

Microsoft® Windows User's Guide

Version 1.

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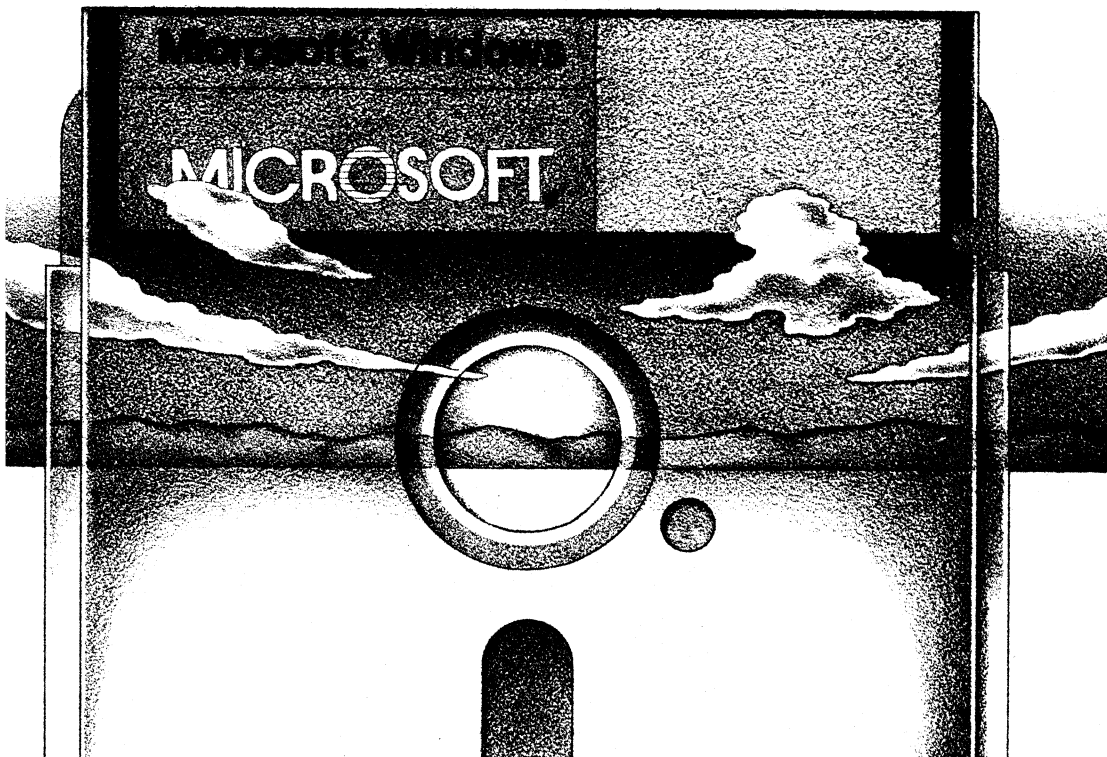
Welcome

Microsoft® Windows is an extension of the DOS operating system. Windows allows you to integrate the different tasks you perform on your personal computer, increasing your efficiency.

With Windows, you can work with several programs at once. You can switch between programs with a couple of keystrokes or a click of a mouse, reducing the time required to move from one application to another. And since you never have to quit a program, you can continue from where you left off.

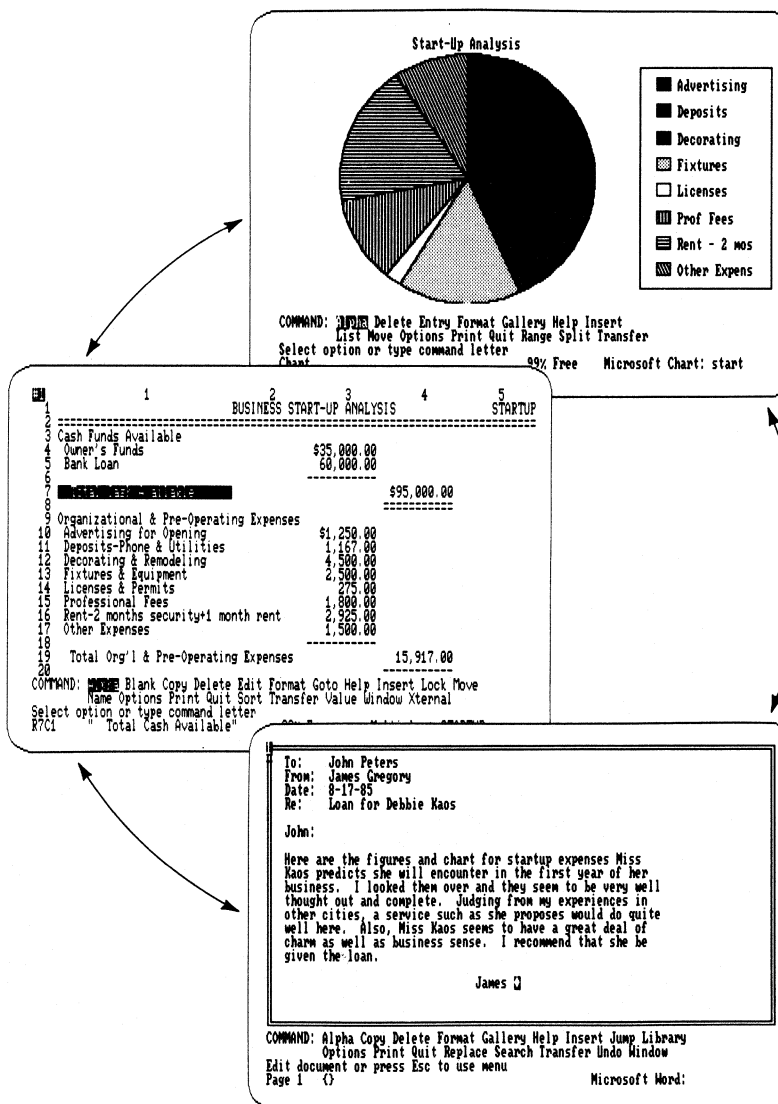
Windows provides an easy way to transfer information from your standard DOS applications. This feature lets you combine related information from different applications. You can also transfer information from WIN applications—those designed to take advantage of the Windows graphic interface, including drop-down menus, icons, and dialog boxes.

Windows is powerful

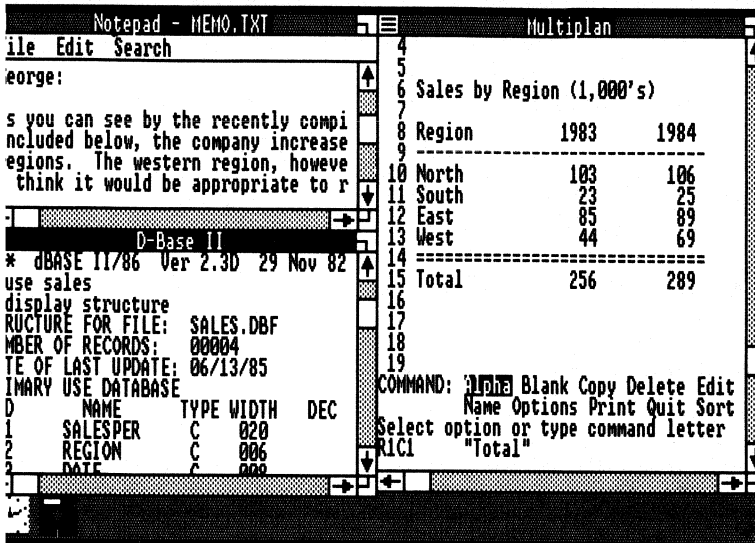
Windows is versatile

About Windows

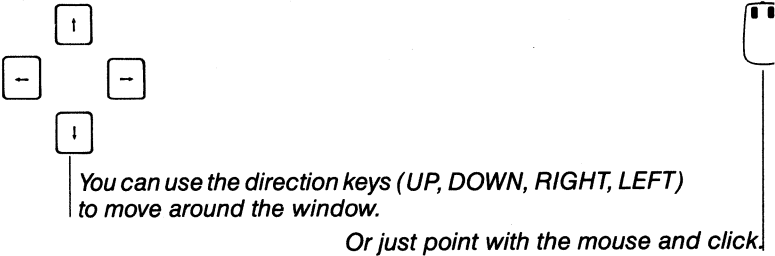
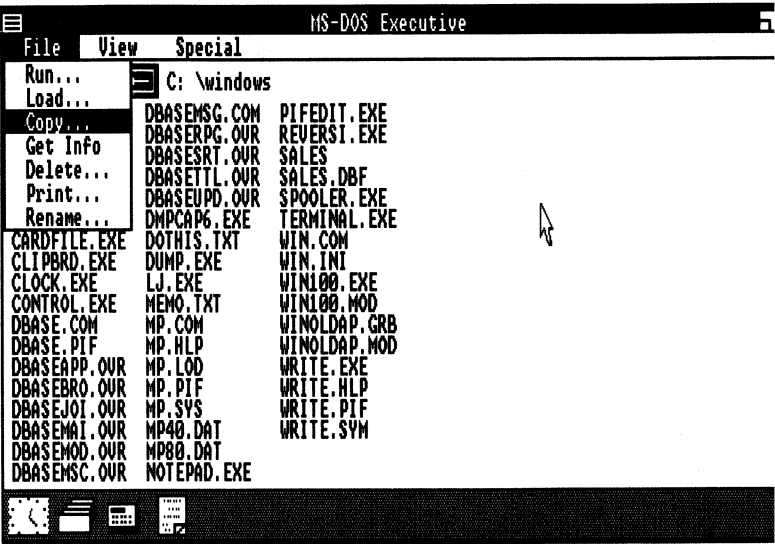
With Windows, you can run several different application programs at once, and switch from one to another without quitting any of them.



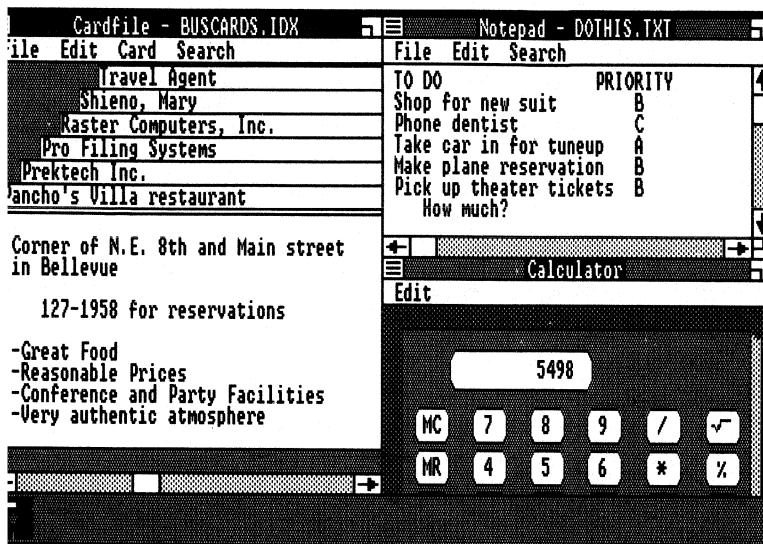
icrosoft Windows gives you a new and more visual way of working by organizing your work in *windows*. Many standard applications and all WIN applications can appear in windows on the screen at the same time.



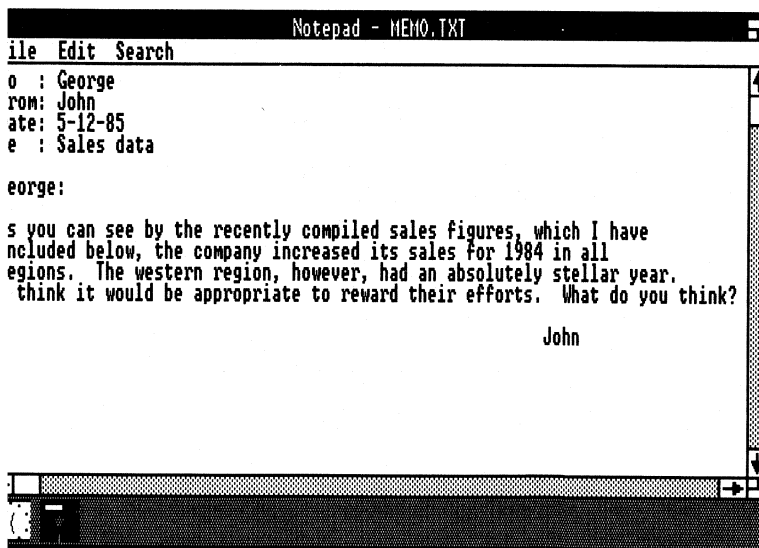
Windows provides an easy method for running your applications, including drop-down menus, icons, and the choice of using your keyboard, a mouse, or both together.



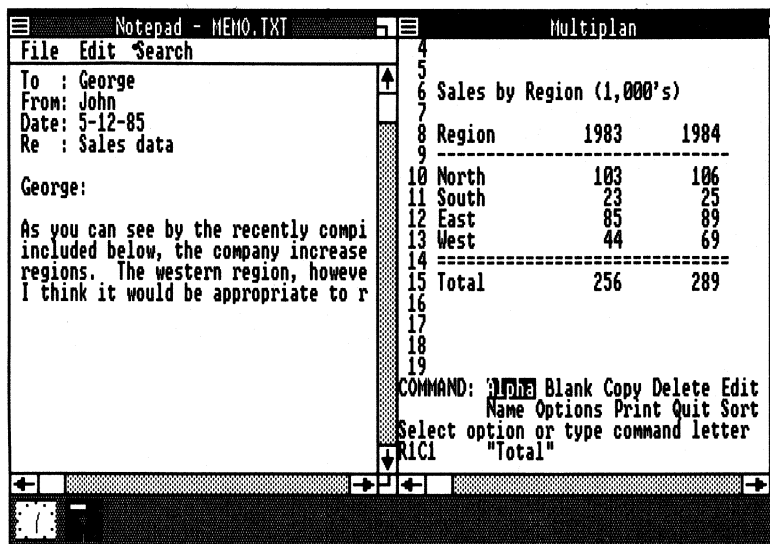
Windows provides several useful Desktop applications.



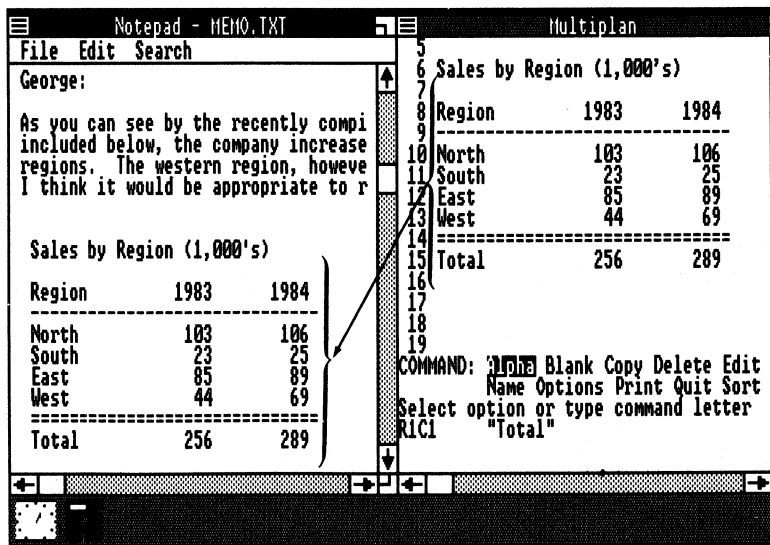
Windows makes it easy to combine information from several applications. You can work in one application...



Then, you can open another application and work in it...



And, finally, you can integrate the information from one applica-
tion into the other.



About This Guide

This guide is designed to help you explore and use Microsoft Windows.

Go to	For
Chapter 1 Getting Started	information on setting up and starting Windows
Chapter 2 Learning Windows	lessons giving keyboard users hands-on experience with Windows
Chapter 3 Learning Windows with the Mouse	lessons giving mouse users hands-on experience with Windows
Chapter 4 Techniques	summaries of tasks Windows can perform
Chapter 5 Using the MS-DOS Executive	details on how to use the MS-DOS Executive to work with applications, files, directories, and disks
Chapter 6 Using the Clipboard	information on copying and moving information within and between applications
Chapter 7 Using the Control Panel	instructions on changing the settings for your system on the Control Panel
Chapter 8 Using the Spooler	information on using the spooler to print files and control jobs in the print queue

Chapter 9 Techniques for Standard Applications	information on using standard applications with Windows, and creating and editing program information files
Chapter 10 Commands	information about Windows menus and commands
Appendix A Customizing Your WIN.INI File	information on customizing your WIN.INI file
Appendix B System Messages	information on what the Windows messages mean
Appendix C Using Extended Memory for Standard Applications	information on RAMDrive™
Terms	definitions of terms used in this guide

The Microsoft Windows package

The Microsoft Windows Package

The Microsoft Windows package includes

- The Microsoft Windows Setup disk
- The Microsoft Windows Build disk
- The Microsoft Windows Desktop Applications disk, which contains Windows applications
- The Microsoft Windows Utilities disk, which contains printer device drivers and program information (PIF) files for a variety of DOS applications
- The *Microsoft Windows User's Guide*
- The *Microsoft Windows Desktop Applications User's Guide*

What You Need

use Microsoft Windows, you need

A personal computer running the DOS operating system with two double-sided disk drives or a hard disk

At least 256K of memory (to run multiple applications, 512K of memory is recommended)

A monochrome graphics monitor or color monitor

DOS 2.0 or later version

A graphics adapter card

What you need to use Microsoft Windows

Note Be sure to read the README.DOC file on the Microsoft Windows Utility disk. README.DOC contains updated Windows information unavailable in this manual.

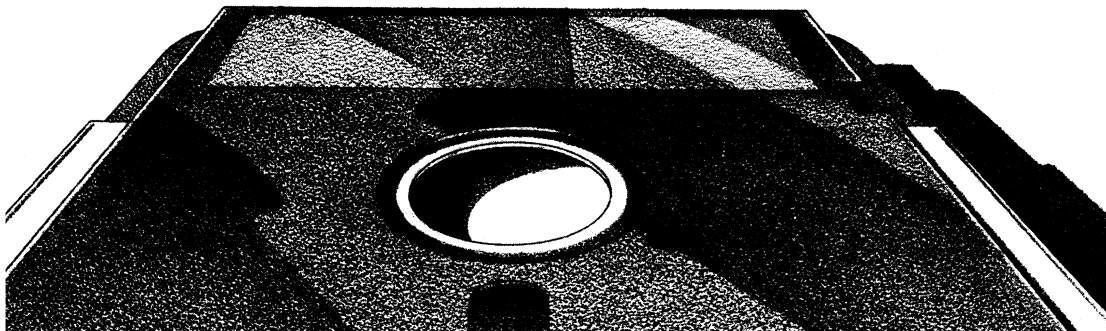
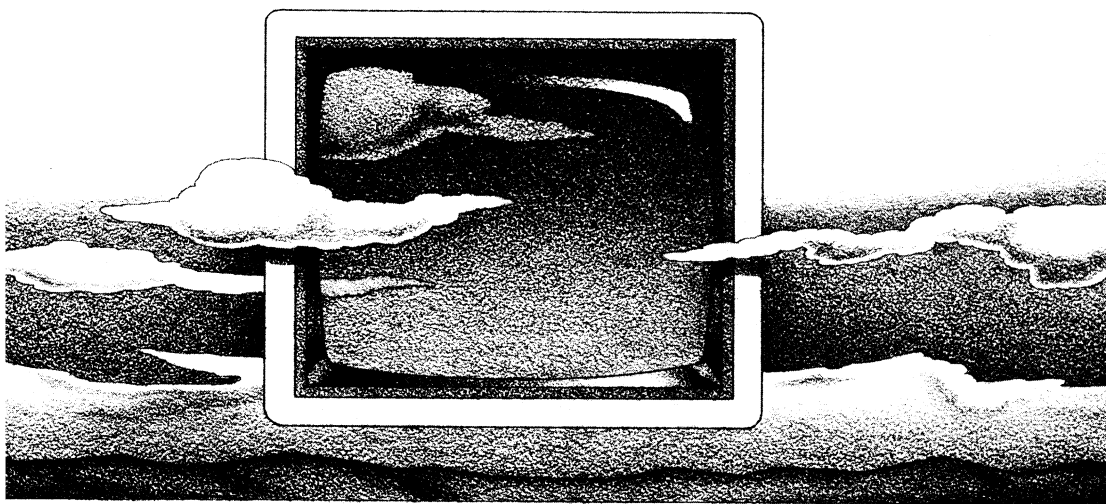
Windows supports several graphics adapter cards (including IBM® Color Graphics Monitor Adapter and IBM Enhanced Graphics Adapter). It also supports a number of optional pointing devices (including the Microsoft Serial Mouse and Bus Mouse) and printers. The Setup program will list the available options.

See the hardware guide for your mouse for instructions on how to install it on your microcomputer.

Note If you have a Microsoft Bus Mouse, and Windows does not respond to mouse movements, you may need to change the jumper on the mouse printed circuit board. Generally, you should set the jumper to IRQ2 for the IBM PC XT and IRQ3 for the IBM AT. Refer to the manual for your mouse bus card for details on how to change the jumper.

Getting Started

Before you start using Microsoft® Windows, you should be familiar with your computer and its user's manual. You need to know how to turn the computer on, which disk drive is drive A, and what keys you press to reset, or "boot," your computer.



Setting Up Windows

You will use the Setup program to create a version of Windows tailored to your computer. If you have a hard disk, Setup will put this version of Windows in the directory you specify. If you have two floppy disk drives, Setup will put Windows on a floppy disk you supply.

To Set Up Windows on a Two-Drive System

To set up Windows on a two-drive (two floppy drive) system, you will need

- A DOS disk
- Several blank, unformatted disks
- Microsoft Windows Setup disk
- Microsoft Windows Build disk
- Microsoft Windows Utilities disk
- Microsoft Windows Desktop Applications disk

To set up Windows

- 1 Put the DOS disk in drive A and close the door.
- 2 Turn on the computer.
- 3 Enter the date and time if DOS prompts for them.
- 4 Replace the DOS disk with the Windows Setup disk. Close the door.
- 5 Type *setup* and press the ENTER key.
- 6 Follow the instructions on the screen.

To Set Up Windows on a Hard Disk System

To set up Windows on a hard disk, you will need

- A DOS disk
- Microsoft Windows Setup disk
- Microsoft Windows Build disk
- Microsoft Windows Utilities disk
- Microsoft Windows Desktop Applications disk

Setting up Windows on a two-drive system

Setting up Windows on a hard disk

set up Windows

Turn on the computer.

Enter the date and time if DOS prompts for them.

Put the Windows Setup disk in drive A and close the door.

Type **A:** and press ENTER.

Type *setup* and press ENTER.

Follow the instructions on the screen.

After running Setup, store your original Windows disks in a safe place; if Windows is ever damaged, you'll need to copy the disks in.

te On a two-drive system, Setup copies DOS to your Windows Startup disk. You may want to copy other startup files, such as AUTOEXEC.BAT and CONFIG.SYS, to this disk as well.

You need to run the Setup program whenever you add new hardware such as a mouse card or a new graphics card to your computer system.

Starting Windows

Once you have set up Microsoft Windows on your computer, you can start learning to use Windows.

start Windows on a two-drive system

Insert your Windows Startup disk in drive A.

Insert your Windows System disk in drive B.

(Both disks are created with the Setup program.)

Turn on your computer.

Enter the date and time if you are prompted to.

Type *win* and press ENTER.

start Windows on a hard disk system

Turn your computer on.

Enter the date and time if you are prompted to.

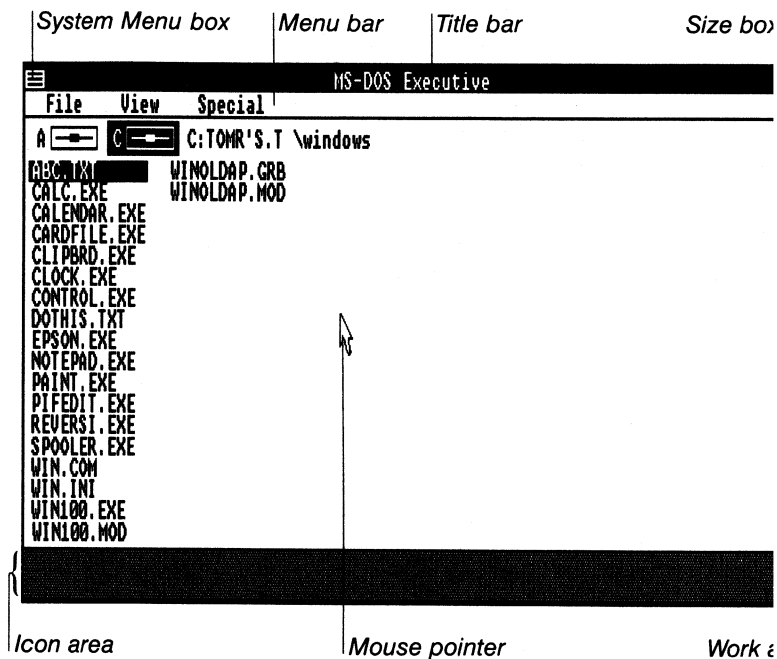
At the system prompt, type *cd* followed by the name of the directory where you have set up your Windows files and press ENTER.

Type *win* and press ENTER.

**Starting Windows on
a two-drive system**

**Starting Windows on
a hard disk**

Your computer starts running Windows. Your screen will look like this:



- The *flashing underscore* shows where you are on the screen. If you have a mouse installed, you will also see an arrow pointer.
- The *work area* contains the windows. The MS-DOS Executive window is run automatically when you start Windows.
- Icons representing applications appear in the *icon area*. Right now, this area is empty because only the MS-DOS Executive is running.
- The *title bar* displays the name of the application in that window.
- The *menu bar* contains the names of the command menus in an application.
- The *System Menu* box can be used to display the System Menu. This menu is common to all Windows programs.
- The *size box* can adjust the size of the window if you have a mouse.

oll bars will appear in windows that have more than one
een of information.

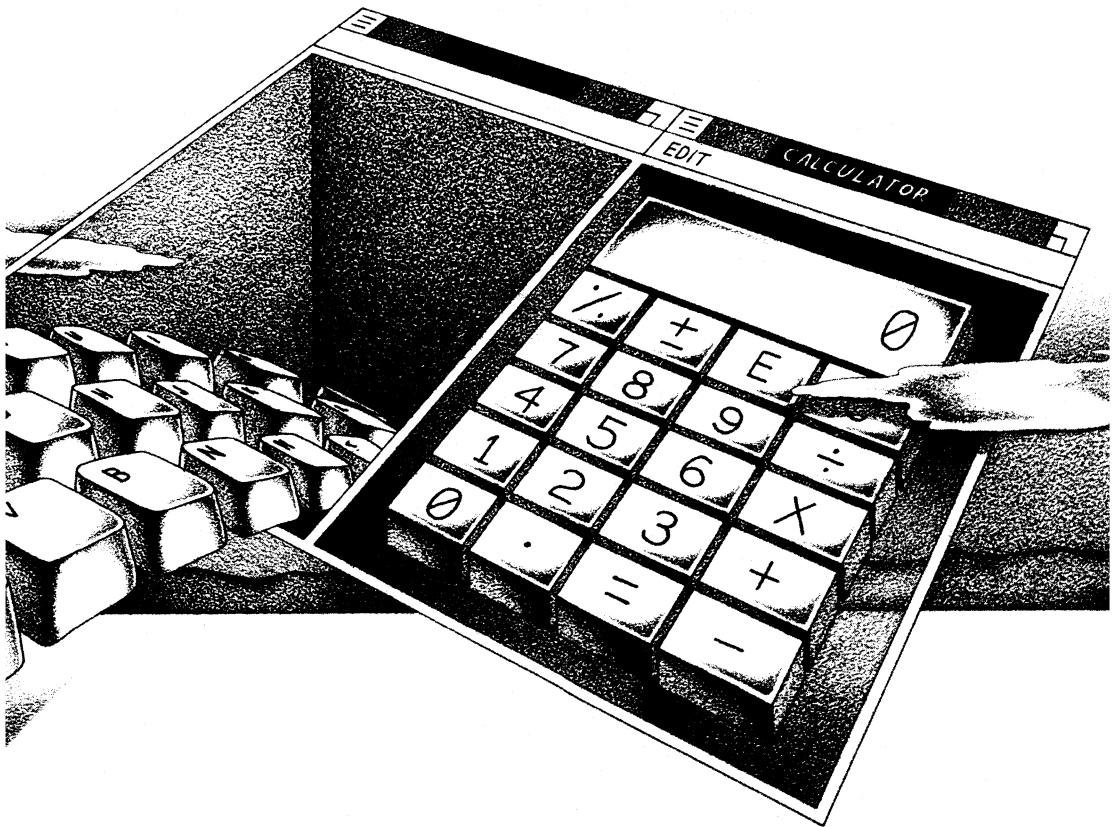
te Your screens may look slightly different from those in the
strations because Windows adapts to your computer system
en you run the Setup program.

en you start Windows for the first time, all files in your MS-
S Executive window will be part of Microsoft Windows. Do
: delete or rename any of them. The files you need for the fol-
ving exercises may appear in slightly different places on your
een than they do in the illustrations.

