

#1 <<YourApp>> Help Index

How To ...

<<add your application-specific "how to" topics here>>

Commands

[File menu](#)

[Edit menu](#)

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#²K₃ \$⁴ **File menu commands**

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Close</u>	Closes an opened document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Print</u>	Prints a document.
<u>Print</u>	Displays the document on the screen as it would appear printed.
<u>Preview</u>	
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Exit</u>	Exits <<YourApp>>.

2# menu_file

3^K files: managing

4^{\$} File menu commands

#⁵ Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Paste Link</u>	Pastes from the clipboard a link to data in another application.
<u>Insert New Object</u>	Inserts and embeds an object, such as a chart or an equation in a document.
<u>Links</u>	List and edit links to embedded documents.

#⁶View menu commands

The View menu offers the following commands:

Toolbar Shows or hides the toolbar.
Status Bar Shows or hides the status bar.

#⁷Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

New Window Creates a new window that views the same document.
Cascade Arranges windows in an overlapped fashion.
Tile Arranges windows in non-overlapped tiles.
Arrange Icons Arranges icons of closed windows.
Window 1,
2, ... Goes to specified window.

#⁸ Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About</u>	Displays the version number of this application.

#⁹K₁₀ \$₁₁ **New command (File menu)**

Use this command to create a new document in <<YourApp>>. Select the type of new file you want to create in the File New dialog box. << Remove previous sentence if your application supports only one document type. >>

You can open an existing document with the Open command.

Shortcuts

Toolbar: {bmc hlp\filenew.bmp}

Keys: CTRL+N

9# HID_FILE_NEW

10^K files: managing

11^{\$} File New command

#¹² File New dialog box

<< Delete this help topic if your application supports only one document type. >>

Specify the type of document you wish to create:

<< List your application's document types here >>

#¹³K¹⁴ \$¹⁵ **Open command (File menu)**

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See [Window 1, 2, ... command](#).

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

Shortcuts

Toolbar: {bmc hlp\fileopen.bmp}

Keys: CTRL+O

13# HID_FILE_OPEN

14^K files: managing

15^{\$} File Open command

#¹⁶ File 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:

<< List your application's file types here. >>

Drives

Select the drive in which <<YourApp>> stores the file that you want to open.

Directories

Select the directory in which <<YourApp>> stores the file that you want to open.

Network...

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

#¹⁷K₁₈ \$¹⁹ **Close command (File menu)**

Use this command to close all windows containing the active document.

<<YourApp>> suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, <<YourApp>> displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:

{bml hlp\scmenu.bmp}

17# HID_FILE_CLOSE

18^K files: managing

19^{\$} File Close command

#²⁰K₂₁ \$²² **Save command (File menu)**

Use this command to save the active document to its current name and directory. When you save a document for the first time, <<YourApp>> 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: {bmc hlp\filesave.bmp}
Keys: CTRL+S

20# HID_FILE_SAVE
21^K files: managing
22^{\$} File Save command

#²³K₂₄ \$²⁵ **Save As command (File menu)**

Use this command to save and name the active document. <<YourApp>> 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.

23# HID_FILE_SAVE_AS

24^K files: managing

25^{\$} File Save As command

#²⁶ **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.
<<YourApp>> 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.

<< Add other File Save As dialog box options depending on which ones your application chooses via the OFN_ flags of the OPENFILENAME structure used by the CFileDialog. >>

#27 K28 \$29 **1, 2, 3, 4 command (File menu)**

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.

27# HID_FILE_MRU_FILE1
28^K files: managing
29^{\$} File 1, 2, 3, 4 command

#³⁰K₃₁ \$³² **Exit command (File menu)**

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

Shortcuts

Mouse: Double-click the application's Control menu button.
{bmc hlp\appexit.bmp}
Keys: ALT+F4

30# HID_APP_EXIT
31^K exit
32^{\$} File Exit command

#³³ **Undo/Can't Undo command (Edit menu)**

<< Your application's user interface for Undo may differ from the one described below. Modify this help text accordingly. >>

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was. The Undo command changes to Can't Undo on the menu if you cannot reverse your last action.

