBINATION
INTRODUCTION
Once set, a keyboard shortcut can be changed by selecting it in the
list and altering the Input and Action areas as desired.

To change the key combination used to do something, change the
shortcut's Input area appropriately.

STEPS
1) Open the Keyboard Shortcuts window.
   > Settings menu -> Keyboard Shortcuts

2) Select the shortcut to change.
   > Click on the shortcut's name in the list on the left

3) Alter its Input area appropriately. This may mean changing its
                More
                 qualifier, its keypress or both.

ALSO SEE

                         How To Set A Keyboard Shortcut

                   How To Change A Key Combination's Operation