Learning Windows

The exercises in this chapter will give you hands-on experience with Microsoft Windows. The exercises are designed for Windows users who will work from the keyboard. If you have a mouse, go to Chapter 3, "Learning Windows With the Mouse," for exercises designed for mouse users.

If you are a new user, you will find this chapter especially helpful. The step-by-step instructions and the illustrations will tell you exactly what to do.



In this chapter you will learn how to

- Run an application
- Choose a command from a menu
- Choose options in dialog boxes
- Expand an icon into a window on the screen
- Move windows on the screen
- Change the size of windows
- Use the Calculator
- Shrink a window into an icon
- Zoom a window
- Save an application document
- Close an application
- End a Microsoft Windows session

Exercise 1: Running Applications

The Desktop Applications disk contains some application programs you can use to practice with Windows. In the following exercises you will use Notepad, a text editing application, to edit a list of tasks.

- Start Windows.

If you have a two-drive system

If you have a two-drive system, look at the directory for the Desktop Applications disk:

- 1 Put the Windows Desktop Applications disk in drive A.
- 2 Press CTRL-A to highlight the drive A icon.

The drive icon is dark (showing that it is selected). The directory of the Desktop Applications disk appears in the MS-DOS Executive window.

If you have a hard disk

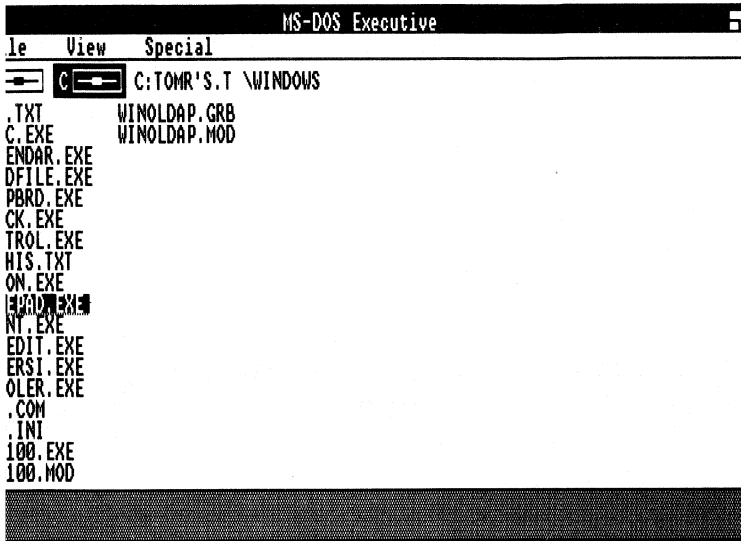
If you have a hard disk system, the files you need for these exercises are on your hard disk and should appear in your MS-DOS Executive window.

To use an application, you must first run it from the MS-DOS Executive window. Since you just started Windows, the MS-DOS Executive is on your screen now.

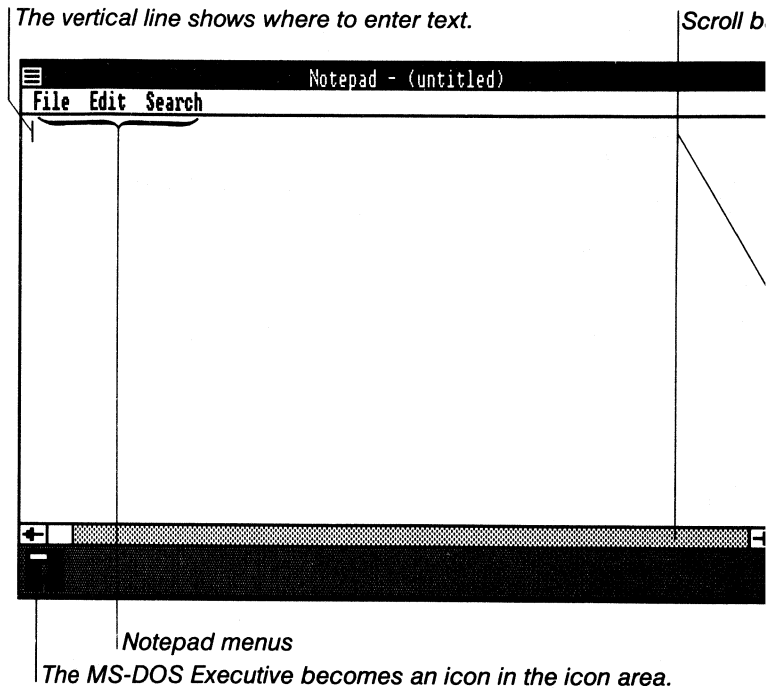
run Notepad

Press the DIRECTION keys to move the highlight to the filename NOTEPAD.EXE.

Run Notepad



Press ENTER to run the program. ENTER always runs the highlighted program or application.



Exercise 2: Choosing Commands

Windows commands are compactly organized in *menus* on the menu bar. Each application has its own menus.

To look at a menu, you first press the ALT key; the next key you press selects a menu or command.

Look at the Notepad menus

- 1 Hold down the ALT key.
- 2 Press the SPACEBAR. This displays the System Menu, which is common to all applications that appear in a window.
- 3 Release the ALT key. Once you display a menu, you can release the ALT key and the menu stays on the screen.
- 4 Press the RIGHT key. This displays the File Menu.
- 5 Press the RIGHT key to see the Edit Menu, and again to see the Search Menu.
- 6 When you are finished looking at the menus, press the ESC key.

Note Pressing the ESC key cancels whatever you are doing. In this case, it made the menu disappear.

choose a Windows command from a menu, move the highlight the command you want by typing its initial letter. Press ENTER carry out the command.

For example, choose the Open command, which opens files on the screen:

Hold down the ALT key and press SPACEBAR.

Release the ALT key.

Press the RIGHT key to see the File Menu.

Press O to highlight Open.

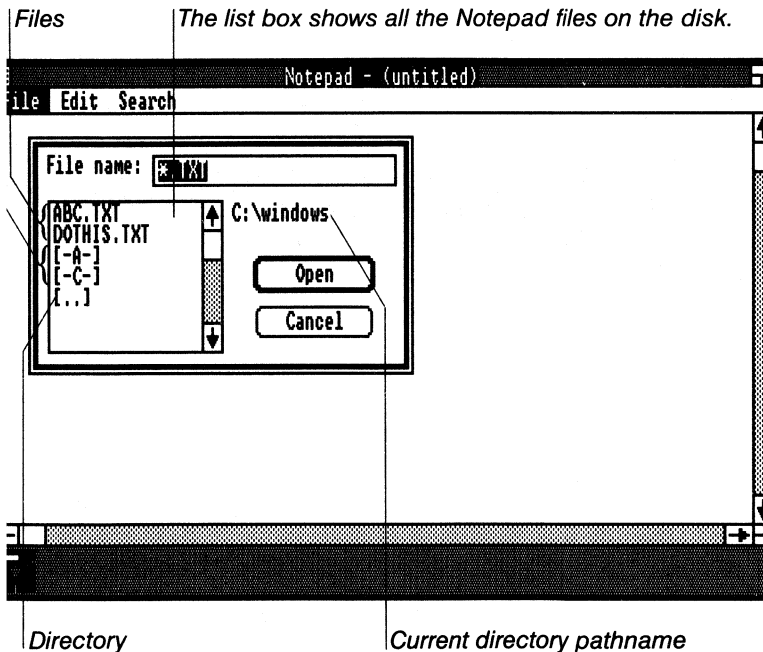
Press ENTER to carry out the command.

Choose the Open command

A dialog box appears. This means that Windows needs additional information — in this case, a filename to load — before it can carry out the command.

Files

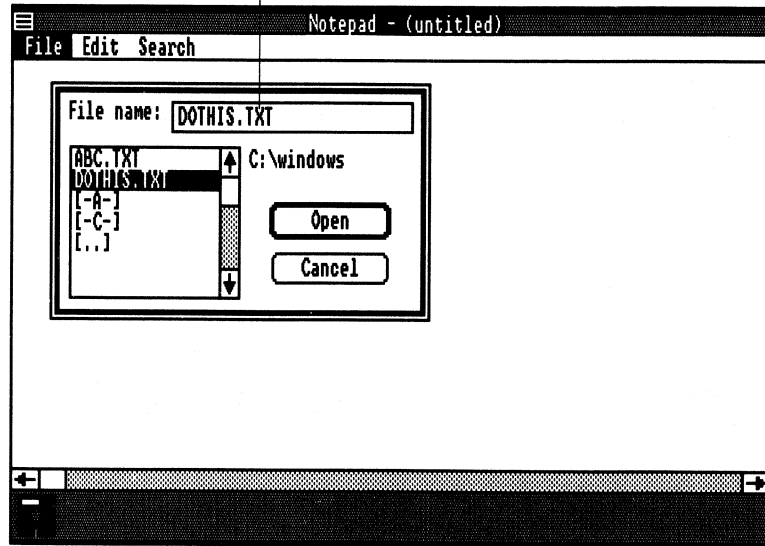
The list box shows all the Notepad files on the disk.



To highlight a filename in the list box

- ❶ Press the TAB key to move to the list box. The TAB key moves the cursor from one part of a dialog box to another.
- ❷ Press the DOWN key to move the highlight to DOTHIS.TXT.

The filename also appears in the text box.



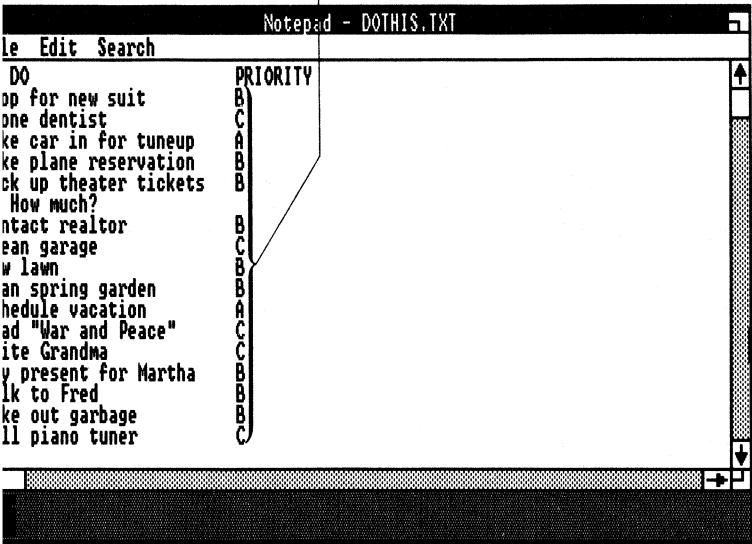
w select the Open button:

Press the TAB key to move the flashing underscore to the Open button.

Press SPACEBAR to carry out the Open command. SPACEBAR always carries out the action shown on the highlighted button.

Select the Open button

The sample list appears in the Notepad window.



Exercise 3: Choosing Options

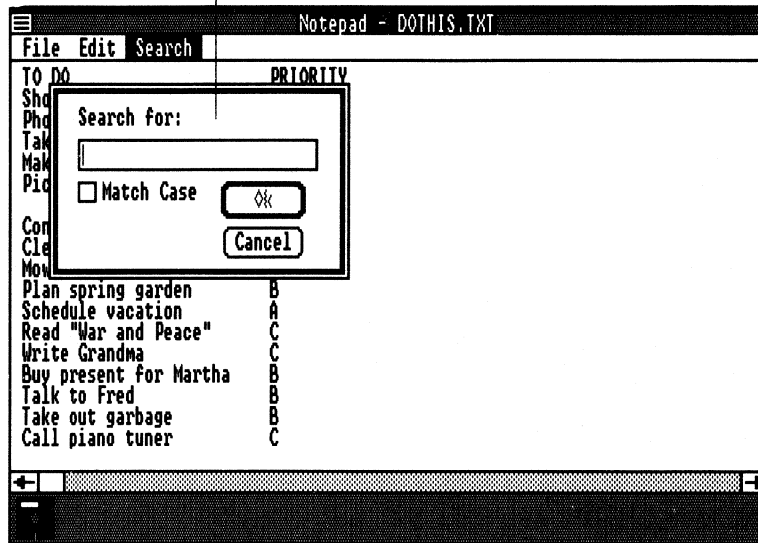
The Notepad document on your screen is a “To Do” list of tasks. These tasks are ranked by letter, with the letter “A” designating the most important.

First, use the Find command to find those important tasks:

Choose the Find command

- 1 Hold down the ALT key and press SPACEBAR. Release the ALT key.
- 2 Press the RIGHT key three times to go to the Search Menu.
- 3 Press F to highlight Find.
- 4 Press ENTER.

The Find dialog box appears when you choose Find



ialog box appears, prompting you to type the text you are king.

Type the text you want to find in the text box at the top of the dialog box. In this case, type *A* to search for all the occurrences of “A” in the list.

Press the TAB key to move the flashing underscore to the Match Case option. (Match Case means you want to locate occurrences of capital “A” only.)

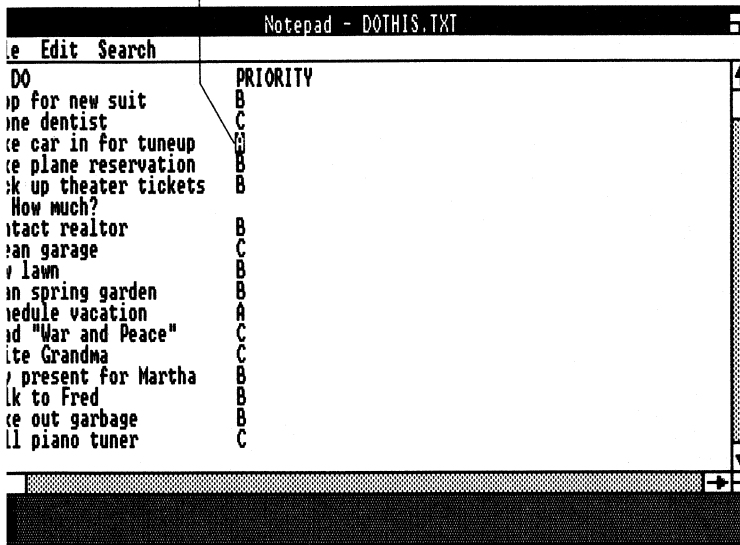
Press SPACEBAR to select this option.

Press the TAB key to move the underscore to the Ok button.

Press SPACEBAR to choose Ok. This carries out the command.

Specify the text you want to find

The Find dialog box disappears. The first occurrence of the text is highlighted.



w you want to find the next occurrence of “A”. Choose the d Next command to continue the search.

Hold down the ALT key and press SPACEBAR. Release the ALT key.

Press the RIGHT key three times to go to the Search Menu.

Press F twice to highlight the Find Next command.

Press ENTER. Windows highlights the next occurrence of the text.

Continue to use the Find Next command until you’ve found all occurrences of priority “A”.

Choose the Find Next command

When there are no more occurrences of “A”, Windows will indicate that it can’t find the text.

Exercise 4: Expanding the MS-DOS Window

Now that you’ve located your important tasks, you can add note to the list. One of the tasks listed is buying theater tickets. You have already decided that you want tickets for three \$16.75 seat Windows has a Calculator, so you can compute the total and no the cost on your list.

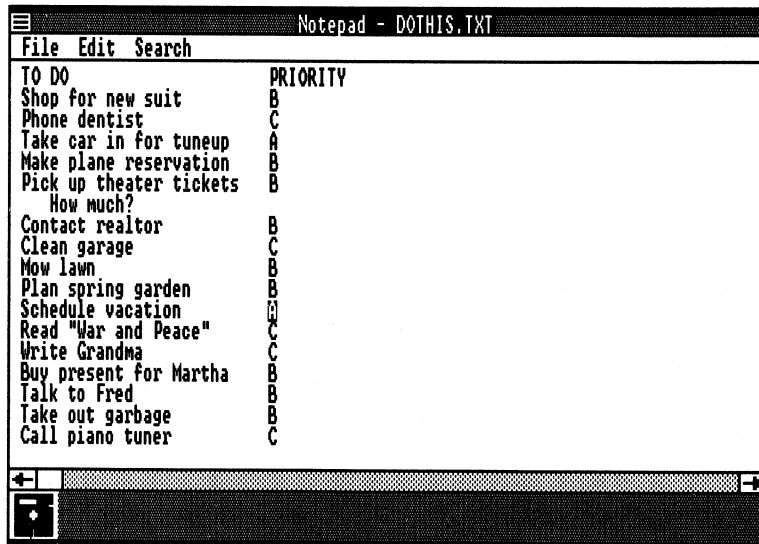
To run an application such as Calculator, you must start it from the MS-DOS Executive window. Since the MS-DOS Executive is currently an icon in the icon area, you must *expand* the icon in a window in order to run the application from it.

To select the icon, use the ALT-TAB keys. ALT-TAB selects windows first, and then icons, from left to right.

Moving to icons

Select the MS-DOS Executive icon

- ☒ Press ALT-TAB.



The icon is selected.

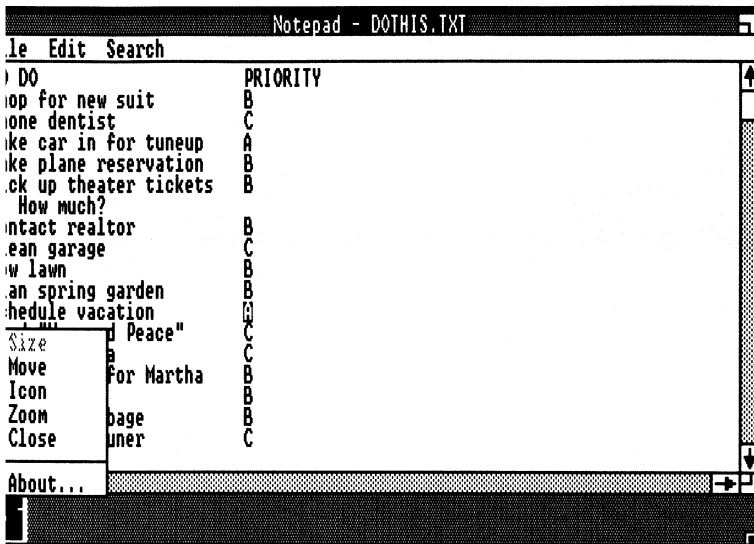
re Windows menu is common to every application displayed in window: the *System Menu*. System Menu commands affect the windows themselves. You use a System Menu command — *Move* — to expand the MS-DOS Executive icon:

Hold down the ALT key.

Press the SPACEBAR. The System Menu appears.

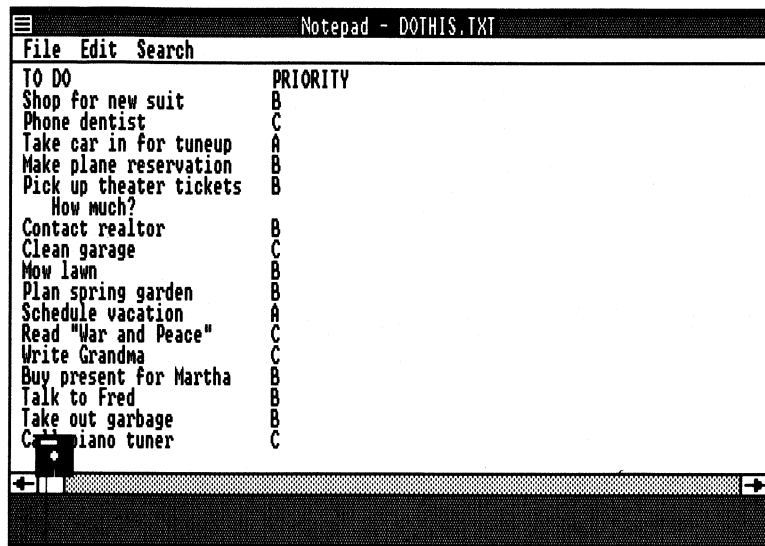
Release the ALT key.

Choose the Move command



Press M to highlight the Move command.

Press ENTER to carry out the highlighted command.

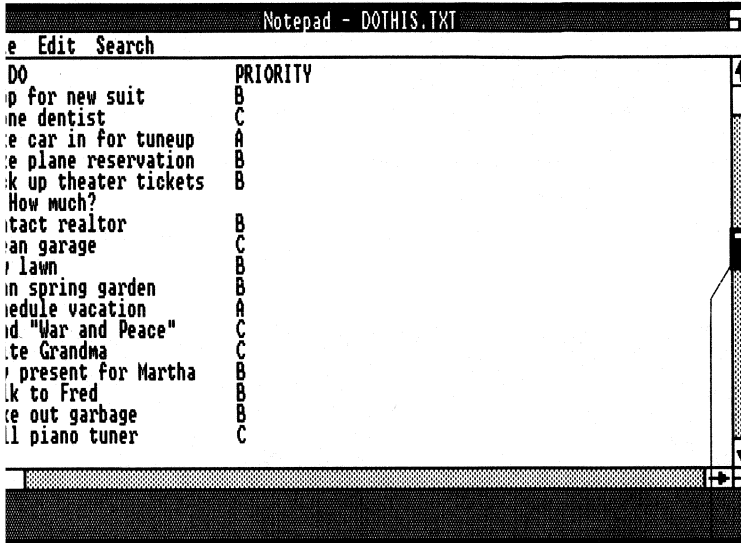


The MS-DOS Executive icon appears in the work area.

To expand the icon

Expand the MS-DOS Executive icon

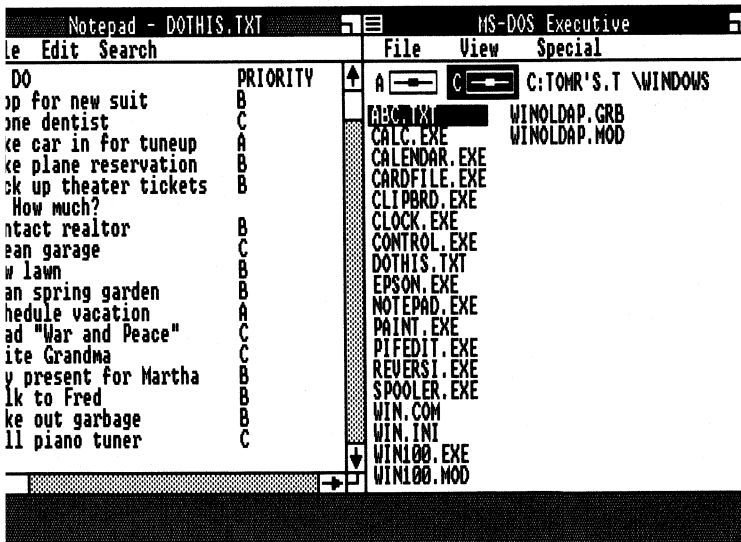
- 1 Press the UP key, then the RIGHT key until the MS-DOS Executive icon is on the right border of the Notepad window.



Position the MS-DOS Executive icon on the right border.

Press ENTER.

Windows expands the MS-DOS Executive icon into a window beside the Notepad window.

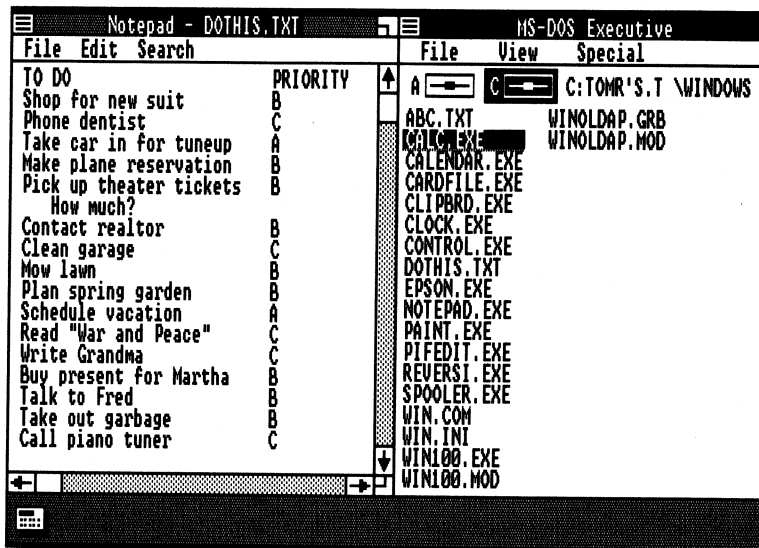


Now you are ready to run the Calculator application.

The last time you ran an application, the MS-DOS Executive became an icon. This time you can run the Calculator as an icon and keep the MS-DOS Executive on the screen.

Run the Calculator as an icon

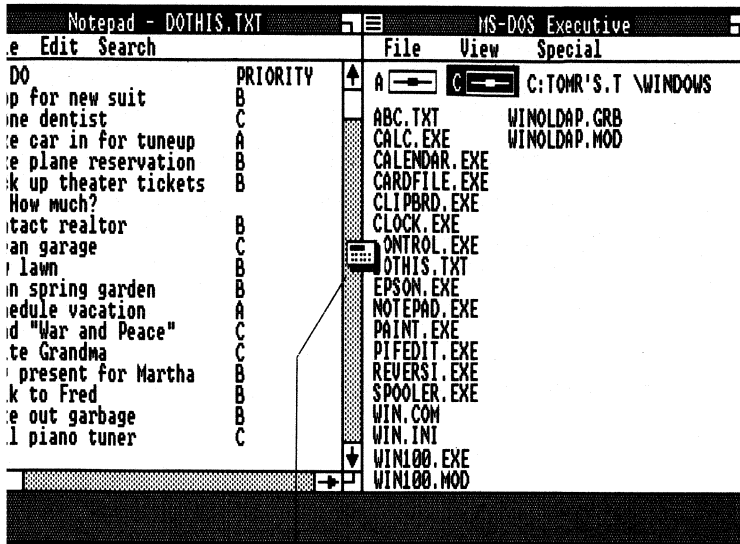
- 1 Press the DIRECTION keys until CALC.EXE is highlighted in the MS-DOS Executive window.
- 2 Hold down the SHIFT key and press the ENTER key. Release SHIFT.



The Calculator icon appears in the icon area. The Calculator is running in memory, but isn't taking up space in the work area. Now you can expand the Calculator icon and position your windows in a variety of ways on the screen.