Shortcuts

Toolbar: {bmc hlp\editundo.bmp}
Keys: CTRL+Z or
ALT-BACKSPACE

#³⁴ Redo command (Edit menu)

<< Write application-specific help here. >>

#³⁵ **Cut command (Edit menu)**

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

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

Shortcuts

Toolbar: {bmc hlp\editcut.bmp}

Keys: CTRL+X

#³⁶ **Copy command (Edit menu)**

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

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

Shortcuts

Toolbar: {bmc hlp\editcopy.bmp}
Keys: CTRL+C

#³⁷ **Paste command (Edit menu)**

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

Toolbar: {bmc hlp\editpast.bmp}
Keys: CTRL+V

#³⁸K³⁹ \$⁴⁰ **Toolbar command (View menu)**

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

38# HID_VIEW_TOOLBAR
39^K toolbar
40^{\$} View Toolbar command

#⁴¹K⁴² \$⁴³ **Toolbar**

{bml hlp\hlp\toolbar.bmp}

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in <<YourApp>>.

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

<< Add or remove toolbar buttons from the list below according to which ones your application offers. >>

Click To

{bmc hlp\filenew.bmp}	Open a new document.
{bmc hlp\fileopen.bmp}	Open an existing document. <<YourApp>> displays the Open dialog box, in which you can locate and open the desired file.
{bmc hlp\filesave.bmp}	Save the active document or template with its current name. If you have not named the document, <<YourApp>> displays the Save As dialog box.
{bmc hlp\fileprnt.bmp}	Print the active document.
{bmc hlp\editcut.bmp}	Remove selected data from the document and stores it on the clipboard.
{bmc hlp\editcopy.bmp}	Copy the selection to the clipboard.
{bmc hlp\editpast.bmp}	Insert the contents of the clipboard at the insertion point.
{bmc hlp\editundo.bmp}	Reverse the last editing. Note: You cannot undo some actions.
{bmc hlp\recfirst.bmp}	Go to the first record in the current selection.
{bmc hlp\recprev.bmp}	Go to the previous record in the current selection.
{bmc hlp\recnext.bmp}	Go to the next record in the current selection.
{bmc hlp\reclast.bmp}	Go to the last record in the current selection.

41# AFX_HIDW_TOOLBAR

42^K toolbar

43^{\$} toolbar

#⁴⁴K⁴⁵ \$⁴⁶**Status Bar command (View menu)**

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.

44# HID_VIEW_STATUS_BAR

45^K status bar

46\$ View Status Bar Command

#⁴⁷K₄₈ \$⁴⁹**Status Bar**
{bml hlp\hlp sbar.bmp}

The status bar is displayed at the bottom of the <<YourApp>> window. To display or hide the status bar, use the Status Bar command in the View menu.

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:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

47# AFX_HIDW_STATUS_BAR
48^K status bar
49\$ status bar

#⁵⁰ **New command (Window menu)**

Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. If you change the contents in one window, all other windows containing the same document reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

#⁵¹Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

#⁵²Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

#⁵³Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

#⁵⁴Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

#⁵⁵ Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

#⁵⁶**1, 2, ... command (Window menu)**

<<YourApp>> displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

#⁵⁷ Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using <<YourApp>> and various types of reference information.

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

#⁵⁸ Using Help command (Help menu)

Use this command for instructions about using Help.

#⁵⁹ **About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of <<YourApp>>.

#⁶⁰\$⁶¹**Context Help command**
{bml hlp\curhelp.bmp}

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

Shortcut

Keys: SHIFT+F1

#⁶² Title Bar

<< Show your application's title bar here. >>

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

{bmc hlp\bullet.bmp}	Application Control-menu button
{bmc hlp\bullet.bmp}	Document Control-menu button
{bmc hlp\bullet.bmp}	Maximize button
{bmc hlp\bullet.bmp}	Minimize button
{bmc hlp\bullet.bmp}	Name of the application
{bmc hlp\bullet.bmp}	Name of the document
{bmc hlp\bullet.bmp}	Restore button

#63 **Scroll bars**

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

<< Describe the actions of the various parts of the scrollbar, according to how they behave in your application. >>

#⁶⁴ **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

```
{bml hlp\curarw4.bmp}
```

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

#⁶⁵ **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

```
{bmc hlp\curarw4.bmp}
```

Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

#⁶⁶\$⁶⁷ Minimize command (application Control menu)

Use this command to reduce the <<YourApp>> window to an icon.

Shortcut

Mouse: Click the minimize icon {bmc hlp\scmin.bmp} on the title bar.

Keys: ALT+F9

66# HID_SC_MINIMIZE

67\$ System Minimize Command

#⁶⁸ Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

- Mouse: Click the maximize icon {bmc hlp\scmax.bmp} on the title bar; or double-click the title bar.
- Keys: CTRL+F10 enlarges a document window.

#⁶⁹Next Window command (document Control menu)

Use this command to switch to the next open document window. <<YourApp>> determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

#⁷⁰ Previous Window command (document Control menu)

Use this command to switch to the previous open document window. <<YourApp>> determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

#⁷¹Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.
{bml hlp\appexit.bmp}

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the <<YourType>> window or dialog box

#⁷² Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

#⁷³ **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

#⁷⁴\$⁷⁵ **Ruler command (View menu)**

<< Write application-specific help here. >>

74# HID_VIEW_RULER
75\$ View Ruler Command

#⁷⁶\$⁷⁷**Choose Font dialog box**

<< Write application-specific help here. >>

76# AFX_HIDD_FONT
77\$ Choose Font Dialog

#⁷⁸\$⁷⁹**Choose Color dialog box**

<< Write application-specific help here. >>

78# AFX_HIDD_COLOR
79\$ Choose Color Dialog

#⁸⁰\$⁸¹**Find command (Edit menu)**

<< Write application-specific help here. >>

80# HID_EDIT_FIND
81\$ Edit Find Command

#⁸²\$⁸³ **Find dialog box**

<< Write application-specific help here. >>

82# AFX_HIDD_FIND
83\$ Find Dialog

#⁸⁴\$⁸⁵ **Replace command (Edit menu)**

<< Write application-specific help here. >>

84# HID_EDIT_REPLACE
85\$ Edit Replace Command

#⁸⁶\$⁸⁷ **Replace dialog box**

<< Write application-specific help here. >>

86# AFX_HIDD_REPLACE
87\$ Replace Dialog

#⁸⁸\$⁸⁹Repeat command (Edit menu)

Use this command to repeat the last editing command carried out. The Repeat menu item changes to Can't Repeat if you cannot repeat your last action.

Shortcut

Key: F4

#⁹⁰\$⁹¹**Clear command (Edit menu)**

<< Write application-specific help here. >>

90# HID_EDIT_CLEAR
91\$ Edit_Clear_Command

#⁹²\$⁹³**Clear All command (Edit menu)**

<< Write application-specific help here. >>

92# HID_EDIT_CLEAR_ALL
93\$ Edit Clear All

#⁹⁴\$⁹⁵ **Next Pane**

<< Write application-specific help here. >>

94# HID_NEXT_PANE

95\$ Next Pane Command

#⁹⁶\$⁹⁷ **Prev Pane**

<< Write application-specific help here. >>

96# HID_PREV_PANE
97\$ Prev Pane Command

#⁹⁸ Modifying the Document

<< Write application-specific help here that provides an overview of how the user should modify a document using your application.

If your application supports multiple document types and you want to have a distinct help topic for each, then use the help context i.d. generated by running the MAKEHELP.BAT file produced by AppWizard. Alternatively, run MAKEHM as follows:

```
makehm IDR_HIDR_,0x2000 resource.h
```

If the IDR_ symbol for one of your document types is, for example, IDR_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR_CHARTTYPE.

Note, AppWizard defines the HIDR_DOC1TYPE help context i.d. used by this help topic for the first document type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR_DOC1TYPE to the HIDR_ produced by MAKEHM for that document type. >>

#⁹⁹ No Help Available

No help is available for this area of the window.

99# HID_HT_NOWHERE

#100 **No Help Available**

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX_HIDP_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX_HIDP_xxx value. For example, AFX_HIDP_INVALID_FILENAME is the help topic for the Invalid Filename message box. >>