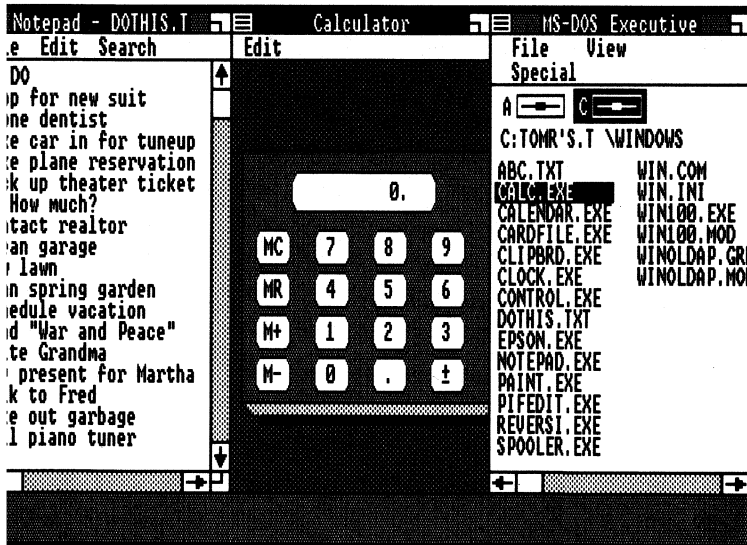
Expand the Calculator

- 1 Press ALT-TAB to select the Calculator icon.
- 2 Hold down the ALT key and press SPACEBAR to display the System Menu.
- 3 Release the ALT key.
- 4 Press M to highlight the Move command.
- 5 Press ENTER to carry out the command.
- 6 Press the UP key, then the RIGHT key until the Calculator icon is on the border between the Notepad and MS-DOS Executive windows.



Position the Calculator icon on the border.

Press ENTER.



windows to the left and right are adjusted to make room.

Automatic tiling

Windows arranges the windows on your screen so that you can see everything you are working with. This process is called *automatic tiling*.

- If you place the icon on a horizontal border, the new window opens below the border.
- If you place the icon on a vertical border, the new window opens on that border.
- If you place the icon within a window, it replaces that window (and the window becomes an icon in the icon area).

Chapter 4, “Techniques,” has more information on positioning windows on the screen.

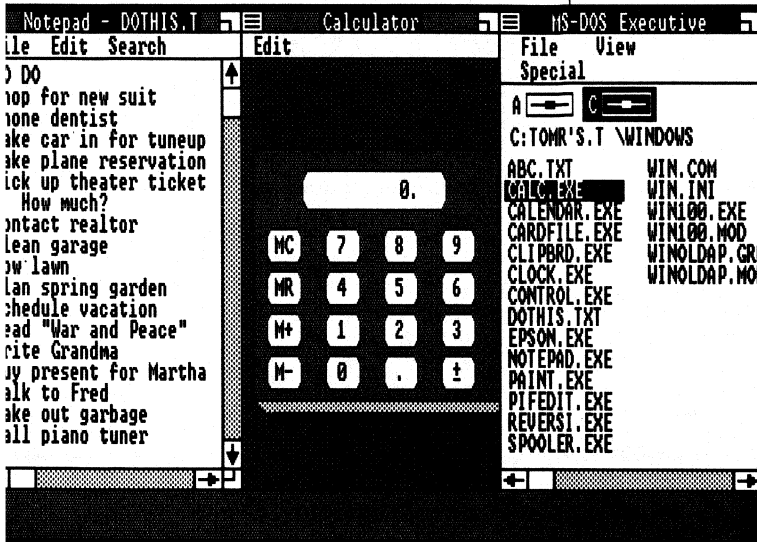
Exercise 5: Moving Windows on the Screen

You can rearrange your windows on the screen in many ways. For example, you can move the MS-DOS Executive window below the Notepad window to make the Notepad and Calculator windows wider and easier to use.

Select the MS-DOS Executive window

- Press ALT-TAB to select the MS-DOS Executive window.

The dark title bar shows the window is selected. The next command you choose will affect this window.



Once the window is selected, it can be moved:

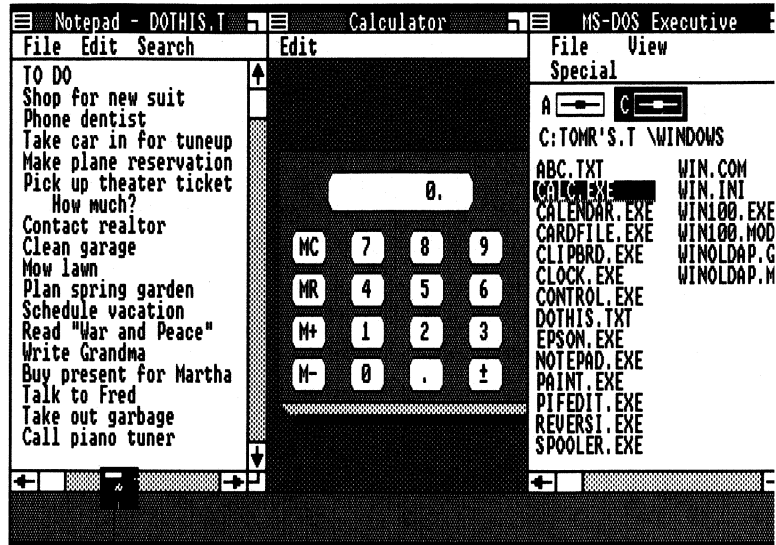
Hold down ALT and press SPACEBAR to display the System Menu.
Release the ALT key.

Press M to highlight the Move command.

Press ENTER. The MS-DOS Executive icon appears in the middle of the window.

Press the LEFT and DOWN keys until the MS-DOS Executive icon rests on the lower border of the Notepad window.

Move the MS-DOS Executive



Position the MS-DOS Executive icon on the lower border.

- ⑥ Press ENTER to complete the move.



See Chapter 4, "Techniques," for more information on moving and positioning windows.

Exercise 6: Changing the Size of a Window

You can make the Notepad window a little wider so you can easily see the text in the list. You change the size of a window with the Size command from the System Menu.

Press ALT-TAB twice to select the Notepad window. The Notepad title bar will become dark.

Hold down ALT and press SPACEBAR to display the System Menu.

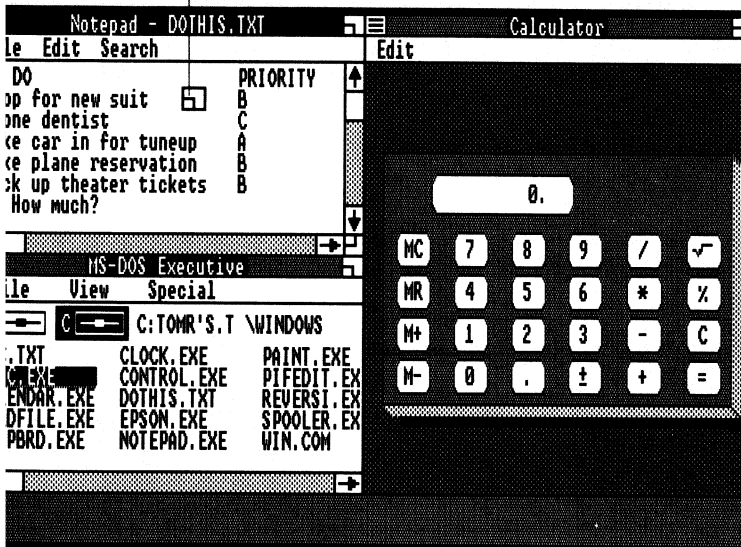
Release the ALT key.

Press S to highlight the Size command.

Press ENTER.

Enlarge the Notepad window

The pointer changes to a small box.



Press the RIGHT key to move the size pointer to the window border. Keep pressing the RIGHT key to move beyond the border to the size you want.

The line shows where the new window border will be.



7 Press ENTER.

Windows widens the Notepad window and adjusts the size of adjacent windows.



Whenever you use the Size command, vertical and horizontal lines indicate the new size of the window.

Exercise 7: Using the Calculator

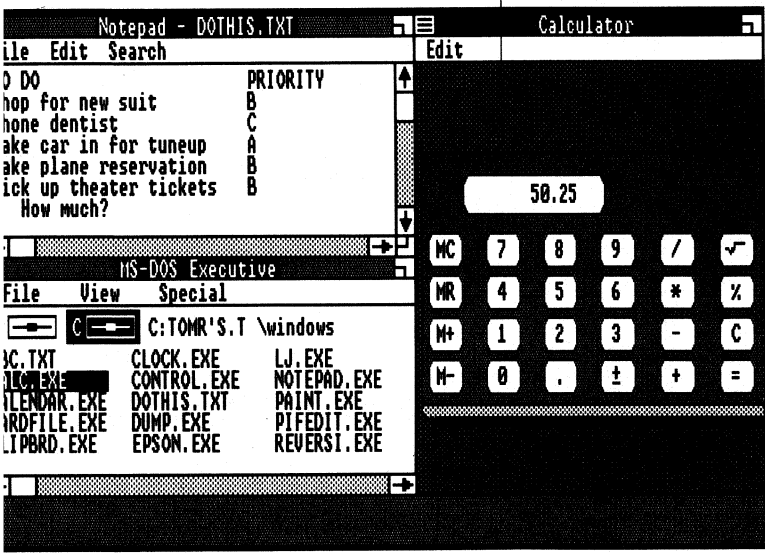
Now use the Calculator to calculate the cost of the three \$16.75 theater tickets.

Press ALT-TAB twice to select the Calculator window.
Type the numbers from the top row of the keyboard:
 $16.75 \times 3 =$

Make your calculations

Windows performs the calculations automatically.

The amount appears in the Calculator display.



Now type the figures into Notepad

Press ALT-TAB to select the Notepad window.
Press the DIRECTION keys to move to the line that says "How much?"

Type the figures into Notepad

- 3 Press the DIRECTION key to move the insertion point to the right of the question mark.
- 4 Type a space, then type \$50.25

Exercise 8: Shrinking a Window

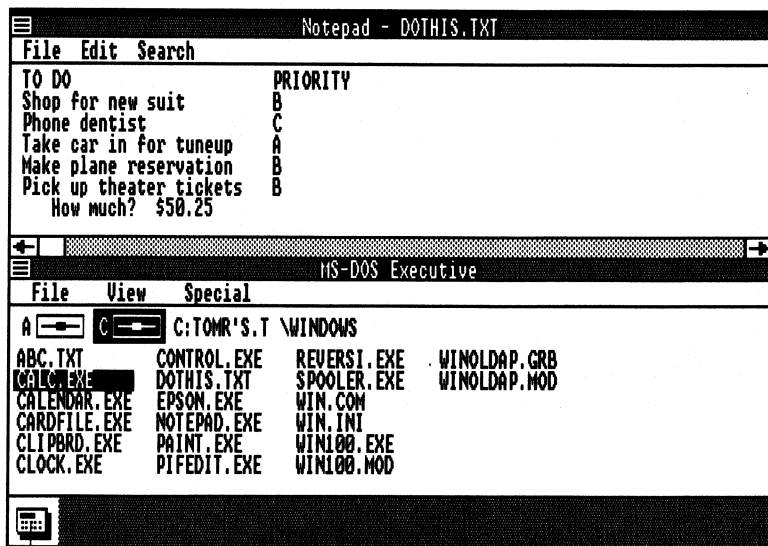
You are finished with the Calculator for now. You can free space on the screen by shrinking the window into an icon—this means the Calculator is still running in memory if you want to use it again.

You shrink a window with the Icon command from the System Menu:

Shrink the Calculator window into an icon

- 1 Press ALT-TAB twice to select the Calculator window.
- 2 Hold down ALT and press SPACEBAR to display the System Menu.
- 3 Release the ALT key.
- 4 Press I to highlight the Icon command.
- 5 Press ENTER.

The other windows adjust to fill the screen.



The Calculator icon appears in the icon area.

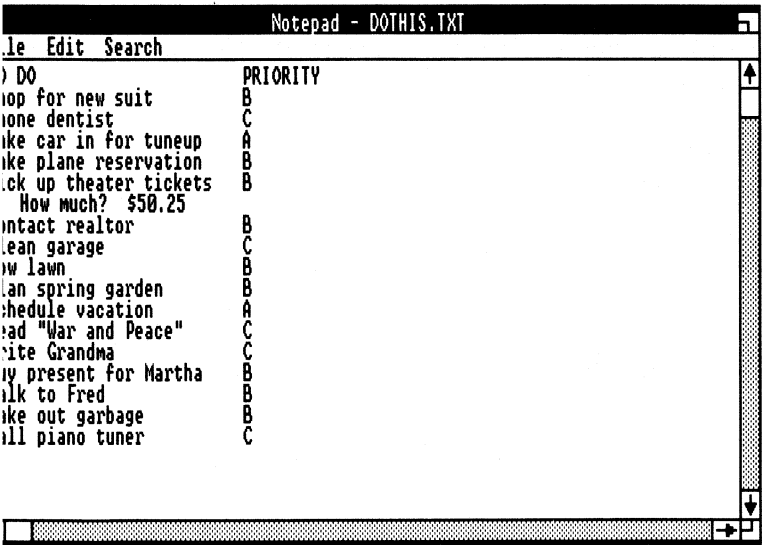
Exercise 9: Zooming a Window

The screen is now divided between the Notepad and MS-DOS executive windows. Perhaps you would like to see the full Notepad window to review your entire "To Do" list. You can do this with the Zoom command from the System Menu.

- Press ALT-TAB to select the Notepad window.
- Hold down ALT and press SPACEBAR to display the System Menu.
- Release the ALT key.
- Press Z to highlight the Zoom command.
- Press ENTER.

Zoom the Notepad window

The zoomed window takes up the entire screen.



Although the Notepad window takes up the entire screen, the MS-DOS window is still intact. To dezoom the Notepad window

- Press ALT-SPACEBAR. Release the ALT key.
- Press Z.
- Press ENTER.

Dezoom the Notepad window

The screen looks as it did before.

Exercise 10: Saving a Document

It is a good idea to save your work frequently when you work with any program. The File Menu has two commands for saving documents: Save and Save As. The Save command saves an existing document on the disk, overwriting the previous version. The Save As command saves a new document, or a new version of a document.

For this exercise, use the Save As command from the Notepad File Menu. The revised "To Do" list will be saved under a new name, while the original will remain intact.

Choose the Save As command

- 1 Hold down the ALT key and press SPACEBAR. Release the ALT key.
- 2 Press the RIGHT key to see the File Menu.
- 3 Press S twice to highlight the Save As command.
- 4 Press ENTER. The Save As dialog box appears.
- 5 The current filename (DOTHIS.TXT) appears in the text box. To replace it, type a new filename (*MYLIST.TXT*) in the text box.
- 6 Press the TAB key to move the underscore to the Save button.
- 7 Press SPACEBAR.

Windows saves the file under the new name.

Exercise 11: Closing an Application

To close an application and remove it from memory, use the Close command from the application's System Menu.

For example, to close Notepad

Close Notepad

- 1 Hold down the ALT key and press SPACEBAR to display Notepad's System Menu. Release the ALT key.
- 2 Press C to highlight the Close command and press the ENTER key.

The Notepad window disappears and Notepad is removed from memory. (Note that the icon is not in the icon area.) To use Notepad again, you must run it from the MS-DOS Executive window.

Exercise 12: Ending a Windows Session

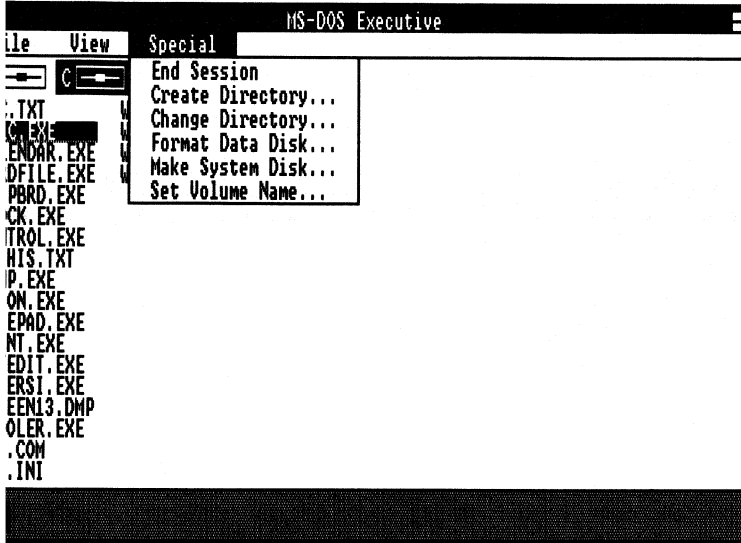
quit Windows, select the MS-DOS Executive window and use End Session command from the Special Menu.

Hold down the ALT key and press SPACEBAR.

Release the ALT key.

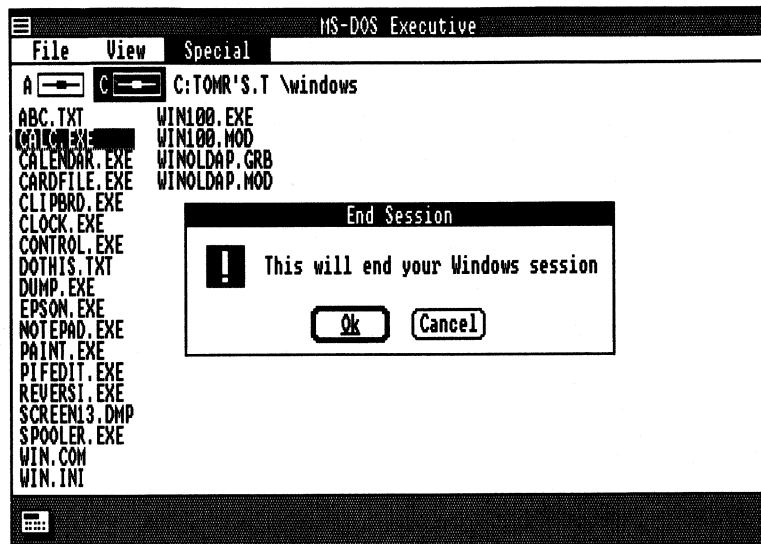
Press the RIGHT key three times to move to the Special Menu.

End your Windows session



Press E to highlight the End Session command and press the ENTER key.

You see a dialog box asking if you want to end the session. Ok is already selected, so press SPACEBAR to carry out the command.



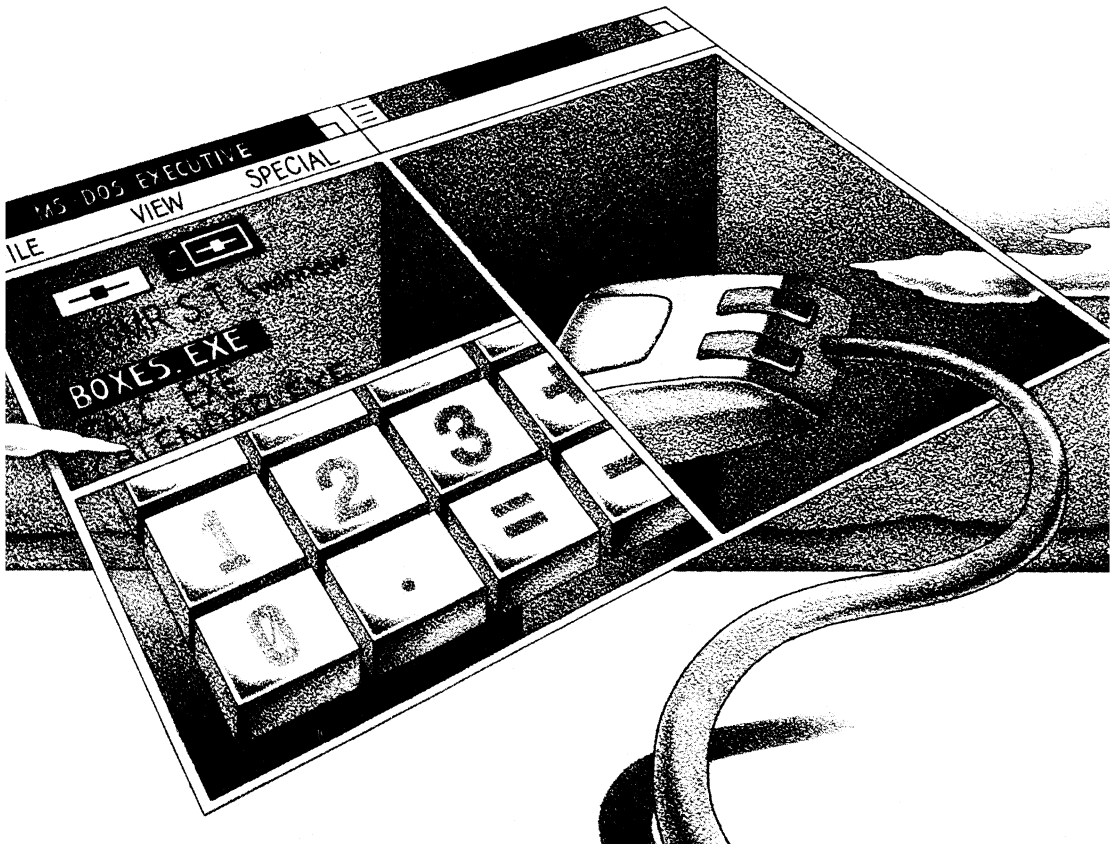
You have learned most of the basic techniques for using Microsoft Windows. For a review, refer to Chapter 4, "Techniques."

Learning Windows With the Mouse

These exercises will give you hands-on experience using Microsoft Windows with a mouse. Using a mouse with Windows makes many tasks faster and easier to learn.

If you are a new user, you will find this chapter especially helpful. The step-by-step instructions and the illustrations will tell you exactly what to do.

If you have a mouse installed you can still use the keyboard techniques. See Chapter 2, "Learning Windows," for more information working from the keyboard.



In this chapter, you will learn how to

- Use the mouse
- Run an application
- Choose commands from menus
- Choose options from dialog boxes
- Expand an icon into a window on the screen
- Move windows on the screen
- Change the size of windows
- Use the Calculator
- Shrink a window into an icon
- Zoom a window
- Save a document
- Close an application
- End a Microsoft Windows session

About the Mouse

A *mouse* is a small pointing device designed to fit comfortably under your hand. You will use the mouse to move icons, expand and shrink windows, and to choose commands. Using the mouse is as easy as pointing and clicking.

Which button to press?

Microsoft Windows can be used with either a single- or multiple button mouse. If you have a mouse with more than one button, use the *left-most* button. The applications you use may respond to the other buttons, but Windows uses only the left-most button.

Moving the mouse

Moving the mouse across a flat surface moves the *pointer*, which is the arrow on the screen.

If you run out of room for the mouse — by going off the edge of the table, for instance — lift the mouse and put it back down where you have more room. Lifting the mouse does not move the pointer.

The following definitions will help you begin to use your mouse:

<i>point</i>	Move the mouse until the tip of the pointer rests on what you want to point to.
<i>press</i>	Hold down the mouse button.
<i>click</i>	Quickly press and release the mouse button.
<i>drag</i>	Hold down the mouse button while moving the mouse.
<i>double click</i>	Click the mouse button twice in rapid succession.

Mouse techniques

Exercise 1: Running Applications

The Desktop Applications disk contains application programs you can use to practice with Windows. In the following exercises, you will use Notepad, a text editing application, to edit a list of daily tasks.

Start Windows.

If you have a two-drive system, look at the directory for the Desktop Applications disk.

Put the Windows Desktop Applications disk in drive A.

Point to the drive icon for drive A.

Click the mouse button.

The drive icon is dark (showing that it is selected). The directory for the Desktop Applications disk appears in the MS-DOS Executive window.

If you have a two-drive system

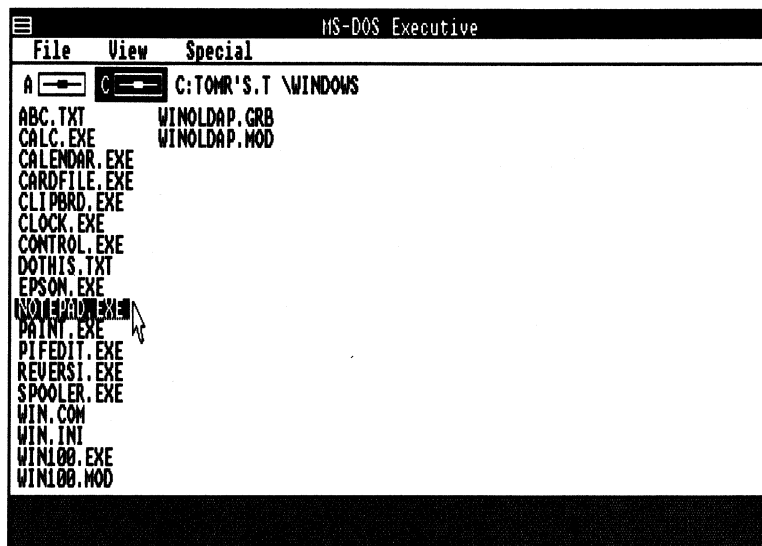
If you have a hard disk

If you have a hard disk system, the files you need for these exercises are on your hard disk and should appear in your MS-DOS Executive window.

To use an application, you must first run it from the MS-DOS Executive window. Since you just started Windows, the MS-DOS Executive is on your screen now.

Run Notepad

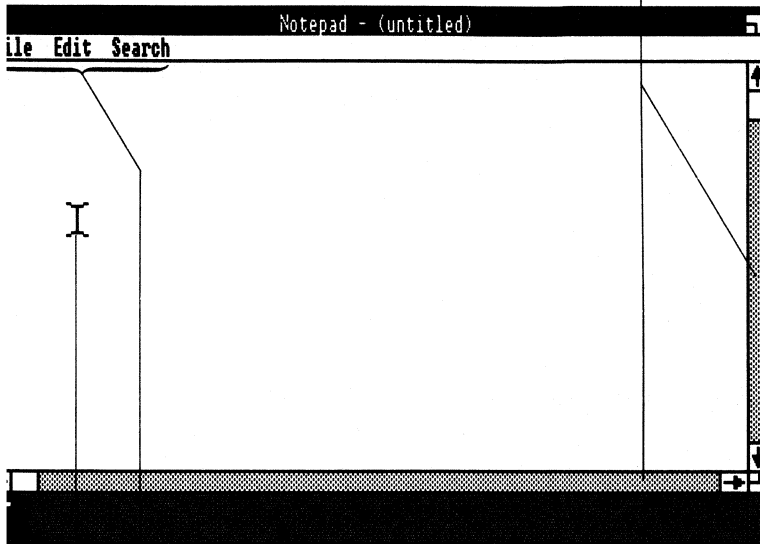
- 1 Point to the filename NOTEPAD.EXE.



Double click the mouse button to run the program.

A vertical line shows where to enter text.

Scroll bars



Notepad menus

The mouse pointer changes to an I-beam.

The MS-DOS Executive becomes an icon in the icon area.

Windows doesn't run Notepad immediately, try double clicking the icon. You can't hurt the mouse or Windows by experimenting.

Inside the Notepad window, a vertical line, called the insertion point, indicates where the text you type will appear. The mouse pointer becomes an I-Beam. To move the insertion point, move the mouse to the desired location and click the mouse button.

Where's the arrow?

Exercise 2: Choosing Commands

Windows commands are compactly organized in *menus* on the menu bar. Each application has its own menus.

Look at the File Menu

Point to the File Menu and press the mouse button.
Release the mouse button.

Look at the Notepad menus

You can use the same technique to look at the Edit and Search Menus.

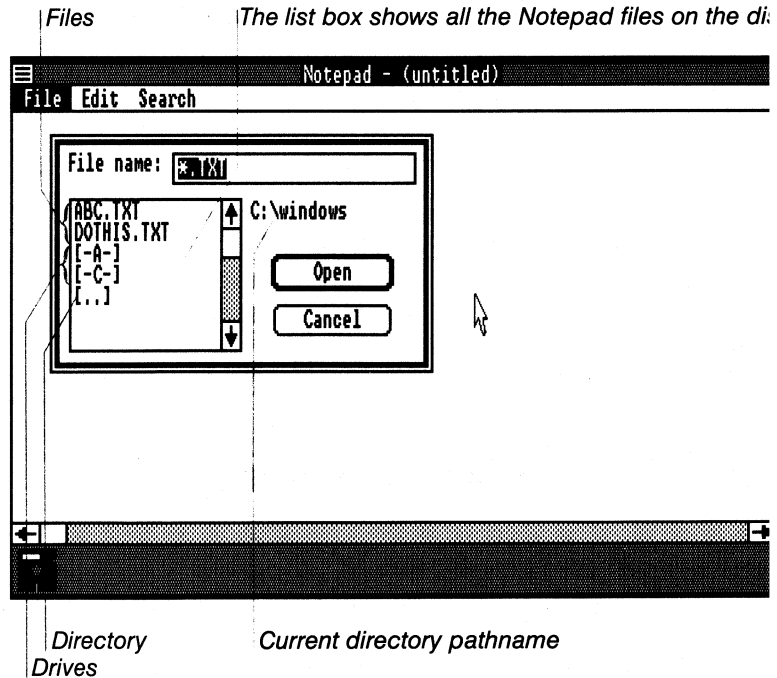
To choose a command, press on the menu name and drag the highlight down to the command you want. As long as you hold down the mouse button, you can move the highlight up and down the menu. When you release the mouse button, Windows carries out the highlighted command. If you release the mouse button before choosing a command, the menu disappears and nothing happens.

For example, to choose the Open command, which opens files on the screen

Choose the Open command

- 1 Point to the File Menu and press the mouse button.
- 2 Drag down to the Open command.
- 3 Release the mouse button.

A dialog box appears. This means that Windows needs additional information from you — in this case, a filename to load — before it can carry out the command.



select a filename from the dialog box

Point to the filename DOTHIS.TXT and click the mouse button.

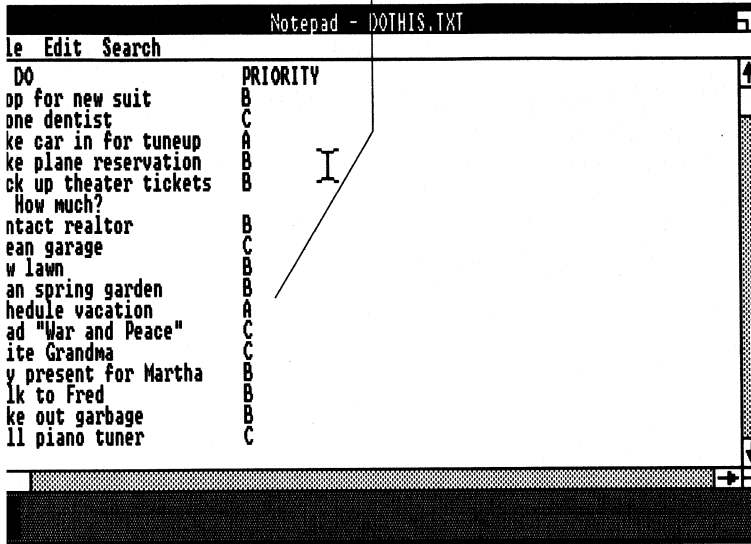
Select a file from the dialog box

w choose the Open button to carry out the command:

Point to the Open button and click.

Choose the Open button

The sample list appears in the Notepad window.



Exercise 3: Choosing Options

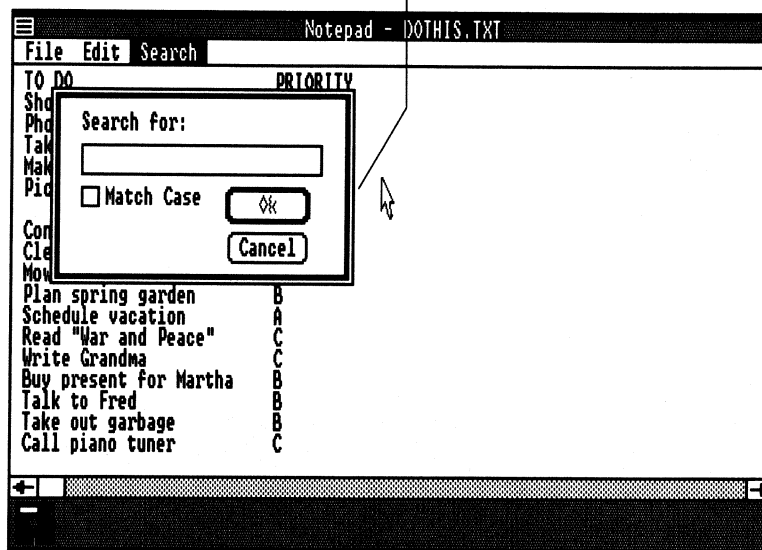
The Notepad document on your screen is a “To Do” list of tasks. These tasks are prioritized by letter, with the letter “A” designating the most important.

First, use the Find Command to find those important tasks:

- ❶ Point to the Search Menu and press the mouse button.
- ❷ Drag the highlight down to the Find command.
- ❸ Release the mouse button.

Choose the Find command

The Find dialog box appears when you choose Find.



specify text

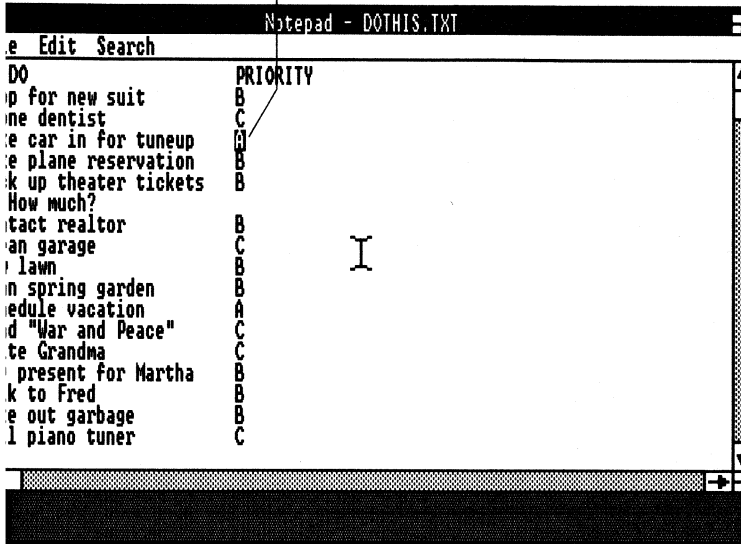
Type the text you want to find in the text box at the top of the dialog box. In this case, type *A* to search for all the occurrences of “A” in the list.

Point to the Match Case option and click. (Match Case means you want to locate occurrences of capital “A” only.)

Click the Ok button. This carries out the command.

Specify the text you want to find

The Find dialog box disappears. The first occurrence of the text is highlighted.



Now you want to find the next occurrence of “A”. Use the Find Next command to continue the search.

Point to the Search Menu and press the mouse button.

Drag the highlight to the Find Next command and release the mouse button.

Windows highlights the next occurrence of the text.

Continue to use the Find Next command until all occurrences of “A” have been found.

Choose the Find Next command

When there are no more occurrences of “A”, Windows will indicate that it can't find the text.

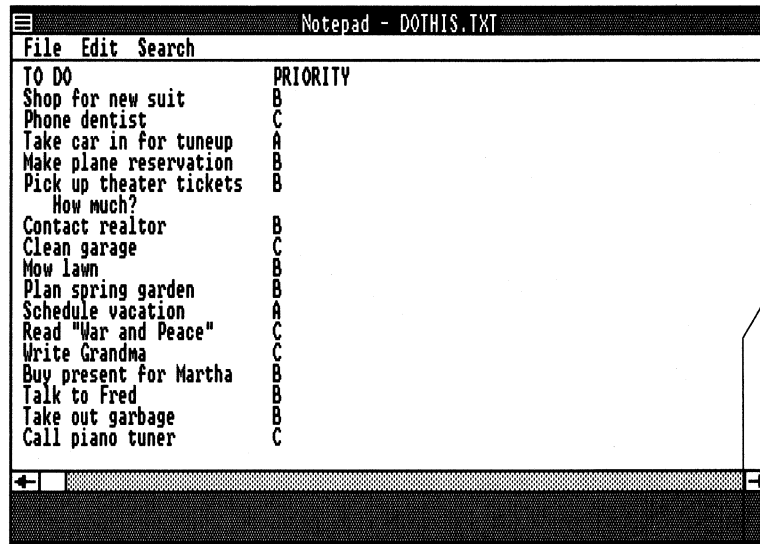
Exercise 4: Expanding the MS-DOS Window

Now that you've located your important tasks, you can add note to the list. One of the tasks listed is buying theater tickets. You have already decided that you want tickets for three \$16.75 seat Windows has a Calculator, so you can compute the total and no the cost on your list.

To run an application such as Calculator, you must start it from the MS-DOS Executive window. Since the MS-DOS Executive is currently an icon in the icon area, you must *expand* the icon in a window in order to run the application from it.

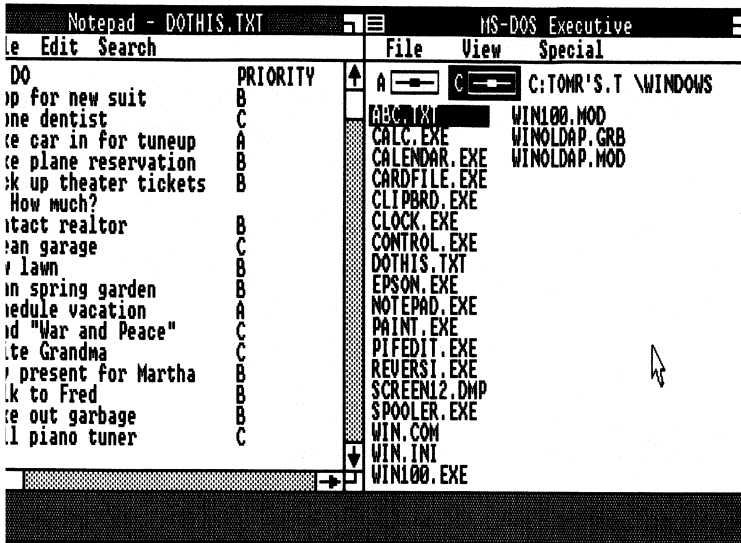
Expand the MS-DOS Executive icon

- 1 Point to the MS-DOS Executive icon. The pointer changes to a square.
- 2 Press the mouse button and drag the icon until the MS-DOS Executive icon is on the right border of the Notepad window



Position the MS-DOS Executive icon on the right border.

Release the mouse button.



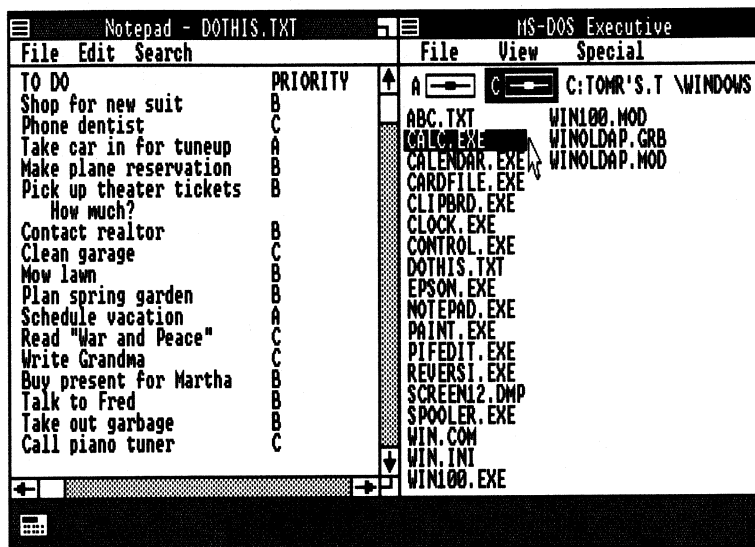
As long as you continue to hold down the mouse button, you can drag the icon on the screen. When you release the mouse button, the icon expands into a window.

Now you are ready to run the Calculator application.

Last time you ran an application, the MS-DOS Executive came up as an icon. This time you can run the Calculator as an icon and keep the MS-DOS Executive window on the screen.

Run the Calculator

- ① Hold down the SHIFT key.
- ② In the MS-DOS Executive window, double click the filename CALC.EXE.



The Calculator icon appears in the icon area.

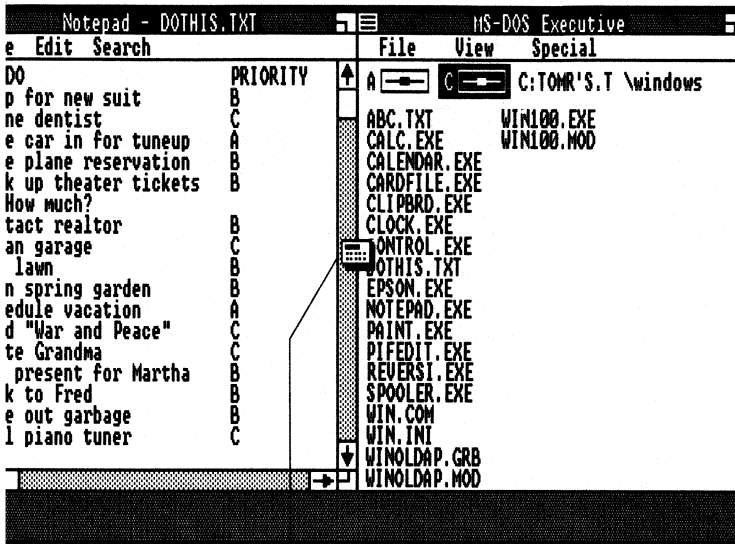
The Calculator icon appears in the icon area. The Calculator is running in memory, but isn't taking up space in the work area. Now you can expand the Calculator icon and position your windows in a variety of ways on the screen.

Point to the Calculator icon in the icon area.

Press the mouse button.

Drag the Calculator icon onto the border between the Notepad and MS-DOS Executive windows.

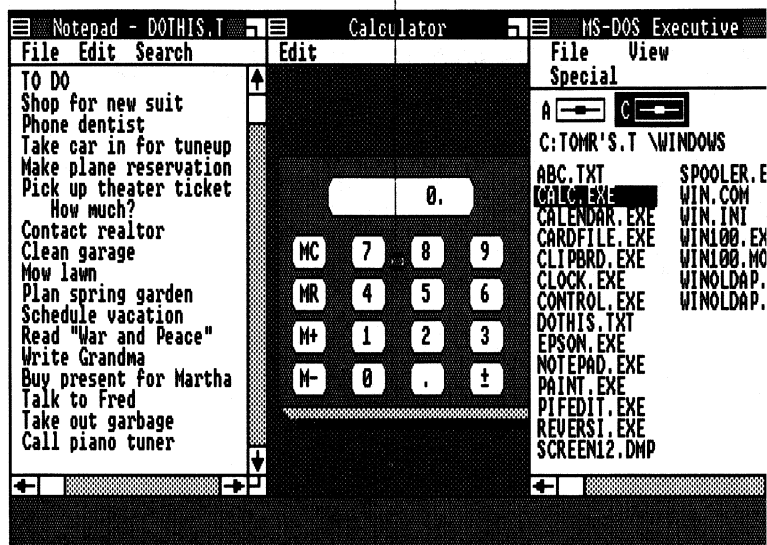
Expand the Calculator



Position the Calculator icon on the border.

- 4 Release the mouse button.

Note that the mouse pointer changed shape.



*The Calculator window expands in the work area.
The windows to the left and right are adjusted.*

Automatic tiling

Windows arranges the windows on your screen so that you can see everything you are working with. This process is called *automatic tiling*.

- If you place the icon on a horizontal border, the new window opens below the border.
- If you place the icon on a vertical border, the new window opens on that border.
- If you place the icon within a window, it replaces that window (and the window becomes an icon in the icon area).

Chapter 4, "Techniques," has more information on positioning windows on the screen.

Exercise 5: Moving Windows on the Screen

You can rearrange your windows on the screen in many ways. For example, you can move the MS-DOS Executive window below the Notepad window to make the Notepad and Calculator windows clearer and easier to use. To do this, you move an expanded window by its title bar.

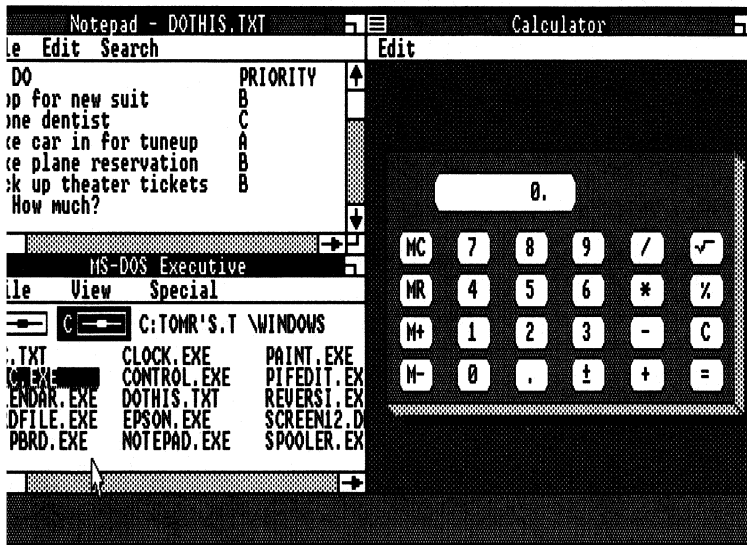
Point to the middle of the MS-DOS Executive title bar.

Press the mouse button. The pointer changes to the MS-DOS Executive icon.

Drag the MS-DOS Executive icon down and to the left until the icon is on the lower border of the Notepad window.

Release the mouse button.

Move the MS-DOS Executive



Chapter 4, "Techniques," for more information on moving and positioning windows.

Exercise 6: Changing the Size of a Window

You can make the Notepad window a little wider so you can easily see the text in the list. You change the size of a window with the Size command from the System Menu.

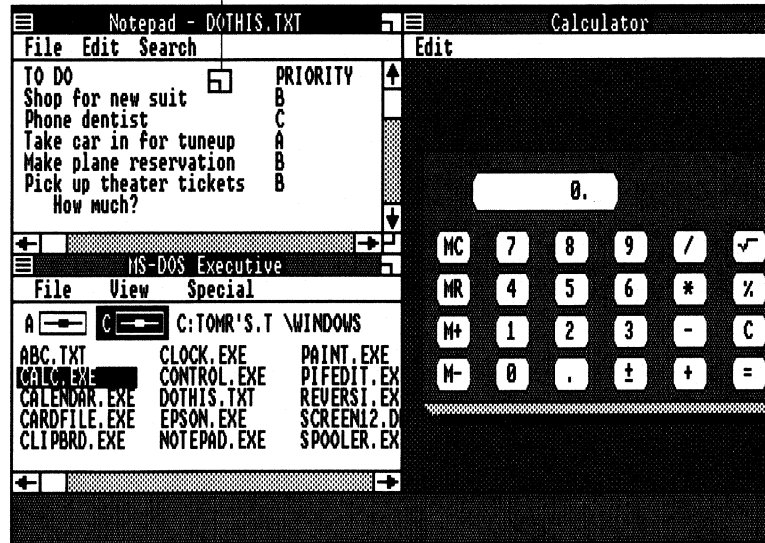
The Windows *System Menu* is common to every application that appears in a window. System Menu commands affect the window themselves. To display the System Menu, point to the System Menu box at the left side of the title bar and press the mouse button.

To enlarge the Notepad window

Enlarge the Notepad window

- ① Select the Notepad window by clicking anywhere within it.
When a window is selected, it becomes the “active” window. The title bar darkens, indicating that the next command you choose will affect this window.
- ② Point to the System Menu box at the left side of the title bar.
- ③ Press the mouse button to display the System Menu.
- ④ Drag the highlight down to the Size command and release the mouse button.

The pointer changes to a small box.



Drag the size pointer to the right until the window is the size you want and release the mouse button.

The line shows where the new window border will be.



Windows widens the Notepad window and adjusts the size of adjacent windows.



Whenever you use the Size command, nothing changes until the size pointer moves beyond the window's borders. After you cross the borders, vertical and horizontal lines indicate the new size of the window.

Note You need to drag the size pointer beyond the window borders, then back inside, to make a window smaller.

Exercise 7: Using the Calculator

Now use the Calculator to calculate the cost of the three \$16.75 theater tickets.

Click on the following numbers and symbols in the Calculator window: $16.75 \times 3 =$

Make your calculation

The amount appears on the Calculator display.



Once you've made the calculation, type the figures into Notepad:

In the Notepad window, click to the right of the question mark after "How much?"

Type a space, then type \$50.25

Type the figures into Notepad

Exercise 8: Shrinking a Window

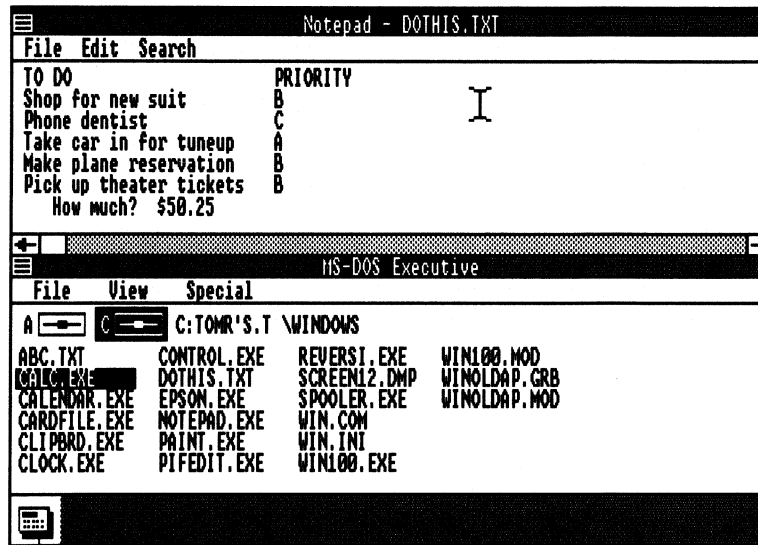
Since you are finished with the Calculator for the time being, you can free space on the screen by shrinking the window into an icon — this means the Calculator is still running in memory if you want to use it again.

You can shrink a window by dragging its icon back into the icon area.

Shrink the Calculator window into an icon

- 1 Point to the middle of the title bar of the Calculator window
- 2 Press the mouse button.
- 3 Drag the Calculator icon into the icon area.
- 4 Release the mouse button.

The other windows adjust to fill the screen.



The Calculator icon appears in the icon area.

Exercise 9: Zooming a Window

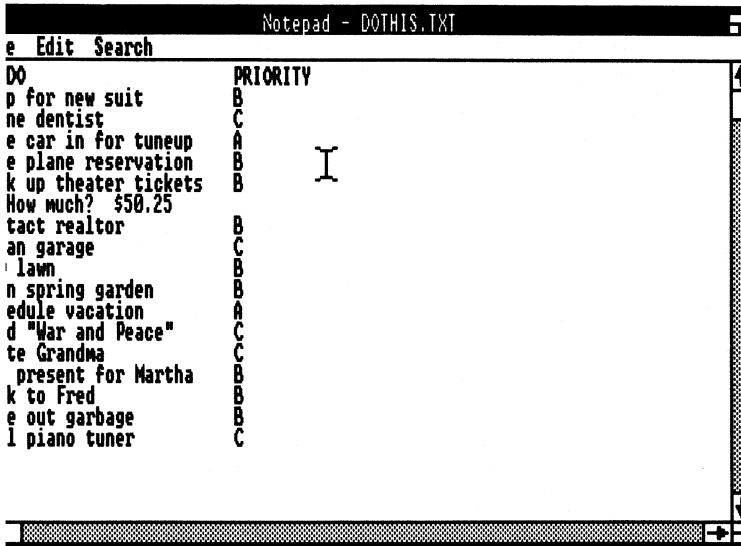
The screen is now divided between the Notepad and MS-DOS executive windows. Perhaps you would like to see the full Notepad window to review your entire "To Do" list. You can do this with the Zoom command from the System Menu.

Point to the System Menu box in the Notepad window and press the mouse button.

Drag the highlight down to the Zoom command.

Release the mouse button.

The zoomed window takes up the entire screen.



Although the Notepad window takes up the entire screen, the DOS window is still intact. To dezoom the window

Point to the System Menu box again and drag the highlight down to the Zoom command.

Release the mouse button.

The screen looks as it did before.

Zoom the Notepad window

Dezoom the Notepad window

Exercise 10: Saving a Document

It is a good idea to save your work frequently when you work with any program. The File Menu has two commands for saving documents: Save and Save As. The Save command saves an existing document on the disk, overwriting the previous version. The Save As command saves a new document, or a new version of a document.

For this exercise, use the Save As command from the Notepad F Menu. The revised "To Do" list will be saved under a new name while the original will remain intact.

Choose the Save As command

- ❶ Point to the File Menu name, then drag the highlight down to the Save As command.
- ❷ Release the mouse button. The Save As dialog box appears.
- ❸ The current filename (DOTTHIS.TXT) appears in the text box. To replace it, type a new filename (*MYLIST.TXT*) in the text box.
- ❹ Click the Save button to carry out the command.

Exercise 11: Closing an Application

To close an application and remove it from memory, use the Close command from the application's System Menu.

For example, to close Notepad

Close Notepad

- ❶ Point to the System Menu box in the Notepad window, then drag the highlight down to the Close command.
- ❷ Release the mouse button.

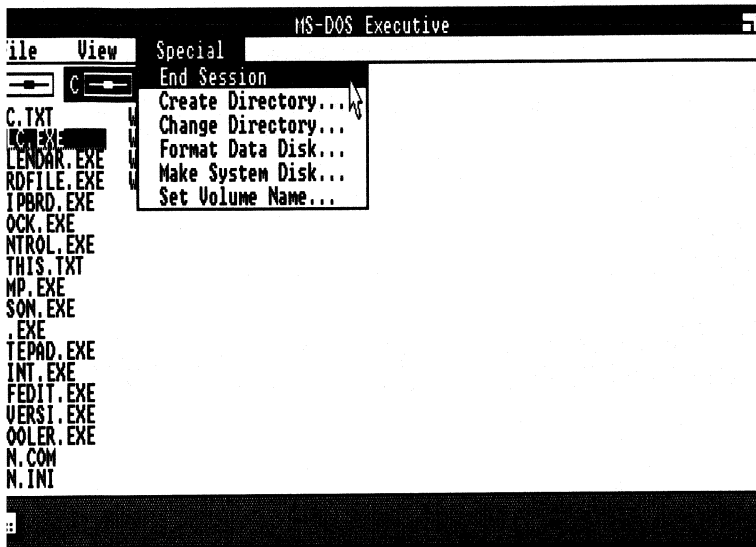
The Notepad window disappears and Notepad is removed from memory. (Note that the icon is not in the icon area.) To use Notepad again, you must run it from the MS-DOS Executive window.

Exercise 12: Ending a Windows Session

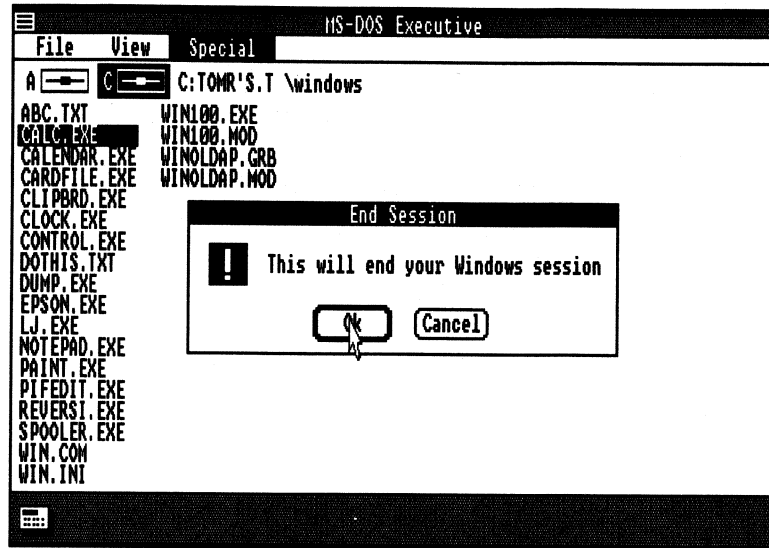
quit Windows, go to the MS-DOS Executive window and use the End Session command from the Special Menu.

Point to the Special Menu and drag the highlight down to the End Session command.

End your Windows session



- 2 Release the mouse button. You see a dialog box asking if you want to end the session.



- 3 Click Ok to carry out the command.

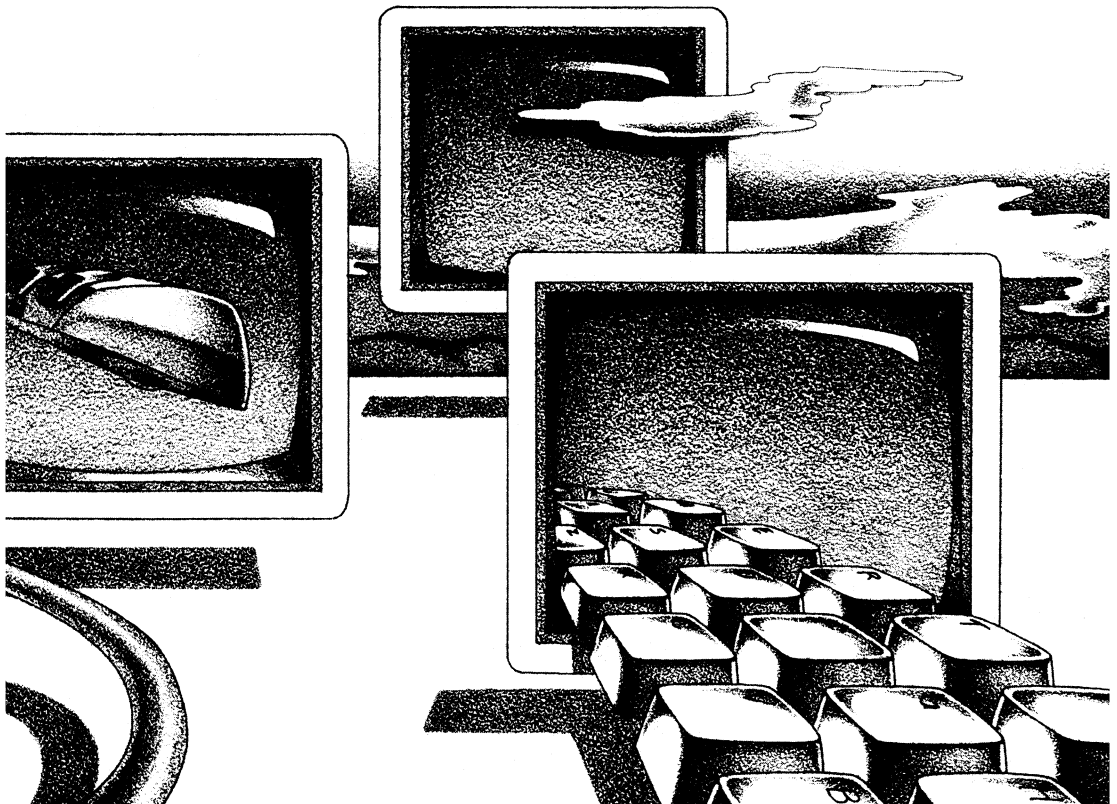
You have learned most of the basic techniques for using Microsoft Windows. If you want to review any of the Windows techniques you have learned, refer to Chapter 4, "Techniques."

Techniques

This chapter describes basic techniques for working with Windows and gives information about some Windows features.

Applications designed for Windows (WIN applications) may have additional or alternate ways of doing some tasks. Some WIN applications have shortcuts for commands, options, and procedures. Consult your application manual for details.

If you have a mouse, you can mix mouse and keyboard techniques and use the easiest way to perform a task.



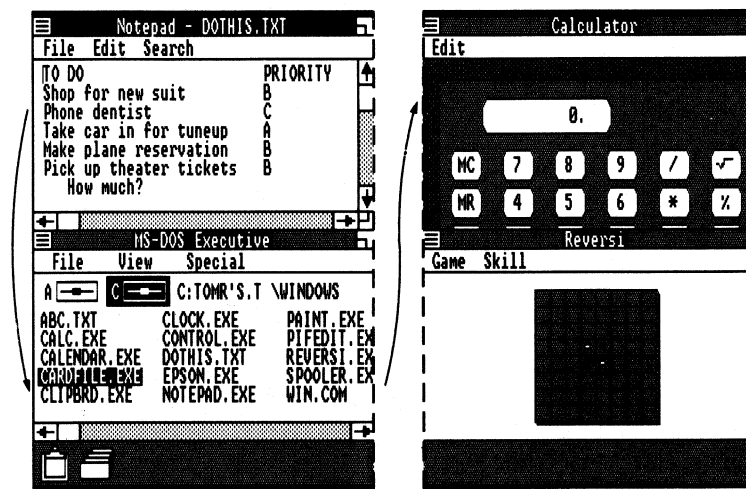
Selecting windows and icons

Selecting Windows and Icons

If you have opened several windows on the screen, you need to select the window you want to work in. When you select it, it becomes the active window.

- Use ALT-TAB to select windows from top to bottom and left to right.
- Use ALT-SHIFT-TAB to select windows from bottom to top and right to left.

Press ALT-TAB to move from window to window--first down the column . . . then to the right.



Then icons are selected from the left to the right.

Press ALT-SHIFT-TAB to move in the opposite direction.

Selecting icons

Once the selection has moved through the windows, it moves to the icon area.

- Use ALT-TAB to select icons from left to right.
- Use ALT-SHIFT-TAB to select icons from right to left.

Selecting windows and icons with a mouse

To select windows and icons with a mouse

- Click anywhere within the window or icon.

Selecting an Object in a Window

Within a window, you need to *select* the object that the next command or action will affect. The selected object is usually highlighted — that is, it appears in reverse video.

select an object

Move to the object you want to select. In some cases, moving to the object selects it. If not,

Press SPACEBAR to select it.

Selecting an object

select an object with a mouse

Point to the item you want and click the mouse button.

Selecting an object with a mouse

See your application manual for detailed information on selecting within a specific application. See Chapter 9, “Techniques for Standard Applications,” for information on selecting within X-WIN applications.

deselect a selected item

Move to the selected item.

Press SPACEBAR to toggle the selection on and off.

Deselecting an item

deselect with a mouse

Point to the selected item.

Hold down SHIFT and click the mouse button.

Extending a Selection

To select more than one item or character from, for example, the X-DOS Executive Window, you extend the selection.

Hold down the SHIFT key while you select items.

Extending a selection

When you have selected everything you want, release the SHIFT key.

To move the underscore without selecting

- Use the CTRL-DIRECTION keys.

Note You cannot extend the selection in a menu.

Choosing Commands from Menus

Choosing a command

Windows commands are organized in *menus* on the menu bar. Each application has its own menus. To choose a command

- 1 Hold down the ALT key and press the SPACEBAR to display the System Menu. (This menu is common to all applications that appear in a window.)
- 2 Release the ALT key.
- 3 Press the RIGHT or LEFT key to display the other application menus.
- 4 Press the initial letter of the command to highlight it.
- 5 Press the ENTER key to carry out the command.

Shortcut

An alternate way to choose commands is to

- 1 Hold down the ALT key and press the initial letter of the menu to display the menu.
- 2 Press the initial letter of the command to highlight the command.
- 3 Release the ALT key to carry out the command.

You can press the ESC key to cancel a command or to make a menu go away.

You may need to press the initial letter of the command more than once if the menu has more than one command with the same initial. (For example, if two commands start with “C” you need to press C twice to get to the second one.) This rule does not apply to the menu bar; use the RIGHT and LEFT keys to go to the second or third menu name with the same initial.

Occasionally you may notice that some commands on the menu are disabled (appear gray). You cannot choose these commands this time. You may need to select something before choosing the command.

There are several ways to choose commands with the keyboard:

Alternate ways to choose commands

	Press
play a menu	ALT-SPACEBAR, then DIRECTION keys. or ALT-initial letter of menu.
highlight commands	initial letter of command. or the DOWN key to move highlight to the command.
carry out commands	and hold down ALT, display the menu, release ALT. Highlight the command and press ENTER. or and hold down ALT, display the menu and highlight the command, then release ALT.

Your application may have *shortcut keys* — they appear to the left of the menu command. Shortcut keys are usually function keys or control (^) key sequences. Press a shortcut key to carry out a command without displaying a menu.

The ALT key lets Windows know that you are about to choose a command:

How ALT works

If you release the ALT key before you press another key, nothing happens.

If you display a menu, but release ALT before choosing a command, the menu remains on the screen. You can press the ESC key to close the menu. Or you can highlight a command and press the ENTER key to carry it out.

If you hold down ALT while highlighting a command, then release the ALT key, the command is carried out immediately.

Choose commands with a mouse

Choosing commands with a mouse

Point to the menu name with the mouse and press the mouse button.

Drag the highlight down to the command you want.

Release the mouse button.

The System Menu is an exception to some of the guidelines above. See the next section for information on choosing commands from the System Menu.

The System Menu

In addition to the menus for each application, each application window also contains the System Menu. You use the commands on the System Menu to manipulate windows on the screen. (Some dialog boxes also have System Menus.)

Although you choose commands from the System Menu as you would from any other, you display the System Menu in a slightly different way:

- Hold down the ALT key and press SPACEBAR.

or

- With a mouse, point to the System Menu box and press the mouse button.

Once the menu appears, you can choose commands as described in the previous section.

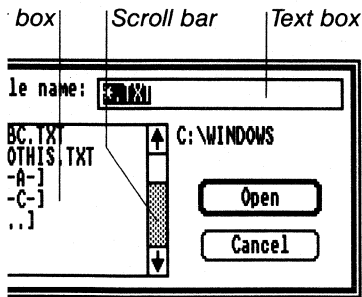
Choosing Options in Dialog Boxes

Windows displays a dialog box when it needs additional information to carry out an action. The dialog box contains areas where you enter the information. The dialog box may show a message telling you the type of information needed.

Often a dialog box appears with information already in it reflecting what you've selected on the screen, or options chosen earlier. Some commands or options may appear in a gray tone, indicating that they are currently disabled.

The flashing underscore always shows where you are in the dialog box. When you move the underscore to a text box, it changes to a vertical line called the insertion point.

Displaying the System Menu



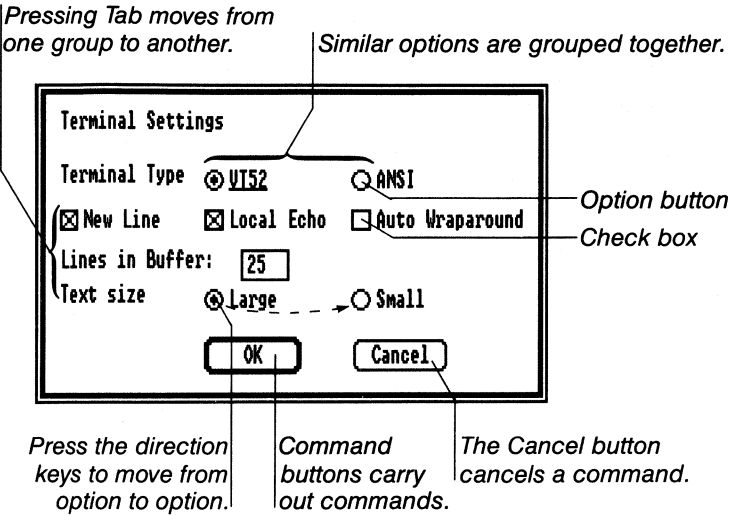
Press **TAB** to move from text box to list box.

1. **Text box** type information in a *text box*. What you type appears to the left of the vertical line, which pushes existing text to the right as you type. You can press **BACKSPACE** to correct typing errors in a text box.

2. **List box** contains the names of available choices—in this example, the names of files on the disk. The list box may have a scroll bar if all available choices don't fit in the list box.

3. **Command buttons** Some dialog boxes contain command buttons, such as **Save** or **Open** (instead of **Open** and **Cancel**), which are labeled to indicate what the buttons will do.

4. **Check boxes and circular option buttons** let you select options for a particular command: check boxes represent options that are set on or off; option buttons let you select multiple options from a group.



Moving in a dialog box

The following table describes the ways to move within a dialog box:

To	Press
Move within the dialog box	TAB OR SHIFT-TAB
Move the insertion point within a text box	DIRECTION keys
Move within a group of check boxes	DIRECTION keys, TAB, or SHIFT-T
Move and select within a group of option buttons	DIRECTION keys
Move and select within a list box	UP OR DOWN DIRECTION keys

Selecting in a dialog box

To make selections within a dialog box

- Tab to the location and press SPACEBAR.

Selecting in a dialog box with a mouse

To select with a mouse

- 1 Point to the item in the text box.
- 2 Click the mouse button.

Command buttons with bold borders are defaults — options you want to use most frequently. To automatically select the default command

Press ENTER.

Some dialog boxes have System Menus. You can use the Close command to close dialog boxes that have no Ok or Cancel button. You can also press the ESC key to close the dialog box.

Running Applications

Usually you run applications from the MS-DOS Executive window. You can run an application with the keyboard

Use the DIRECTION keys to move to the filename in the MS-DOS Executive window. (It will probably have an .EXE or .COM extension.)

Press the ENTER key.

You can also run an application with a mouse

Double click the filename of the application you want to run. (This filename usually has an .EXE or .COM extension.)

See Chapter 5, “Using the MS-DOS Executive,” for information on different ways you can run applications.

Expanding Icons

Expanding an icon means moving the application icon from the icon area into the work area, creating a window for the application. See the next section, “How Windows Arranges Your Screen,” for details on positioning icons and arranging windows on the screen.

You can expand an icon and control where it is placed on the screen

Select the icon in the icon area by pressing ALT-TAB or ALT-SHIFT-TAB.

Selecting the default

Running an application with the keyboard

Running an application with a mouse

Expanding an icon

- 2** Choose the Move command from the System Menu.
- 3** Press the DIRECTION keys to move the icon to the desired position on the screen.
- 4** Press the ENTER key to complete the move.

A quick way to expand an icon is to

- 1** Select the icon by pressing ALT-TAB or ALT-SHIFT-TAB.
- 2** Choose the Icon command from the System Menu.

Windows expands the new window just above where the icon was, below any windows already in the column. Other windows on the screen are adjusted.

Expanding an icon with a mouse

To expand an icon with a mouse

- 1** Point to the icon in the icon area.
- 2** Press the mouse button and drag the icon to the desired position in the work area.
- 3** Release the mouse button.

Shortcut

To quickly expand an icon with a mouse

- ☐ Double click on the icon.

The icon expands to a window just above the icon area.

How Windows Arranges Your Screen

How windows are arranged

Windows uses the following conventions when arranging windows in the work area:

- If there are no windows on the screen, the new window fills the screen.
- If you position the icon within an existing window, the new window replaces it. The existing window shrinks to an icon in the icon area.
- If you position the icon on an existing window border, Windows adds the new window to those already on the screen. Where the window appears depends on the placement of the icon.

For example, if you position the icon on a horizontal border, the new window opens adjacent to that border.

If you position the icon on a vertical border, the new window opens adjacent to that border and creates a new vertical column on the screen. (For example, if you place the icon on a left border, the new window opens to the left of the existing window.)

If you place the icon on the intersection of window corners, Windows expands a horizontal window.

Windows are resized to affect the fewest number of windows; Windows usually adjusts and resizes any window(s) adjacent to a newly opened window.

However, if the new window and adjacent windows would be too small to work with, Windows automatically adjusts the sizes of all windows in that column.

When you use the shortcut methods of expanding icons (choosing the Move command or double clicking on the icon), Windows expands a new window in the column directly above the icon and below any windows already expanded in that column.

Moving Windows

You move windows in much the same way that you expand icons — by selecting and then placing the icon on top of a window or a window border.

How to move a window

Select the window you want to move by pressing ALT-TAB or ALT-SHIFT-TAB.

Choose the Move command from the System Menu. When you press ENTER, an icon appears.

Move the window icon by pressing the DIRECTION keys until the icon is on top of a window or a window border.

Press the ENTER key again to complete the move.

Moving a window

Moving a window with a mouse

To move a window with a mouse

- 1** Point to the middle of the title bar of the window you want to move and press the mouse button. The pointer changes to an icon.
- 2** Drag the icon to the new location and release the mouse button.

When you move a window, Windows follows the same placement rules used when you expand a window.

If you select a window that is already on the screen and position its icon within another window, the two windows will trade places.

Changing the Size of Windows

Although Windows adjusts the size of your windows automatically when you expand or move them, you may want to make some of the windows on the screen larger or smaller to suit your needs.

To change the size of a window

- 1** Select the window by pressing ALT-TAB or ALT-SHIFT-TAB.
- 2** Choose the Size command from the System Menu. A small size box appears in the middle of your window.
- 3** Move the size box past the window borders to the size you want by pressing the DIRECTION keys.
- 4** If you want a smaller window, move the size box beyond the window borders, then return to the size you want.
- 5** Press the ENTER key to complete the action.

Changing window size

Changing the size with a mouse

To change the size of the window with a mouse

- 1** Choose the Size command from the System Menu. The small size box appears in the window.
- 2** Drag the size box to the size you want. To make the window larger, drag beyond the window border. To make the window smaller, drag beyond, then back within, the borders.
- 3** Release the mouse button.

Some windows may have a small size box in their upper or lower left corner. If you have a mouse, you can use this size box instead of the Size command to change the window size:

Point to the size box of the window you want to change.

To make the window larger, drag the size box beyond the window borders. To make the window smaller, drag beyond, then back within, the borders.

When the window is the size you want, release the mouse button.

Changing the size with the size box

Zooming

To make a window the full size of the screen, you can *zoom* the window:

Select the window.

Choose the Zoom command from the System Menu.

Zooming a window

Zoom with a mouse

Double click the size box.

Zooming with a mouse

Zoom an icon

Hold down the SHIFT key, then double click the icon. The icon expands to fill the entire screen.

Zooming an icon

A zoomed window obscures all other windows as well as the icon bar. When you zoom back out, Windows restores the screen to previous state.

Dezoom

Choose the Zoom command from the System Menu.

Dezooming

Shrinking Windows

You shrink a window into an icon when you are finished working with it, but want it available to use later. The application is still running in memory (represented by the icon in the icon area), but is not taking up space in the work area. It is useful to shrink a window if you are running a time-consuming process and want to put it aside and return to it later. Or you can shrink a window to make more room on your screen.

Shrinking a window

To shrink a window

- 1 Select the window you want to shrink by pressing ALT-TAB or ALT-SHIFT-TAB.
- 2 Choose the Icon command from the System Menu.

Shrinking a window with a mouse

To shrink a window with a mouse

- 1 Point to the title bar of the window you want to shrink and press the mouse button. The pointer changes to an icon.
- 2 Drag the icon into the icon area and release the mouse button.

Shortcut

To quickly shrink a window

- Double click the title bar of the window you want to shrink.

Scrolling

Some application windows have scroll bars, which let you view information that won't fit in the window.

Scrolling

To scroll once you have reached the last character or item in the window

- Press the DIRECTION key in the direction you want to scroll.

For example, to scroll right, go to the right-most character or item on the screen and keep pressing the RIGHT key.

To scroll	Press
Up one screen	PAGE UP
Down one screen	PAGE DOWN

scroll with a mouse

Scrolling with a mouse

scroll	Do this
one line at a time	click the scroll arrows at either end of the scroll bar.
one window at a time	click in the gray area on either side of the scroll box.
at a general location	drag the small white box (the <i>scroll box</i>) in the scroll bar to a position in the scroll bar that corresponds to the general location you want (beginning, middle, or end of the file).

Messages from Unselected Windows

Receiving messages from unselected windows

When an unselected application needs to send you status or error information, you will hear a beep; the application will then flash its title bar or icon.

Press ALT-TAB or ALT-SHIFT-TAB to select the application's window or icon.

The message will appear as soon as you have selected the window or icon.

Closing Applications

You can close an application — remove it from memory — when you are finished with it. To work with it again, you need to run the application from the MS-DOS Executive window.

How to close an application

Select the application window you want to close.

Choose the Close command from the System Menu.

Closing an application

To close an application quickly with a mouse

- Double click the System Menu box.

Shortcut

If you close the MS-DOS Executive window and no other windows are on the screen, it ends your session.

Ending a Session

When you end a Windows session, you quit Windows and return to MS-DOS. If you have applications running when you end the session, you may be prompted to save them.

Ending a session

To end a session

- 1 Choose the End Session command from the MS-DOS Executive's Special Menu.
- 2 You will see a dialog box asking you to confirm that you want to end the session. Choose Ok.

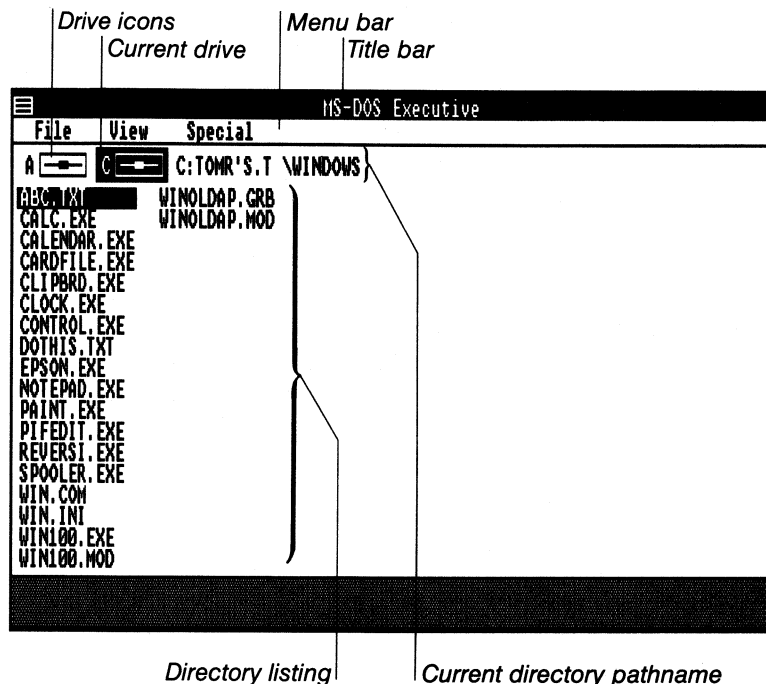
Using the MS-DOS Executive

The MS-DOS Executive is automatically run and expanded whenever you start Microsoft Windows.

The MS-DOS Executive gives you access to the MS-DOS commands. You use the MS-DOS Executive to run applications, copy files, rename and delete files and directories, and print. You can also create directories to organize files into convenient groups.

The MS-DOS Executive





- The *directory listing* shows the files in the current directory.
- The *menu bar* contains the names of the MS-DOS Executive menus.
- The *title bar* displays the application name.
- The *drive icons* represent the disk drives of your computer. The *current drive* is highlighted.
- The *pathname* shows what directory you are in. The pathnar consists of the drive name, followed by the volume name (if there is one), then the current directory pathname.
- The *flashing underscore* shows where you are in the window

If the entire listing can't fit in the window, the MS-DOS Executive will display a horizontal *scroll bar*. See Chapter 4, "Techniques," for more information on scrolling.

For detailed information on MS-DOS directory structure and files see the MS-DOS manuals provided with your computer.

Making Selections

When you work with Windows, you need to *select* the object that the next command or action will affect. The selected object is visually highlighted — that is, it appears in reverse video.

To select a file or directory (shown in bold) in the MS-DOS Executive window, use the DIRECTION keys to move the flashing underscore to the file or directory name. You can also type the first letter of a filename or directory name — for example, if you press S, you go to the first filename or directory beginning with S. Pressing S again takes you to the second filename or directory beginning with S, and so on.

The following table describes how to make selections from the keyboard:

select	Press
filename or directory	DIRECTION keys or initial letter
drive icons	CTRL-drive letter

select with a mouse

Point to the drive, filename, or directory you want and click the mouse button.

Note Pressing the SPACEBAR toggles the selection. You can press the SPACEBAR to deselect a filename or directory that you have selected. If you have a mouse, you can press the SHIFT key and click the mouse button.

To select more than one item, you *extend* the selection:

Hold down the SHIFT key when you are selecting filenames and directories. When you have selected everything you want, release the SHIFT key.

move to something without selecting it

Hold down the CTRL key and press the DIRECTION keys.

Selecting

Selecting with a mouse

Extending a selection

Selecting scattered files

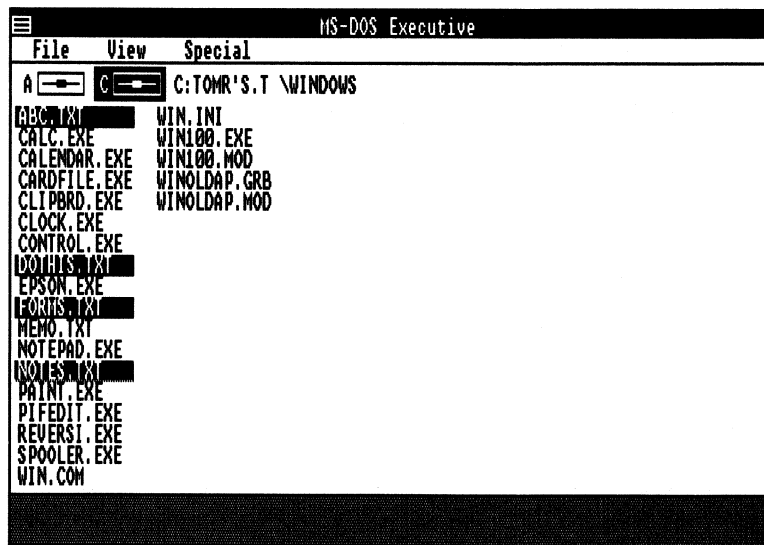
You can select files that are scattered throughout the MS-DOS Executive listing:

- 1 Use the DIRECTION keys to move the underscore to the first file you want to select.
- 2 Press SHIFT-SPACEBAR to select it.
- 3 Press CTRL-DIRECTION key to move across files you don't want to select.
- 4 Repeat steps 2 and 3 to select all desired files.

Selecting scattered files with a mouse

To select scattered files with a mouse

- 1 Hold down the SHIFT key and click the mouse button on each file you want to select.
- 2 Release the SHIFT key.



u can also select a block of files — that is, files that are next to h other:

Move the underscore to the first file you want to select.

Hold down the SHIFT key and use the DIRECTION keys to move to the rest of the files you want to select. The filenames will be selected as you move across them.

Release the SHIFT key when you are finished selecting.

select a block of files with a mouse

Point to the first file you want to select.

Hold down the SHIFT key and click the Mouse button on all files you want to select.

Release the SHIFT key when you have selected the files you want.

apter 4, “Techniques,” contains more information about select- and about other basic skills.

Selecting a block of files

Selecting a block of files with a mouse

Scrolling

ndows that contain more than one screen of information will e scroll bars that allow you to scroll the screen.

Chapter 4, “Techniques,” for details on how to scroll with the board and with the mouse.

Running an Application

application file usually has the name of the program as the name, with an .EXE or .COM extension. For example, the file itaining the Calculator program is CALC.EXE.

i run applications from the MS-DOS Executive window. Run- g an application file loads the file into a window, usually lacing the MS-DOS Executive window.

run an application

Select the application filename and press the ENTER key.

Running an application

To run an application with a mouse

- Point to the filename and double click the mouse button.

The Run command

To run an application in a different directory, use the Run command from the MS-DOS Executive File Menu. The Run command lets you supply additional information, such as a pathname or a command line argument:

- 1 Choose the Run command from the File Menu. The Run dialog box appears.
- 2 Type the application filename in the text box. Include the .EXE or .COM filename extension. Include additional information (such as a pathname) if you need to.
- 3 Choose Ok.

Running an application as an icon

You can also run an application as an icon in the icon area, instead of replacing the MS-DOS Executive window:

- Select the filename and press SHIFT-ENTER.

To run an application as an icon with a mouse

- Hold down the SHIFT key and double click on the application filename.

The Load command

If you want to run an application as an icon, but need to supply additional information (such as a pathname or parameters), use the Load command from the File Menu:

- 1 Choose the Load command from the MS-DOS Executive File Menu.
- 2 Type the application filename in the text box. Include the .EXE or .COM filename extension. Include any additional information (such as a pathname) you need.
- 3 Choose Ok.

Many applications supply a particular filename extension to the files you create with them. With applications of this type, you can run an application and open a file—for example, a text file or a data file—in one step:

- 1 Select the name of the file you want to open in the MS-DOS Executive window.
- 2 Press the ENTER key or double click the mouse button.

Working With Files

A file can contain a document, an application, a program you have written, or lines of text.

Files in Microsoft Windows use MS-DOS filenames conventions. See your MS-DOS manual for information on naming files, directories, and paths.

Since many applications automatically supply a filename extension, you needn't supply one unless you want to. When deleting files, however, you must supply the entire filename, including any extension.

Changing the Names of Files

To change a filename, use the Rename command from the MS-DOS Executive File Menu:

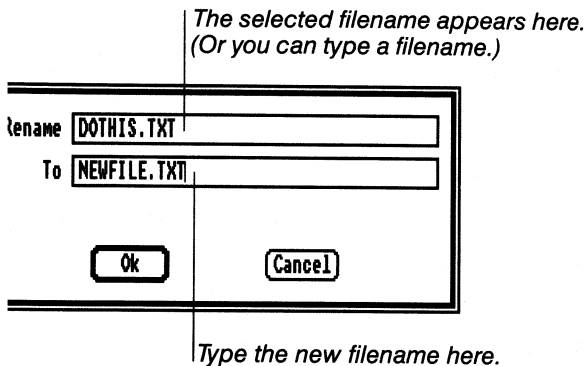
Select the file you want to rename.

Choose Rename from the File Menu. The Rename dialog box appears.

Type the new filename in the To text box.

Choose Ok.

Changing a filename



Copying Files

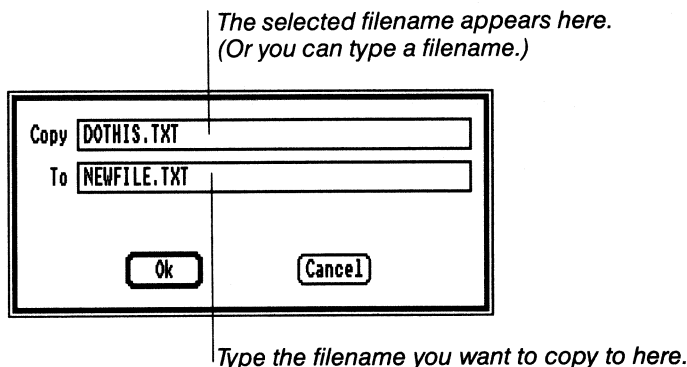
Copying a file

To copy a file under a new name or create a copy in a different directory, use the Copy command from the File Menu:

- 1 Select the file you want to copy.
- 2 Choose the Copy command from the File Menu. The Copy dialog box appears. The selected filename appears in the text box labeled Copy.
- 3 Type the new filename, or the directory you want to copy to in the text box labeled To.

If you have a two-drive system and are copying the file to another disk, put the destination disk in drive B.

- 4 Choose Ok.



Copying Groups of Files

Copying a group of files

To copy several files at the same time, you select all the files and then copy them all in one operation.

- 1 Select all the files you want to copy.
- 2 Choose the Copy command from the File Menu.
- 3 You will see all the selected filenames in the Copy text box. In the To text box, type the files or directory that you want the files copied to.

If you have a two-drive system and are copying the file to another disk, put the destination disk in drive B.

- 4 Choose Ok.

Note You cannot copy more than one file to a single file. You can copy multiple files to a directory.

For details on selecting groups of files, see “Making Selections” in this chapter.

Printing Files

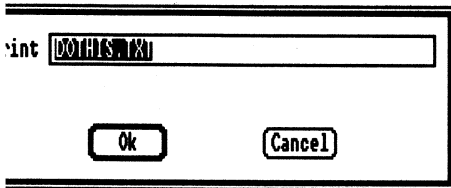
Most applications have a command that prints files you create within that application. You should use that command whenever possible.

However, if you want to print files from the MS-DOS Executive, you can use the Print command from the File Menu. You can print text files or data files with the Print command:

Select the file you want to print.

Choose Print from the File Menu. The Print dialog box will appear.

Choose Ok.



Execution of the Print command creates a print spool file which is sent to the Spooler program. See Chapter 8, “Using the Spooler,” for more information on the spooler.

Note Refer to the hardware manual for your printer for instructions on setting up the printer and connecting it to your computer.

Chapter 7, “Using the Control Panel,” for details on setting up, adding, or removing a printer.

Printing a file

Deleting Files

Deleting a file

When a file is no longer useful, you may want to delete it to make room for other files. When you delete a file, you remove it from the disk permanently. You delete files with the Delete command from the File Menu:

- 1 Select the file you want to delete.
- 2 Choose Delete from the File Menu. The Delete dialog box displays the name of the selected file.
- 3 Choose Ok.

To delete more than one file at a time, select all the files you want to delete, then follow the procedure above.

Getting Information About Files

Getting file information

If you want more information about a particular file or group of files, you can use the Get Info command from the File Menu. When you choose Get Info, Windows displays a dialog box showing the filename(s), size in bytes, and the date and time it was created or last changed:

- 1 Select the files you want information for.
- 2 Choose Get Info from the File Menu. The Get Info dialog box will appear. (You may need to scroll to see all the information in the dialog box.)
- 3 When you are finished looking at the dialog box, press ESC or choose the Close command from the System Menu or the dialog box.

Get Info					
NOTEPAD	.EXE	11760	5/14/85	10:33pm	
PAINIT	.EXE	70848	5/14/85	10:33pm	
PIFEDIT	.EXE	7776	5/14/85	10:33pm	
REVERSI	.EXE	14848	5/14/85	10:33pm	
SPOOLER	.EXE	8640	5/14/85	10:33pm	

Filenames

Size in bytes

Date and time created or changed

Working With Directories

A directory organizes a group of files under a single name. You also create subdirectories within a directory.

The name of the current directory (the one you are in now) is always shown in the pathname at the top of the MS-DOS Executive window. (A pathname is a sequence of directory names with slashes separating the names.)

Directory names appear at the beginning of the directory listing in the MS-DOS Executive window. A directory name appears in bold letters when the listing is in short form. When the listing is in long form, directory names are listed in one long column followed by `<DIR>`.

Creating Directories

You must create a directory before you can put files in it:

Creating a directory

Choose the Create Directory command from the Special Menu. The Create Directory dialog box will appear.

Type the new directory name.

Choose Ok.

Once you create a directory, you can use the Copy command in the File Menu to copy files into it. See "Copying Files" in this chapter for details. You can use an application to create new files in the directory.

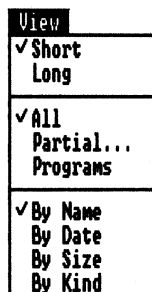
Changing the Way a Directory Looks

When you first start Microsoft Windows, the files in the MS-DOS Executive window are listed in alphabetical order. The directory names are at the top of the list.

However, sometimes you will want to see the files listed in a different way. Perhaps you want to see them in order of their size, by the date they were created or changed. Or perhaps you would like to see only files having the same extension.

You can change the order in which files are listed by using commands from the View Menu.

The View Menu



The commands in the View Menu are divided into three groups. Some commands have checkmarks beside them. This means that these commands are in effect.

When you choose a command from the View Menu, it affects or the directory you are displaying at that time.

You can choose a command from each group on the View Menu to list your files in different ways:

- The *Short* command displays a listing in multiple columns by filename only.
- The *Long* command displays each file's filename, extension, size in bytes, and date and time created or last changed. The display is in one long column.
- The *All* command lists all files in the directory.
- The *Partial* command lets you specify a subset of the directory to display.
- The *Programs* command displays files with .EXE, .COM, and .BAT extensions only.
- The *By Name* command sorts the listing alphabetically.
- The *By Date* command sorts a directory by the date and time each file was created or most recently changed (with most recent first).
- The *By Size* command sorts files in a directory from largest to smallest (in bytes).
- The *By Kind* command sorts files alphabetically by filename extension.

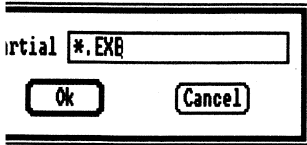
All commands except Partial take effect as soon as you choose them. See the following procedure for details on using the Partial command.

Displaying part of a directory

You may not always want to see all the files in a directory, but would prefer to see only some files. For example, you may want to see only the files with the .EXE extension. Use the Partial command to specify the kind of files you want to see:

- 1 Choose Partial from the View Menu. The Partial dialog box will appear.
- 2 In the text box, specify the file or files you want to see. Use "wildcard" characters to tell Windows which sort of file to display—for example, type *.EXE to display all filenames with the .EXE extension.

Wildcards are special characters used to represent other characters in a filename. See your MS-DOS manual for details on using wildcards to specify filenames or directory names.



Choose Ok.

Changing Directories

You can change directories when you want to see what is in another directory, or want to work with the files in another directory. You can move from one directory to another easily with the Change Directory command from the Special Menu:

Choose the Change Directory command from the Special Menu. A dialog box appears. The text box contains the name of the directory you are in now.

Type the directory you want to go to, including a drive letter and pathname if you wish.

Choose Ok.

You can quickly change directories from the MS-DOS Executive

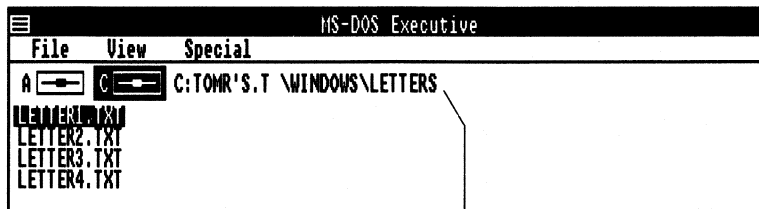
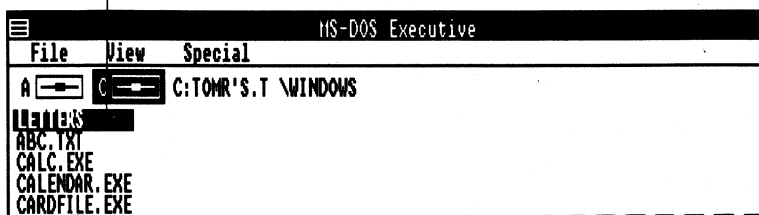
Select the name of the directory you want (directories appear in boldface).

Press the ENTER key.

Changing directories

Shortcut

To go to this directory, highlight it and press ENTER (or double click).



The LETTERS directory listing appears.

The pathname shows you are in the LETTERS subdirectory.

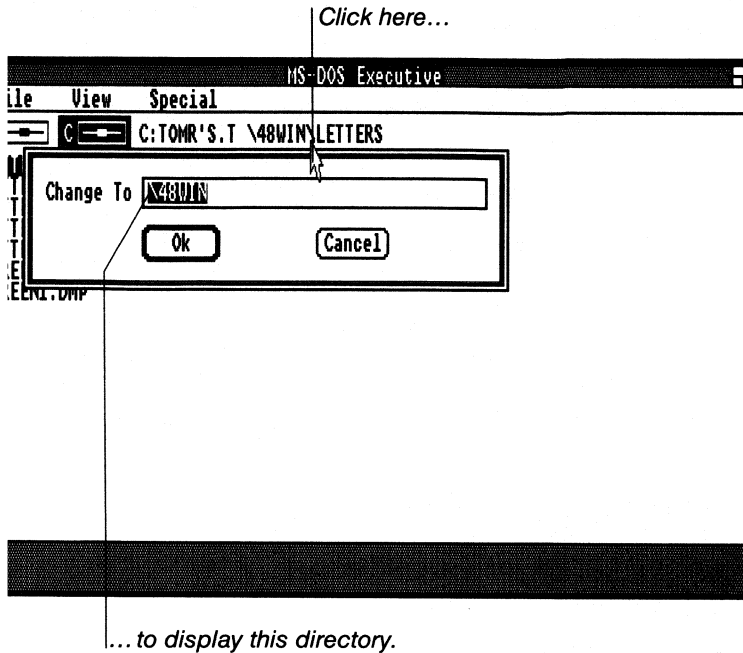
Changing directories with a mouse

To change directories with a mouse

- ☐ Point to the name of the directory you want, then double click the mouse button.

The pathname at the top of the MS-DOS Executive window always shows your location in the directory structure. If you have a mouse, you can move quickly from one directory to another by clicking on the pathname.

When you click on the pathname, the Change Directory dialog box appears. The pathname to the left of the place you clicked appears in the text box. You can type the pathname of any directory you want, then click Ok.



1 can also double click on a pathname (or part of a pathname) go to that directory without seeing the Change Directory dialog box.

te No matter where you are or what you have selected in the MS-DOS Executive window, you can go to the next higher directory by pressing the BACKSPACE key.

Displaying Multiple Directories

To display two different directories at the same time, run a second MS-DOS Executive window and select a different directory disk icon in each window:

Select MSDOS.EXE (on a two-floppy drive system, located on the Windows System Disk) and run the MS-DOS Executive as an icon.

Move the MS-DOS Executive icon into the work area. Make sure you put the icon on a window border.

In the new MS-DOS Executive window, select the directory that you want to see and press the ENTER key.

Displaying multiple directories

Displaying the contents of another disk

To display the contents of another disk

- Press CTRL plus the drive letter to choose a drive icon; this displays the directories on the disk in that drive.

To display the contents of another disk with a mouse

- Click on the desired drive icon.

Each copy of the MS-DOS Executive window acts independently of the other, so you can display and work with different directories in each window.

See Chapter 4, "Techniques," for details on running applications as icons and moving them into the work area.

Printing Directory Listings

Printing a directory listing

Microsoft Windows prints the directory listing as it appears in the MS-DOS Executive window:

- 1 Select the directory.
- 2 Choose the Print command from the File Menu. The Print dialog box appears.
- 3 Choose Ok.

To print the current directory, first deselect any files or directories that are selected. (To deselect a filename or directory, press SPACEBAR. If you have a mouse, point to the selected filename, press the SHIFT key and click the mouse button.) Then use the procedure described above.

Deleting Directories

Before you can delete a directory permanently from the disk, you must first delete all files in the directory. Windows will not delete a directory that contains files. This precaution protects you from losing files should you unintentionally try to delete a directory.

Deleting a directory

To delete a directory

- 1 Select all the files in the directory and choose the Delete command from the File Menu to delete them.
- 2 Select the directory name and choose the Delete command from the File Menu.

Working With Disks

You can use the MS-DOS Executive to format disks, make system disks, and run certain DOS programs.

Before you can use a new disk, you must first prepare the disk by *formatting* it. You can format the disk as a data disk or a system disk. A data disk is a blank formatted disk for storing data. A system disk contains the files necessary for starting DOS. You cannot format hard disks.

How to make a data disk

Insert the new disk in your computer's disk drive.

Choose the Format Data Disk command from the Special Menu. A dialog box will appear.

Choose the icon for the drive containing the new disk.

Choose Ok.

Warning Formatting a disk erases any information that is already on the disk.

To make a system disk, use the Make System Disk command from the Special Menu. Use the same procedure described for making a data disk. Make system disk may request that you insert your DOS item disk.

Formatting Disks

To identify a disk by its contents, give it a volume name. Use the Set Volume Name command on the Special Menu:

Select the drive icon for the drive containing the disk you want to name.

Choose Set Volume Name from the Special Menu.

The Set Volume Name dialog box appears. Type a name in the text box.

Choose Ok.

The volume name for the disk will appear after the drive letter in the pathname.

Formatting a disk

Making a data disk

Making a system disk

Naming a disk

Running MS-DOS Utility Programs

Some MS-DOS utility programs such as CHKDSK or DISKCOPY can be run in a window, as long as the programs are in directories that are accessible to Windows. See Chapter 9, "Techniques for Standard Applications," for further information.

You can also carry out MS-DOS commands in Windows by running COMMAND.COM:

- 1** Insert a disk containing COMMAND.COM. (This file is not on the Windows disk.)
- 2** Display the directories for that disk.
- 3** Run COMMAND.COM from the MS-DOS Executive window.
- 4** Type the command you want to run and press the ENTER key.
- 5** When you are finished, type *exit* to leave the COMMAND.COM window. Then choose the Close command from the System M

Although you can run DOS utility programs from COMMAND.COM, it is recommended that you run them directly from the MS-DOS Executive program.

Running COMMAND.COM

Using the Clipboard

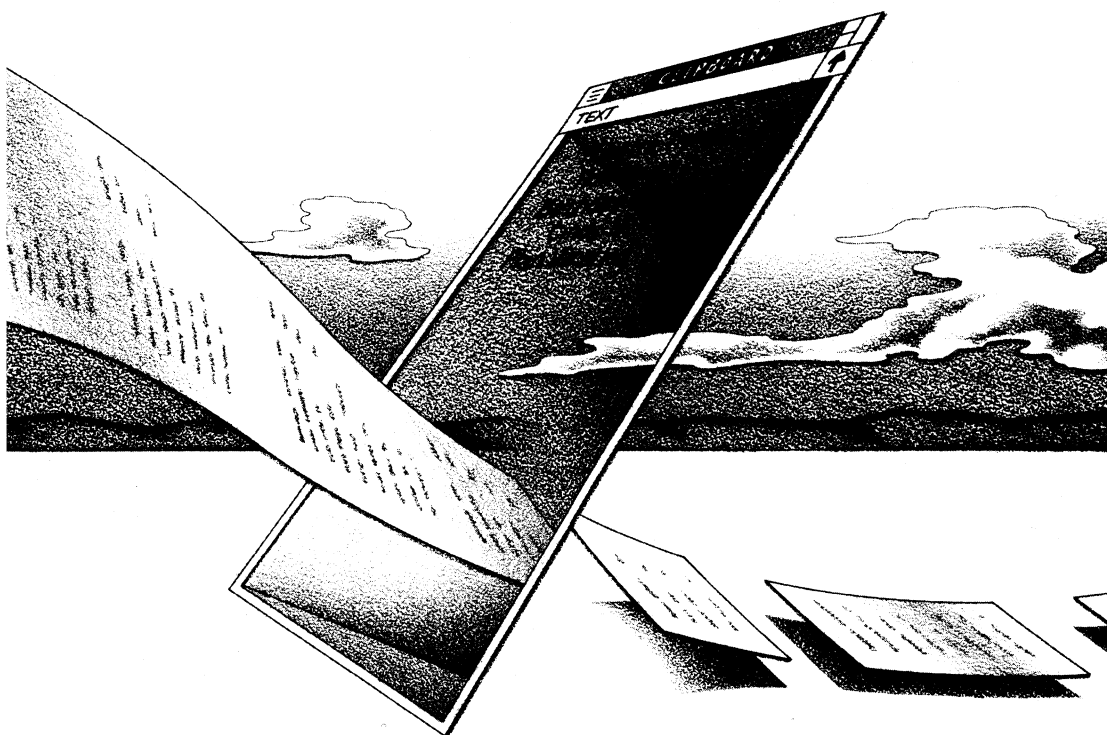
Microsoft Windows, you use the Clipboard to hold information ing copied or moved. You can move or copy information

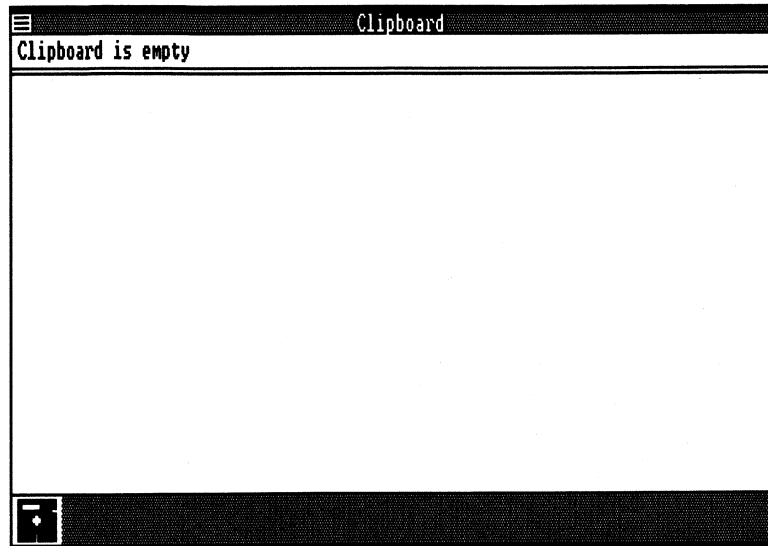
From one place in a window to another. For example, you can move text around in a report as you edit.

From one window to another window. For example, you can copy information from one report into another report.

From one application to another application. For example, you can move a picture from Paint or a total from Calculator into the text of a report.

The Clipboard

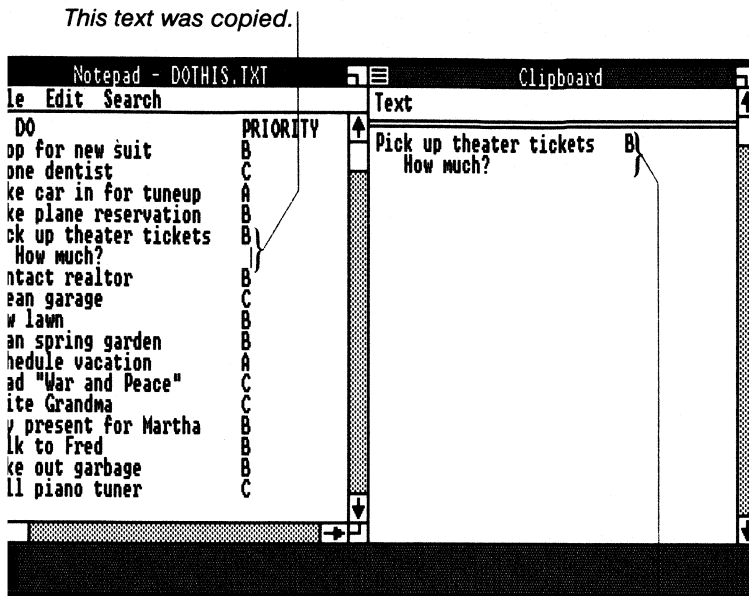




Cut, Copy, and Paste

To put information on the Clipboard, use the application's Cut or Copy commands. To insert information from the Clipboard to your application, use the application's Paste command. While your application may have different names for these commands, they should operate in this way:

- The Cut command *deletes* the selected information from the window and places it on the Clipboard.
- The Copy command *makes a copy* of the selected information and places it on the Clipboard, leaving the selected information in its original location.
- The Paste command *inserts* information from the Clipboard to a selection in a window. If there is an insertion point, the information appears to the left of the insertion point. If there is a selection, then the information from the Clipboard replaces the selection. You can paste the same information from the Clipboard as many times as you wish.



The text appears in the Clipboard

Generally, text and data are stored on the Clipboard and the formatting for your text or data is not. However, this can vary from application to application.

fe Some standard applications have commands similar to Cut, Copy, and Paste, although they don't necessarily use the Windows Clipboard to transfer information.

e Clipboard is always available when you are running Windows. Although you needn't run any file to use the Clipboard, you can run a file to display the Clipboard contents. To display the contents of the Clipboard

Run CLIPBRD.EXE from the MS-DOS Executive Window.

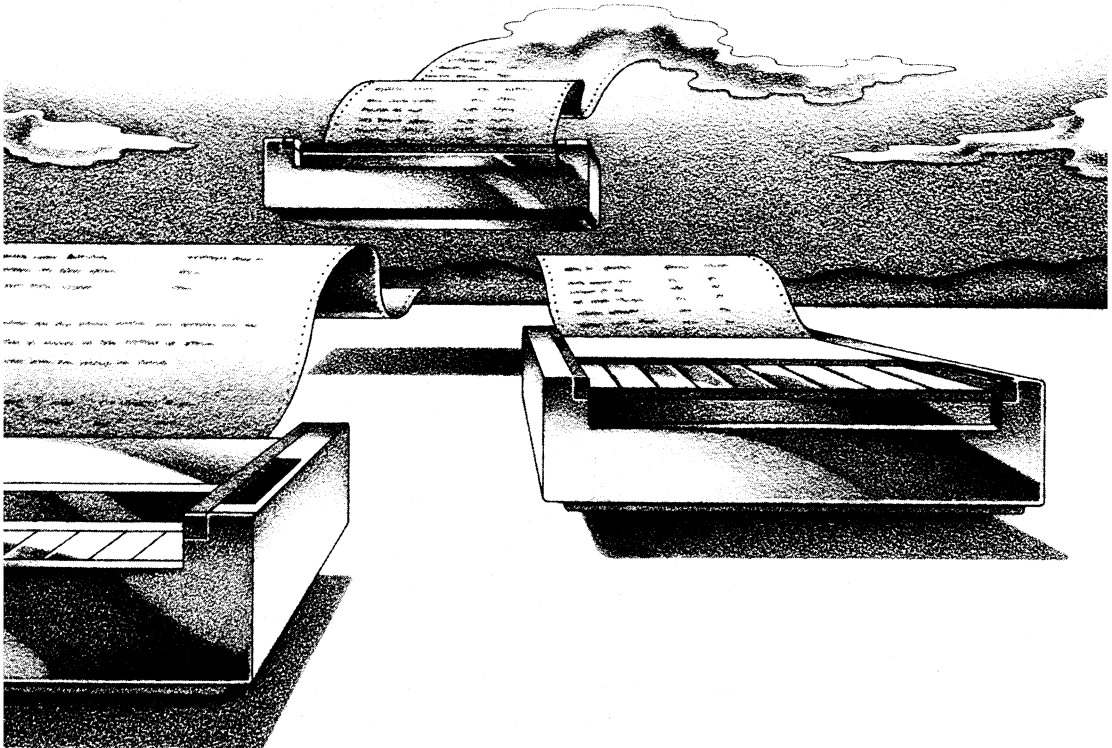
Displaying the Clipboard

Using the Control Panel

1 use the Control Panel to adjust such Windows system settings as date and time, printer assignments, and baud rates for communications devices. You can also specify screen colors.

2 Control Panel lets you adjust these settings quickly and easily without running the Setup program again. Many of the changes you make in the Control Panel are reflected in the WIN.INI file. (See Appendix A, "Customizing Your WIN.INI File," for information about WIN.INI.)

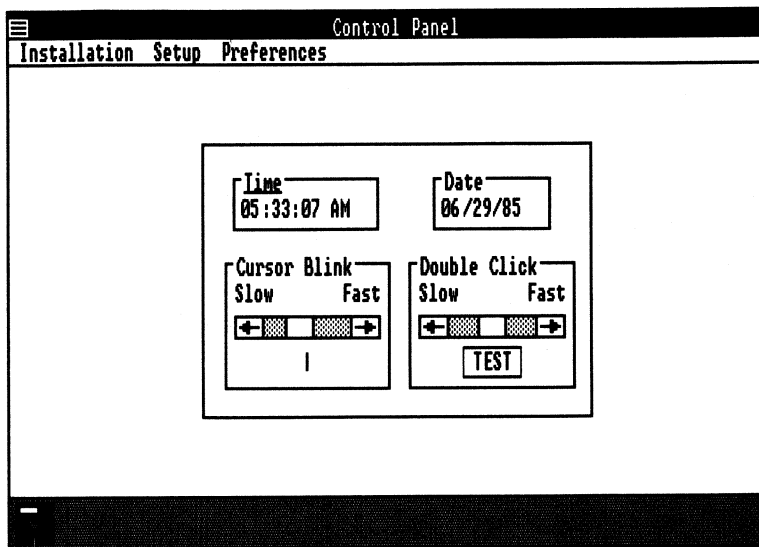
The Control Panel



Running the Control Panel

To run the Control Panel

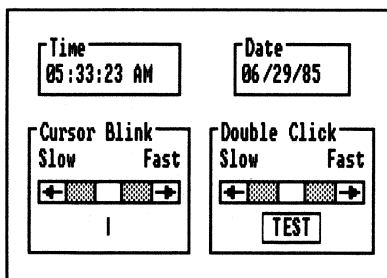
- Run CONTROLEXE from the MS-DOS Executive window.



The Control Panel has four sections: Time, Date, Cursor Blink, and Double Click. There are three menus: Installation, Setup, and Preferences.

Changing the time

Changing the Time



The time you set from the Control Panel will be reflected in applications (such as Clock or Calendar) that use the system time.

- change the time

| Press the TAB key to move to the Time section.

Use the RIGHT and LEFT DIRECTION keys to highlight the hours or minutes you want to change.

| Press the UP key to increase the number; press the DOWN key to decrease the number.

Changing the time with a mouse

- change the time with a mouse

Click the part of the time (for example, minutes) you want to change.

Click the up arrow to increase the number or the down arrow to decrease the number.

Changing the Date

Changing the date

Figure 1-1 shows four examples of the 16K1000 display. The top-left display shows 'Time' 05:33:23 AM. The top-right display shows 'Date' 06/29/85. The bottom-left display shows 'Cursor Blink' with 'low' and 'Fast' options, and a status bar with four segments (shaded, white, shaded, white) and a vertical bar under the second segment. The bottom-right display shows 'Double Click' with 'Slow' and 'Fast' options, a status bar with four segments (shaded, white, shaded, white), and a 'TEST' button below it.

change the date the same way that you change the time:

Press the TAB key to move to the Date section.

Use the RIGHT and LEFT DIRECTION keys to highlight the number you want to change.

Press the UP key to increase the number; press the DOWN key to decrease the number.

change the date with a mouse

Click to highlight the number you want to change.

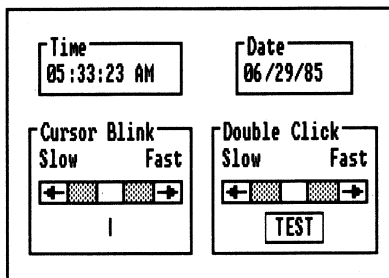
Click the up arrow to increase the number or the down arrow to decrease the number.

Changing the date with a mouse

Changing the cursor blink rate

Changing the Cursor Blink Rate

Some applications have an underscore (cursor) or insertion point that blinks. The blink rate is the frequency at which the cursor flashes.



To change the cursor blink rate

- 1 Press the TAB key to go to the Cursor Blink section.
- 2 Press the LEFT or RIGHT key to scroll to the setting you want. The farther right you scroll, the faster the blink.

The vertical cursor within the Cursor Blink section reflects the new setting. This rate will stay in effect until you change it again.

Changing the cursor blink rate with a mouse

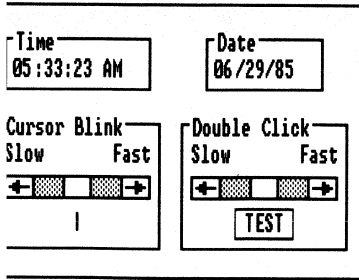
To change the cursor blink rate with a mouse

- Click the right or left scroll arrow
- or
- Drag the scroll box within the scroll bar.

Changing Mouse Double Click Rate

Note The following information about double click rates is for mouse users only.

When you double click the mouse button, Microsoft Windows interprets your action by the speed with which one click follows another. You can change the expected speed in the Double Click section.



change the mouse double click rate

Click the right or left scroll arrow in the Double Click section.

or

Drag the scroll box within the scroll bar.

As you scroll farther to the right, the faster Windows expects a double click.

You can test the new double click setting by double clicking the TEST button. The button color will invert if Windows correctly received your pressing the mouse button as a double click.

Changing the mouse double click rate

Adding and Removing Printers

When you first set up Windows, you select the printer you'll use for your system. To change this selection, use the Add New Printer and Delete Printer commands from the Installation Menu.

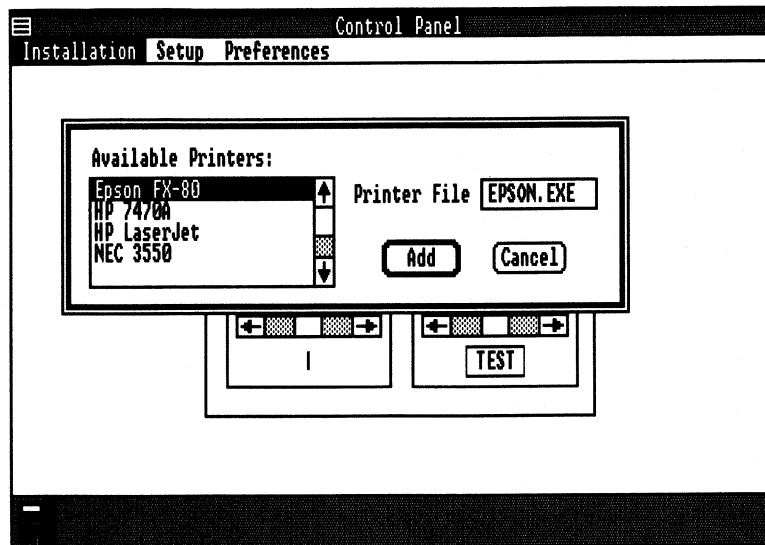
Adding Printers

How to add a new printer to your system

Choose the Add New Printer command. Windows prompts you for the disk which contains printer driver files.

Insert the Utilities disk and choose Ok. A dialog box appears, listing the printers available on the disk.

Adding a printer



- 3 Select the printer that you want from the list box. (The name of the corresponding printer driver file appears in the Printer File text box at the right.)
- 4 Choose the Add button.
- 5 A dialog box prompts you to enter the drive or directory you want to copy the printer file to. Drive A or the current directory will appear in the text box. If you want to change this, type the drive or directory you want in the text box. (The directory must already exist.)
- 6 Choose Ok.

Note If you do not specify a drive or directory, the file will be copied to the disk in drive B if you have a two-drive system. The file will be copied to the current directory if you have a hard disk system.

Whenever you add a new printer to your system, you must let Windows know which port the printer is connected to. See “Configuring Your System” later in this chapter for more information on this procedure.

Removing Printers

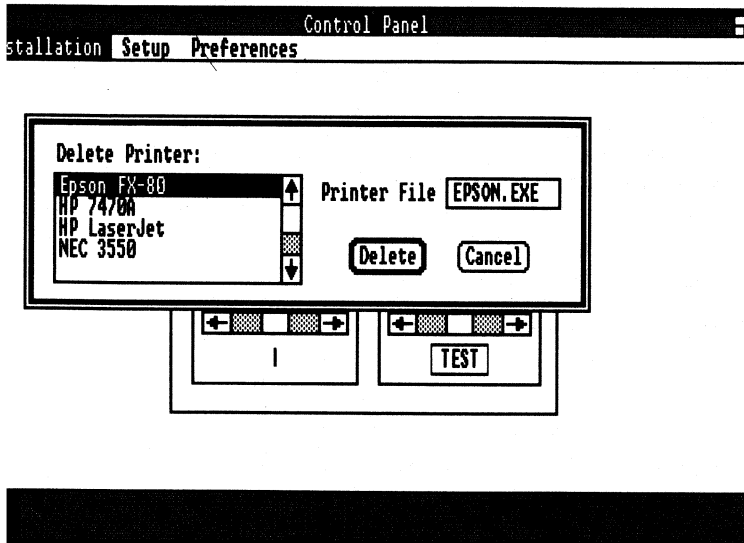
To remove a printer from your system, use the Delete Printer command from the Installation Menu.

Choose the Delete Printer command. A dialog box will list the printers you have set up.

Select the printer name you want to remove from the list box. The name of the corresponding printer driver file appears in the text box.

Choose the Delete button.

Deleting a printer



A dialog box prompts you for the location of the printer driver file. Type the name of the drive or directory and choose Ok. The Control Panel will delete the printer setting from the WIN.INI file and delete the printer file from your Windows directory.

te If other printers use the printer file that appears in the delete Printer dialog box, that printer file will not be deleted in the named directory; it will still be available to the other printers.

Adding and Removing Fonts

You use the Add New Font and Delete Font commands from the Installation Menu to modify the number of available font files. These commands work like Add New Printer and Delete Printer

Configuring Your System

You use commands on the Setup Menu to change printer port assignments, set the system default printer and specify its output modes, and set up serial communications ports.

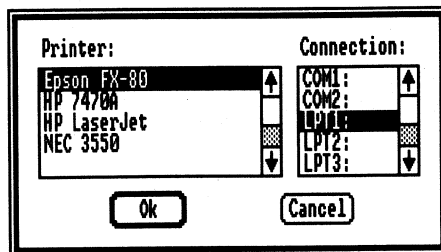
Setting Up Printer Connections

Windows needs to know which port your printer is connected to. You can use the Connections command to set or change the port for your printer(s). For example, if you decide to move your printer from port LPT1 to port LPT2, you need to use the Control Panel to change the printer connections setting.

Changing printer connections

To change printer connections

- 1 Choose the Connections command from the Setup Menu. You will see the Connections dialog box.



- 2 Select the printer you want to change from the Printer list box. The current port assignment for the selected printer appears to the right.
- 3 Select one of the ports.
- 4 Choose Ok.

Setting Up Printers

You can use the Printer command on the Setup Menu to specify system default printer and set its output modes. The system default printer is the printer that applications designed for Windows will use. Printer output modes are printer-specific settings such as portrait (normal page orientation) vs. landscape (output oriented lengthwise on the page) or color for plotters. These options vary from printer to printer. This command is useful if you have several printers installed because Windows needs to know which printer you want to use.

select a printer

Choose the Printer command from the Setup Menu. The Printer dialog box appears. The list box contains all the available printers and their port connections.

Select the printer name you want from the list box.

Choose the Ok button.

You will see another dialog box containing the mode settings for your printer. To choose another output mode

Choose from the options for printer output or answer the questions in the dialog box.

Selecting a printer

Choosing printer output mode

Setting Up a Communications Port

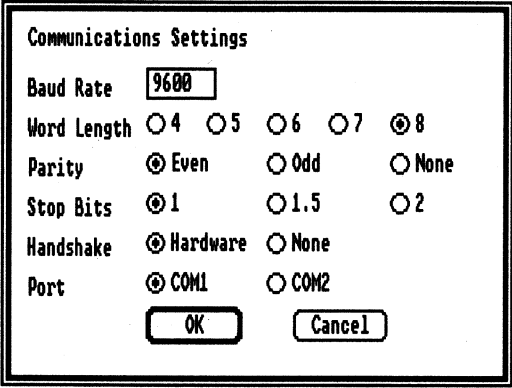
Use the Communications Port command to set up a serial communications port. (For example, you would want to do this to set up a communications device or a serial printer.) Communications port settings include baud rate, stop bits, parity, word length, and a retry (print/send) option.

Note If you are setting up a serial printer, check the port settings to make sure they follow the serial communications instructions supplied by your printer manufacturer before you try to print.

Choosing a communications port

To choose a communications port

- 1 Choose the Communications Port command from the Setup Menu. A dialog box appears displaying the current serial port available and their port settings.
- 2 Choose a port and the settings for that port will appear.



The image shows a dialog box titled "Communications Settings". It contains several configuration options for a serial port. The "Baud Rate" is set to 9600. "Word Length" has radio buttons for 4, 5, 6, 7, and 8, with 8 selected. "Parity" has radio buttons for Even, Odd, and None, with Even selected. "Stop Bits" has radio buttons for 1, 1.5, and 2, with 1 selected. "Handshake" has radio buttons for Hardware and None, with Hardware selected. "Port" has radio buttons for COM1 and COM2, with COM1 selected. At the bottom are "OK" and "Cancel" buttons.

Communications Settings	
Baud Rate	9600
Word Length	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input checked="" type="radio"/> 8
Parity	<input checked="" type="radio"/> Even <input type="radio"/> Odd <input type="radio"/> None
Stop Bits	<input checked="" type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2
Handshake	<input checked="" type="radio"/> Hardware <input type="radio"/> None
Port	<input checked="" type="radio"/> COM1 <input type="radio"/> COM2
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- 3 Choose any of the options.
- 4 Choose Ok.

Selecting Screen Colors

You use the Screen Colors command from the Preferences Menu to adjust the text and background colors on your screen. You can specify hue, brightness, and amount of color for

- Window background
- Window text
- Scroll bars
- Active (selected) title bar
- Inactive (unselected) title bar
- Title bar text
- Window frame (the thin border around the outside of the window)
- Menu bar
- Menu text
- Screen background (icon area)

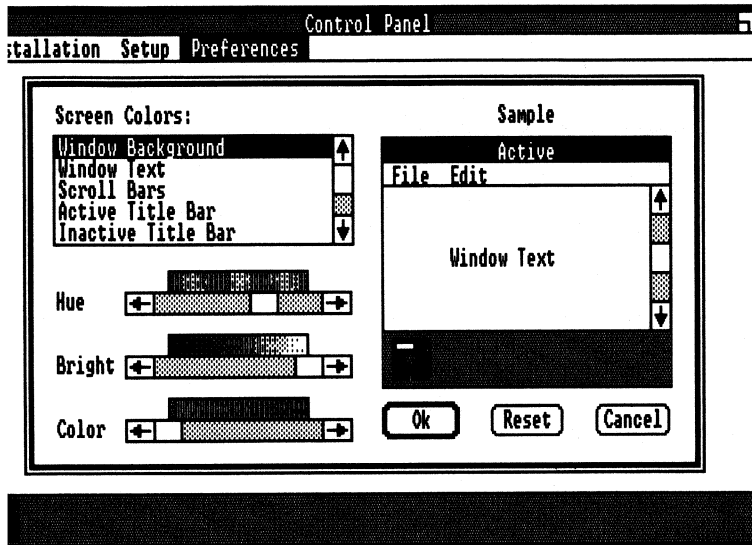
: Screen Colors command also lets you adjust the shades of
y used on the screen.

le The IBM Color Graphics Adapter does not display color in
high resolution graphics mode (the IBM Enhanced Graphics
apter has this ability).

select screen colors

Choose the Screen Colors command from the Preferences
Menu. You will see the Screen Color dialog box.

Selecting screen colors



In the list box, select the part of the screen or window you
want to adjust the color for.

Move to the Hue scroll bar by using the TAB key or clicking
with a mouse. Available colors appear in the color palette
above the scroll bar. Scroll to the right or to the left to choose
a color.

Use the RIGHT and LEFT DIRECTION keys to change settings in
small increments. To move across the scroll bar more quickly,
use the PAGE UP or PAGE DOWN key. If you have a mouse, click the
arrows or drag the scroll box.

The "Sample" area simulates the window appearance.

- 4 Move to the Bright scroll bar. Scroll to the right to brighten the color (increase the amount of white). Scroll to the left to make the color darker.
- 5 Move to the Color scroll bar. Scroll to the right for a more vibrant, intense color. Scroll to the left for less intensity or saturation.

When the Color setting is on the extreme left of the scroll bar, adjustments to the Hue and Bright scroll bars will only result in shades of gray and black and white.

The controls for Hue, Brightness, and Color are similar to those on a color TV; adjust the controls until you have the effect you want.

Note You need to run the Setup program again if you want to add or change graphics cards, install a mouse, or change the resolution of the graphics card you already set up. You cannot use the Control Panel to make these changes in your system configuration. See Chapter 1, “Getting Started,” for information on running Setup.

Changing the Mouse Button

Changing the Mouse Button

Windows generally uses only the left mouse button. You can use the Mouse command from the Preferences Menu to switch the functionality from the left mouse button to the right mouse button (and vice versa).

To switch

- 1 Select the Mouse command from the Preferences Menu. You will see the dialog box which lets you switch the functionality of the mouse buttons. Set this option if you wish to switch from left to right.
- 2 Choose the Ok button.

Setting this option lets you use the right button to perform Windows tasks. You need set the option only once; it will remain set until you change it. For applications that normally use the right button for extended functionality, the left button will now perform these functions.

Using the Spooler

The Windows Spooler prints files. The Spooler window lists files in the order they will be printed. This listing is called a *print queue*.

Whenever you choose a Print command in a Windows application, the application creates a special print spool file and automatically starts the Spooler to print the file. When the Spooler is started, its icon appears in the icon area. The Spooler works in the background — you can go to another task or application while the spooler prints your work.

The Spooler



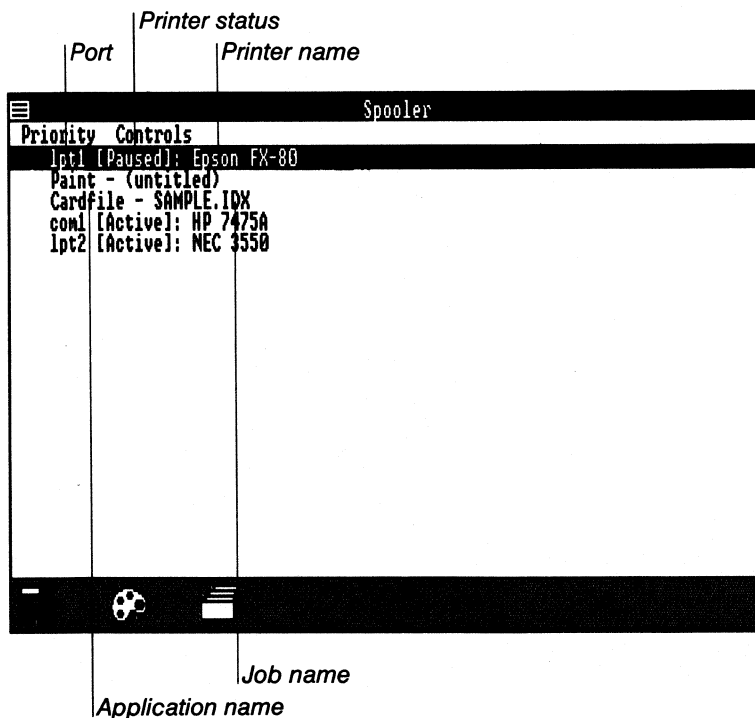
You can also use the Spooler window to look at the print queue and to interrupt or cancel a print job. The Spooler is used only by WIN applications. On a two-drive system, the Spooler resides on the Windows System Disk.

If you need information about setting up your printer, see the printer manual. Chapter 7, "Using the Control Panel," gives you details on adding or removing a printer and on specifying print modes and options.

To look at the print queue

Viewing the print queue

- Expand the Spooler icon in the work area. You can do this by choosing the Move or Icon command from the System Menu or by dragging the icon into the work area. See Chapter 4, "Techniques," for details on expanding icons.



The first file on the list is the one that is printing now. The Spooler works on one job at a time, in the order that they are listed. If the listing scrolls off the bottom of your screen, use the vertical scroll bar to see the entire list.

ie Spooler Commands

1 use the commands on the Priority Menu to specify how fast
1 want to print your work. You use the commands on the
ntrol Menu to interrupt or cancel print jobs.

e Priority Menu

: the Priority Menu commands to specify how fast you want
print your work. These commmands change the rate of data
sfer from the Spooler to the printer ports.

Choose the High command if you want the Spooler to print a
job faster. This setting uses more of your computer's resources
for printing. The system will slow down, and other applica-
tions you are running will be slower.

Choose the Low command if you want the Spooler to print
more slowly, and allow more of your computer's resources for
other applications that you are working with.

The check mark on the menu indicates the current setting.

Specifying how fast to print

e Control Menu

: the Control Menu commands to temporarily halt or cancel a
nt job. Use the UP or DOWN DIRECTION key to highlight the job
be interrupted or cancelled. If you have a mouse, you can click
the filename to select it. See Chapter 4, "Techniques," for
ails on selecting.

interrupt a print job

In the Spooler window, select the filename of the job you
want to interrupt.

Choose the Pause command to temporarily halt the printing.

Choose the Resume command when you are ready to continue
printing the file.

Interrupting a print job

cancel a print job

In the Spooler window, select the filename of the job you
want to cancel.

Choose the Terminate command. The Terminate dialog box
appears, asking you to confirm the cancellation.

Choose the Yes button.

Cancelling a print job

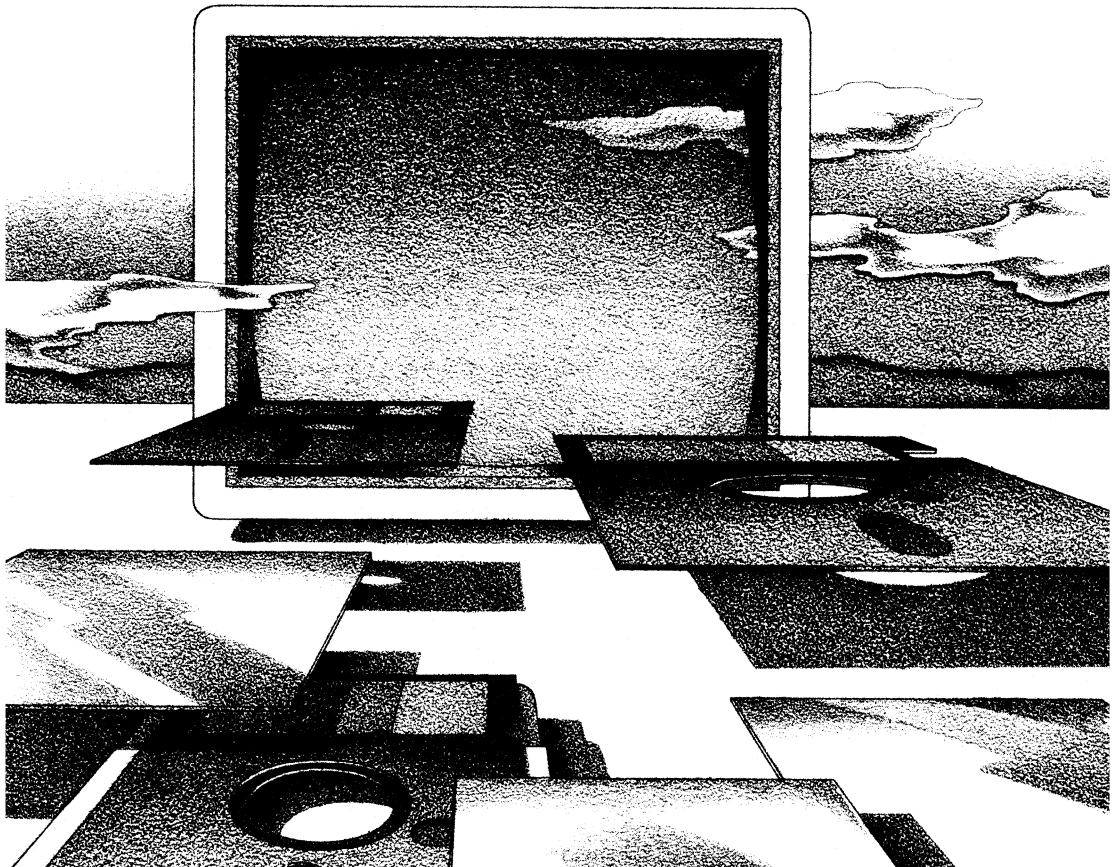
Warning If you terminate a job that is printing in graphics mode, you may need to reset your printer to ensure that the buffer is cleared.

Spooler Messages

The Spooler sometimes displays information about the status of your printing jobs. If the Spooler needs to display information, the window or icon is not selected, the title bar or icon will flash. Select the Spooler's window or icon to display the message.

Techniques for Standard Applications

You can use Microsoft Windows to integrate and enhance the performance of both your applications and your computer. Windows makes working with applications faster, easier, and more efficient — even applications that were not designed specifically for Windows (referred to as *standard applications*). Popular standard applications that run under DOS — such as Lotus 1-2-3®, Microsoft Multiplan®, Microsoft Word, and Multimate — can run with Windows.



This chapter gives you information on

- Running standard applications from Windows
- How Windows displays standard applications
- Running multiple applications from Windows
- Techniques for moving between applications and for transferring information between applications
- Using PIF (program information) files to run standard applications as efficiently as possible

Running Standard Applications

Windows improves the performance of standard applications in several ways:

- You can run several applications simultaneously and switch from one to another without quitting any of them.
- If you have a hard disk or extended memory card, Windows can run more programs than will fit in memory at one time.
- You can transfer information from standard applications through the Clipboard. (For example, you can transfer a chart from Lotus 1-2-3 to Microsoft Paint.)

Note Applications that do not run under DOS will not run from Windows.

Running an application

You run standard applications the same way you run WIN applications:

- 1 Highlight the application filename in the MS-DOS Executive window.
- 2 Press the ENTER key.

Running an application with a mouse

To run an application with a mouse

- Double click the application filename in the MS-DOS Executive window.

Windows uses program information (PIF) files to determine the best way to run standard applications. PIF files for many standard applications are included on the Utilities disk. Make sure you copy the PIF file(s) for your standard application to the Utilities disk. If you have a hard disk, make sure that you copy the PIF file(s) to the directory that you will run the application from.

You can also run an application by selecting its PIF file. This will automatically load and run the application named in the PIF file. For more information, see "Program Information Files" in this chapter.

How Windows Displays Standard Applications

Some standard applications run in a window; others take up the entire screen. How the application appears on the screen is determined by the amount of memory reserved for the program, the way the program uses system resources and hardware, and the way the program is configured.

Applications That Run in a Window

Many standard applications can run in a window and share the screen with WIN programs. Some of these applications include:

BM Writing Assistant

BM Filing Assistant

BM Planning Assistant

BM Reporting Assistant

IBASE II®

ixbase 4000™

DOS utilities, such as COMMAND.COM, DISKCOPY.COM, EDITLIN.COM

BASIC (BASIC.COM)

DisplayWrite 3

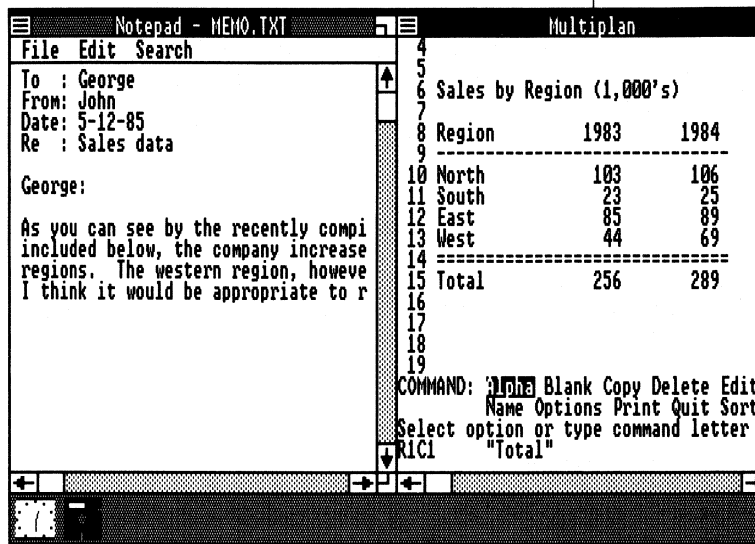
Utility programs (e.g., CHKDSK.COM, DISKCOPY.COM) should be run from the MS-DOS Executive Window rather than from COMMAND.COM.

Applications that you can install to run with an ANSI device driver (ANSI.SYS) or that have an option to run in a TopView™ window usually run in a window.

Applications that run in a window

Many applications besides those listed may share the screen with other applications. You can experiment to see which of your applications can run in a window.

This standard application is running in a window.



When you move or shrink a standard application that runs in a window, you will see an icon for the application, just as you would for a WIN application. The icon will be a plain rectangular icon, and will display the name of the application when you select it with ALT-TAB. If you have a mouse, the icon shows the application name when you press the SHIFT key and point to the icon.

Applications that use the entire screen

Applications That Use the Entire Screen

Some standard applications require exclusive use of the screen and cannot run in a window with other applications. This occurs when the application displays graphics on the screen or writes directly to the video buffer. You may also choose to give an application all memory that is available in the system. In either case, the application takes the entire screen, and Windows temporarily removes itself from the screen.

n if your standard application needs the entire screen, you can switch between it and the Windows screen and other standard applications without quitting any of the applications. For details on moving from one application to another, see “Working With Standard Applications” in this chapter.

Special Applications

Special applications

Some applications load themselves and remain resident in the system (using the Terminate and Stay Resident system call). For the best performance, run these *special applications* before starting Windows. If you want to start a special application while Windows is running, change or create the PIF file for the application, making sure you choose the Directly Modifies Memory option.

Windows can also provide information about your program in the PIF section of WIN.INI. If you set the program equal to 1 (for example, MODE.COM = 1), Windows will recognize the program as a special application that directly modifies memory. For further details, see “Program Information Files” in this chapter. For details on changing your WIN.INI file, see Appendix A, “Customizing Your WIN.INI File.”

You should install “pop-up” programs *before* you run Windows. Do not activate them only while you are running a standard application that uses the entire screen. You may experience problems running some pop-up (or other Terminate and Stay Resident) programs since they trap or reset certain system calls. Since the Windows Desktop applications provide many of the features found in popular pop-up programs, you may want to use them instead.

Some applications trap all system calls, preventing you from switching to the Windows screen. If you find you cannot switch to Windows, try quitting the application with the application’s quit or end command.

Running Multiple Applications

You can run as many applications as you like with Windows, up to the capacity of your system. Also, if you have a hard disk or extended memory card, Windows can run more standard applications than can fit in memory.

Windows allows you to start up and switch between standard applications without having to quit one before you go on to the next. For example, you can move easily from your spreadsheet program to your charting program to your word processing program; each time you switch, you can leave one application and pick up in another wherever you left off previously.

If you try to start a standard application and there is insufficient memory, Windows tries to share available memory by temporarily moving (or “swapping”) another program to the hard disk or memory card. When you switch to the application that was swapped, Windows moves another program out and brings the selected program back into memory.

If you have an extended memory card, you can use a special program included on your Windows disk that allows you to set up the memory card as a disk drive so that it can be used as a swap area. For further information, see Appendix C, “Using Extended Memory for Standard Applications.”

To run multiple applications most efficiently, run the largest application first. Or specify the size of the swap area in the WIN.INI file. See Appendix A, “Customizing Your WIN.INI File,” for detail.

If you try to run a standard application and no memory is available, Windows displays a message that says “Not enough memory to run.” Quit some of the applications you are running and try again to run the program.

If you are using a two-drive system and want to keep your data files on separate disks, be sure that the correct data disk is in the drive when you switch programs.

Running Large Standard Applications

Occasionally, you may want to run a standard application that requires more memory than is available when Windows is running. Windows displays a message saying “Not enough memory to run.”

In this case, close all WIN programs except the MS-DOS Executive. Then run the application. Windows “steps aside” and gives the application most of the available memory. A small amount of memory will be reserved for transferring information to the Clip board. When you are finished using the application, you need to quit the application to return to Windows. When you quit the application, the Windows screen returns.

osing Standard Applications

close any application, use the application's quit or end command.

ne programs exit with information remaining on the screen so you can look at the information or copy it. If the application was running in a window, the application's name appears in the title bar with parentheses around it. You can then close the window by choosing the Close command from the System Menu. If the application was not running in a window, Windows displays a message that says "Press any key to continue." This allows you to look at the remaining information on the screen.

orking With Standard Applications

When you run a standard application with Windows, you can continue to use that application's commands and functions as you always have. Windows provides a convenient way for you to run several applications and to move from one application to another quickly and easily.

The procedures in this section describe how to move from standard applications to Windows and to other applications, and how to transfer information between applications.

oving From Application to Application

Our standard application runs in a window and is sharing the screen with other applications, you can use the same procedures described in Chapter 4, "Techniques," under "Selecting Windows and Icons."

To go to the next window down or to the right, press ALT-TAB. If you have a mouse, point to the window (or icon) you want and click.

If our standard application does not run in a window, you use a technique very similar to the keyboard technique above. You go back to Windows first, then to the next application you want to touch to. You need to have started the application from Windows to return to Windows using this procedure.

Moving between applications

Moving between applications and Windows

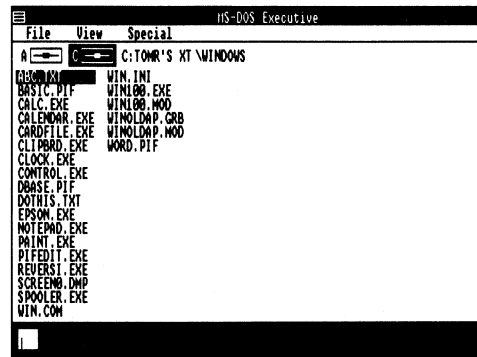
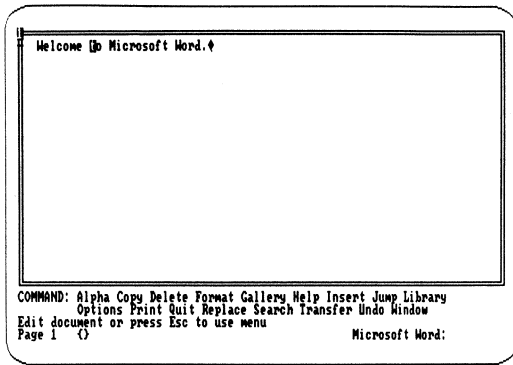
To move from a standard application to Windows, then to another application

- 1 Press ALT-TAB to return to Windows.

The Windows screen appears, with the MS-DOS Executive running. (If the MS-DOS Executive appears as an icon, move the icon into the work area.)

The icon representing the application you just left appears at the bottom of the screen. Operation of this application is suspended until you go back to it.

Press ALT-TAB to go from your standard application back to Windows.



The icon for the standard application appears in the icon area.

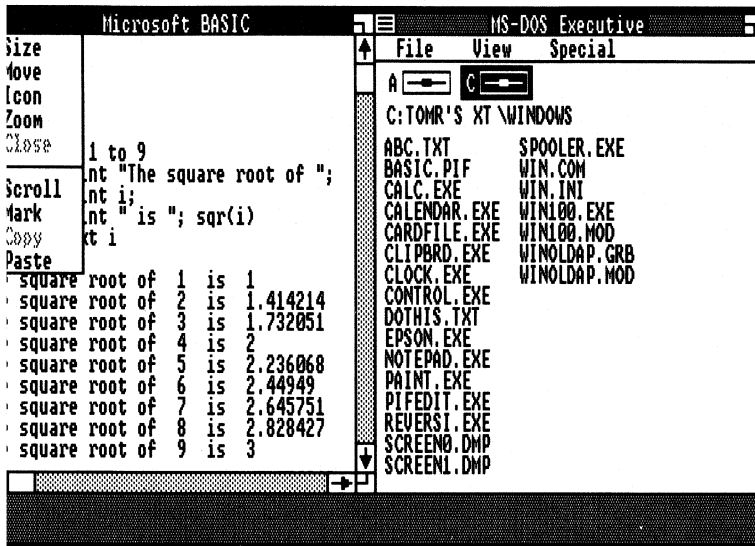
- 2 To switch back to an application that is already running, move the application's icon into the work area. You can either use the Move command from the System Menu, or drag the icon with the mouse.

If the application you switched to uses the entire screen, the Windows screen will disappear.

rolling the Window

our standard application runs in a window, Windows adds four cial commands to the System Menu.

ase commands are added to the System Menu: Scroll, Mark, py, Paste.



e of these, the Scroll command, can be used to scroll your
ardard application to parts of the application screen that won't
in the window.

en you run a standard application in a window, you may not
able to see all the information, especially if the application is
ring the screen with several other windows. You can use the
oll command to see the entire screenful of information.

Scroll command is independent of commands your applica-
n may have for scrolling text or data within the application.
r standard application may have additional scrolling com-
nds or keys for moving to other parts of a text file, for exam-
. See the manual for your application for this information.

The Scroll command

To scroll a window

- ❶ Select the Scroll command from the System Menu.
- ❷ Use the following keys to scroll in the desired direction:

To scroll	Press
Up one line	UP
Down one line	DOWN
Left one character	LEFT
Right one character	RIGHT
Up one screen	PAGE UP
Down one screen	PAGE DOWN
Left one screen	HOME
Right one screen	END

To quit scrolling

- Press ESC or ENTER.

To scroll with the mouse, you can use the scroll bars. See Chapter 4, “Techniques,” for details.

You use the other System Menu commands—Mark, Copy, and Paste—for transferring information. See the next section for details.

Transferring Information

There are two ways to move and copy information between applications. You can transfer information from applications with the ALT-PRINTSCREEN keys. If your standard application runs in a window, you can also use the additional System Menu commands—Mark, Copy, and Paste.

Using ALT-PRINTSCREEN

To copy the screen from a standard application to the Clipboard use the ALT-PRINTSCREEN keys.

- ❶ Make sure the information you want to copy is on the screen
- ❷ Press the ALT-PRINTSCREEN keys.

s takes a “snapshot” of the screen. The information is now available on the Clipboard and can be transferred to WIN applications. For example, you can paste text screens to Notepad and physics screens to Paint if you want to edit information.

te Text is stored in its character (ASCII) representation.

rk, Copy, and Paste

ese commands are appended to the System Menu whenever you run a standard application that runs in a window. These commands use the Clipboard for storing information that you are transferring. See Chapter 6, “Using the Clipboard,” for more information on how the Clipboard works.

rk You use the Mark command to select data in the window that you can copy it to the Clipboard.

Using the Mark command

Choose the Mark command from the System Menu.

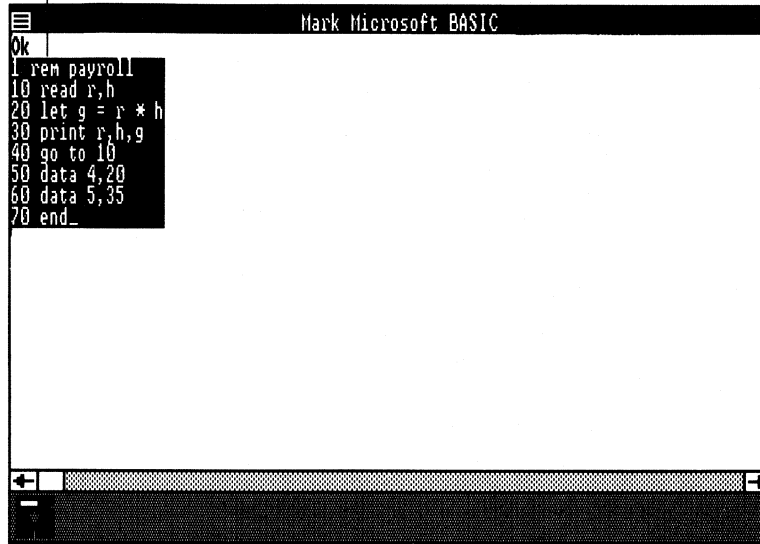
A rectangular cursor will appear at the upper-left corner of the window.

Press the DIRECTION keys to move the cursor to the beginning of the area you wish to select. Press the SHIFT-DIRECTION keys to select the area.

For example, to select a paragraph, move the cursor to the first character of the paragraph. Hold down the SHIFT key. Use the RIGHT key to go to the end of the line, then use the DOWN key to go to the last line of the paragraph. Release the SHIFT key.

To cancel the selection, press the ESC key.

Use the Mark command to select text.



Selecting with a mouse

To select with a mouse

- 1 Point to where you want to start selecting.
- 2 Press the mouse button.
- 3 Drag across the area of the screen you want to select.
- 4 Release the mouse button.

Copying information

Copy After you select text or graphics, you can use the Copy command to transfer it to the Clipboard. From there you can paste the information into another part of the same application, into a WIN application, or into another standard application running in a window.

- 1 Select the desired information.
- 2 Choose the Copy command from the System Menu.

The selected information is copied to the Clipboard.

Text is copied to the Clipboard in its character (ASCII) representation. Each line is terminated with a carriage return/line feed.

ste You can use the Paste command to transfer compatible information from the Clipboard to an application. This includes information you may have copied from another section of the program.

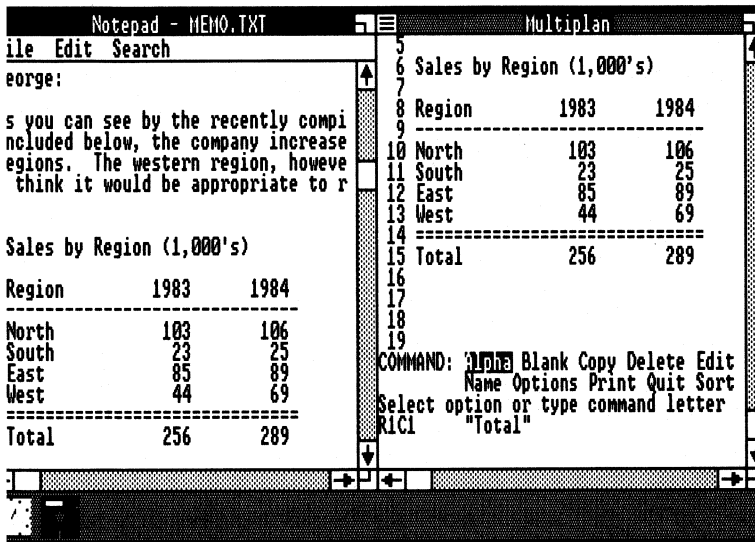
le You cannot paste graphics information into a standard application.

paste to an application

Move to the place in the program where you wish to insert the information.

Select the Paste command from the System Menu.

Pasting information



is information was copied from Multiplan and pasted into Notepad.

It is transferred in its character (ASCII) representation. This means that the data is pasted into your program just as if it had been typed directly from the keyboard.

PIF

Program Information Files

Windows uses program information, or PIF, files (which have the extension .PIF) to determine how to run standard applications. A number of preconfigured PIF files for popular applications are provided on your Utilities disk. You may also find that your application disk includes a PIF file.

A PIF file is not required to run a standard application. If you run an application without a PIF file, Windows will use a set of default program characteristics (see “Default Settings” at the end of this chapter). However, PIF files allow you to run the application in the most efficient way.

If you run an application by selecting the filename of the program (an .EXE, .COM, or .BAT file), then the PIF file must have the same filename, except that the extension is .PIF. For example, if you are using dBASE II, the associated PIF file would be DBASE.PIF.

If you run the application by selecting its PIF file, Windows will automatically run the program name entered in the PIF file. This allows you to have several different PIF files with different parameters for the same application. For example, you might have two files, MPSMALL.PIF and MPLARGE.PIF, for Multiplan. The first might have a required memory of 128KB, and the second 256KB.

Copy the appropriate PIF file to your standard application's startup disk or directory. Or, if you prefer, you can copy the PIF file to the Windows startup directory or to another directory in your PATH, so that Windows can find it when you run the application.

Some applications may have more than one .EXE or .COM file on their disk. You should have a separate PIF file for each one.

Some of the PIF files provided on the Utilities disk may have different names than the applications they correspond to; this is because in some cases, different applications use the same filename to start up. You can use the PIF editor to determine which application the PIF file was designed for. Then copy it to the appropriate drive and directory, and rename the file.

You can also provide PIF information in the WIN.INI file. For example, PIF settings for DOS utilities are set here. (See Appendix A, “Customizing Your WIN.INI File,” for details.)

How to Change PIF Files

Normally, you will not have to change the information in your PIF files. However, if you want to change any of the parameters for a particular program, editing your PIF file can tailor the performance characteristics of your program. For example, to give Lotus 1-2-3 the maximum amount of available memory in your machine, you can change the amount in the KB Required option to 640KB and select None from the screen exchange options. Close all other applications except for the MS-DOS Executive, then run the program.

Some applications provide an option to install and run the program with an ANSI device driver (ANSI.SYS). If the program offers this option, you can usually run it in a window. For example, Microsoft Multiplan provides this option. Since the application can't run in a window, you must alter the PIF file. You should select the Directly Modifies Screen option. (Do this for all edited .COM or .EXE files included in the application.)

If you run an application and it does not load properly or is not operating as expected, check your PIF file settings. You may need to increase the application's memory requirements. If you still have difficulty, verify that the program runs under DOS.

Using the PIF Editor

You can use the PIF editor to create or edit a PIF file. On a two-diskette system, the PIF Editor resides on the Utilities disk. For example, you might want to change the program settings to increase the amount of memory available to the application or to change its initial directory.

e The About command on the PIF editor System Menu displays a dialog with a help listbox. To use it, select a topic, then click the Help button.

How to create a new PIF file

Run the PIFEDIT.EXE application from the MS-DOS Executive window to start the PIF editor.

When to change PIF files

Creating a PIF file

Program Information Editor

File

Program Name:

Program Title:

Program Parameters:

Initial Directory:

Memory Requirements: KB Required KB Desired

Directly Modifies: ☒ Screen ☐ COM1 ☐ Memory
☐ Keyboard ☐ COM2

Program Switch: ☐ Prevent ☒ Text ☐ Graphics/Multiple Text

Screen Exchange: ☐ None ☒ Text ☐ Graphics/Text

Close Window on exit: ☐

- 2 Type the application's filename in the Program Name text box. Include the original extension (.EXE, .COM, or .BAT).
- 3 Select the options or values that apply to the program. (See the next section, "PIF File Options," for more information.)
- 4 Choose the Save command from the File Menu to save the new PIF file.

To create another PIF file, select New from the File Menu to re: the PIF editor screen.

Editing PIF files

To edit an existing PIF file

- 1 Run the PIFEDIT.EXE application from the MS-DOS Executiv window to start the PIF editor.
- 2 Choose the Open command from the File Menu.
- 3 Type the name of the PIF file in the text box.
- 4 Choose the Open button.
- 5 Change the options.
- 6 Choose the Save command from the File Menu to save your changes.

F File Options

The following information describes the entries in a PIF editor window.

out the Program There are four entries for information about your application program.

Program Name. Type the application's pathname, including the filename extension — for example, A:DBASE.COM.

Program Title. Type a descriptive name that will appear when you select the program's icon (and in the window's title bar if the program can run in a window) — for example, *IBM Writing Assistant*.

Program Parameters. Type any parameters your program might need. These would be the same parameters you would add next to the application's filename when you start the program. For example, to run Microsoft Word in text mode, you would type */C*.

Type *?* if you want Windows to prompt you for parameters. The prompt will appear in the MS-DOS Executive window when you try to run or load an application. Parameters can be filenames, letters, numbers, or any type of information up to 62 characters.

If your application requires no parameters, or if you are uncertain, leave this option blank.

Redirected I/O and piping are not supported.

Initial Directory. Type the drive and directory you want Windows to go to when the application is started. This is usually the location of the application's data files.

mory Requirements These two items describe the memory used by your application.

KB Required. Type the minimum amount of memory required in kilobytes (KB) by your application. Check the system requirements of your application. If you don't know how much is required, leave the default setting of 52KB.

If Windows cannot provide the specified amount of memory, and if no applications are running other than the MS-DOS Executive, Windows will reduce its space requirements so that the program can have room to operate. To return to Windows, quit the application.

About the program

Memory Requirements

- **KB Desired.** Type the maximum amount of memory your program can use. Some applications run more efficiently if more than minimal memory is provided.

If you leave this entry blank or type zero, Windows will allocate all available memory to the application.

Note Running some utility programs that check available memory may not provide correct results when running from Windows. For example, CHKDSK returns the PIF Memory Required setting for its “bytes free” message. “Bytes total memory” will vary depending on when it is loaded, since CHKDSK determines memory available starting at CHKDSK’s present location in memory.

Directly Modifies

Directly Modifies In the following group, select any options that apply to your application. Many applications use system resources in ways that cannot be shared with other programs.

- **Screen.** Select this box if the application writes directly to the screen buffer (video memory). All existing applications that display graphics are in this category. Such applications cannot be run in a window. Selecting this option will give the application exclusive access to the screen. If you are uncertain, select this option.
- **Keyboard.** Select this box if your application accesses the keyboard buffer. The keyboard buffer is the area where keystrokes are saved until they are processed.

Selecting this option prevents the application from running in a window or switching back to Windows with ALT-TAB. If you are uncertain, do not select this option.

- **COM1.** Select this box if your application accesses serial communications port 1 (COM1). If you select this box, Windows cannot run any other application using COM1 until you quit the first application. This prevents two applications from trying to access the same communications port at the same time.

Selecting this option also prevents the application from being swapped to disk. Some programs must remain in memory at times. Generally, you need select this option only if you are running a communications application.

- **COM2.** Select this box if your application accesses serial communications port 2 (COM2). If you select this box, Windows cannot run any other application using COM2 until you quit the first application. This prevents two applications from trying to access the same communications port at the same time.

Selecting this option also prevents the application from being swapped to disk. Some programs must remain in memory at all times. Generally, you need select this option only if you are running a communications application.

Memory. Select this box if your application loads by a Terminate and Stay Resident system call (e.g., Sidekick, Spotlight, Bellsoft Pop-Ups). These programs generally load and remain in memory, and are activated while other applications are running. If you are uncertain, do not select this box.

Program Switch If your application requires exclusive use of screen, the following options determine whether you can switch back to Windows using ALT-TAB. If you are uncertain which option to choose, choose Text.

Prevent. Select this option to conserve memory for the application, or if you find that Windows does not switch correctly. If you select this option, you must quit the application to return to Windows.

Text. Select this option if your application works in text mode only, or if it runs in text and graphics modes and you want to conserve memory. Windows will reserve 4K to save the screen.

If you select this option, you will be able to switch back to Windows only when the application is in text mode. If the application is in graphics mode, you must exit the program to return to Windows; Windows will beep when you press the ALT-TAB keys.

Graphics/Multiple Text. Select this option if your application works in graphics mode. If you select this option, Windows allocates extra memory (16-36K) for you to switch back to Windows when the application is in text or graphics mode.

: to extensive memory requirements, program switching is not supported for applications using IBM EGA high-resolution color files.

Program Switch

Screen Exchange

Screen Exchange These options let you specify the kind of data exchange between applications that require exclusive access to the screen and the Clipboard. As described in the section “Transferring Information,” you press ALT-PRINTSCREEN to put “snapshots” of the screen into the Clipboard. This requires Windows to reserve memory to save the screen image. Text screens generally do not require much memory (2K). However, graphics screens can require up to 32K of memory. You should select options with this in mind. If you are uncertain, choose Text.

- **None.** Select this option to prevent screen exchange and conserve memory.
- **Text.** Select this option to allocate memory to take “snapshots” of text screens. If your application runs in a window, select the Text option.
- **Graphics/Text.** Select this option to allocate memory to take “snapshots” of text and graphics screens.

Due to extensive memory requirements, screen exchange is not supported for applications using IBM EGA high-resolution color modes.

Window Closure

Close Window on Exit This option closes the standard application window when you exit the program.

Default settings

Default Settings

If you run an application and Windows cannot find a PIF file, Windows assumes the following settings:

- **Program Title:** Ignored
- **Initial Directory:** Ignored
- **Memory Required:** 52KB
- **Memory Desired:** All available memory
- **Directly Modifies:** Screen
- **Program Switch:** Prevent
- **Screen Exchange:** Text

) Commands

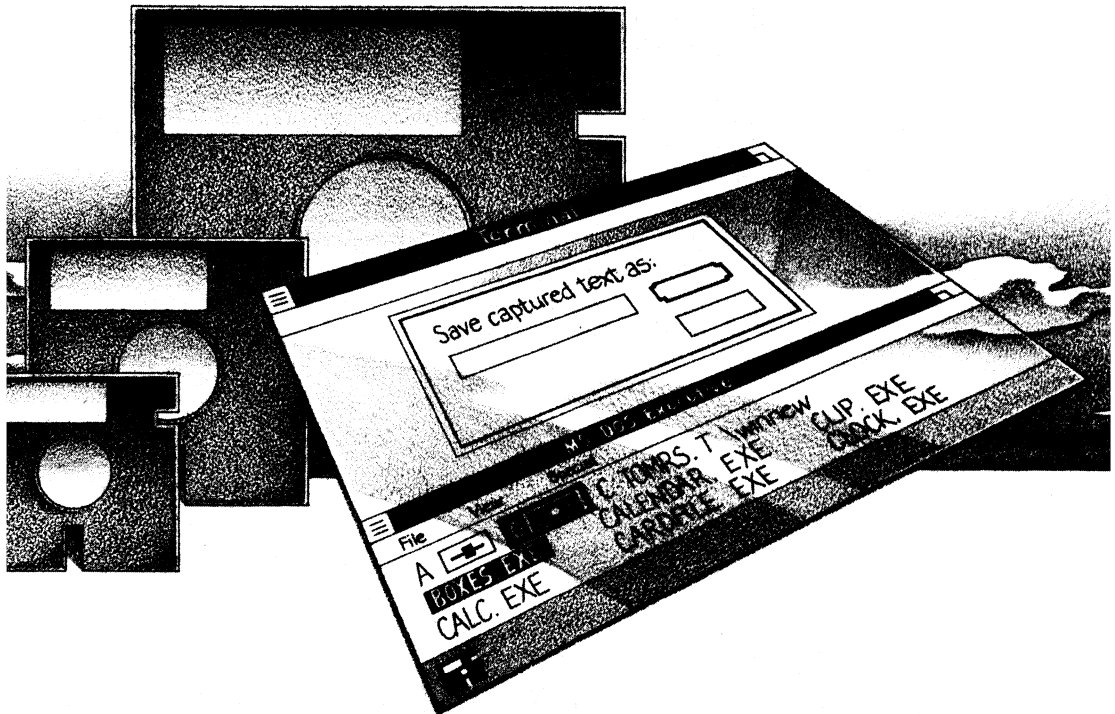
This chapter describes the commands you will use most often when working with Windows. The command summaries describe the function of

System Menu commands

MS-DOS Executive menus and commands

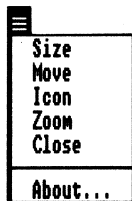
Control Panel menus and commands

For details on procedures for these commands, see Chapter 4, "Techniques," Chapter 5, "Using the MS-DOS Executive," and Chapter 7, "Using the Control Panel."



The System Menu

The System Menu



The System Menu is common to all WIN applications and contains commands for manipulating the windows themselves.

Note Your application may append additional commands to the System Menu. See your application manual for details on these commands. Chapter 9, “Techniques for Standard Applications,” contains information on standard commands that an application might append.

Size The Size command lets you change the size of a window.

If you have a mouse, you can also change the size of a window with the size box that appears in the corner of some application windows.

Move The Move command lets you move a window to another position on the screen. You can also use the Move command to expand icons or shrink windows.

Icon The Icon command shrinks the selected window into an icon and places the icon in the icon area.

The Icon command also expands a selected icon into a window.

Zoom The Zoom command expands the selected window to fit the screen. Choosing this command again dezooms the window — that is, returns it to the original size and position.

Close The Close command closes the application running in the selected window and removes the program from memory. To use the program again, you run it from the MS-DOS Executive window.

About The About command displays information about the application running in the active window. For example, the About command on the MS-DOS Executive System Menu displays the amount of space currently available to the system.

The MS-DOS Executive

The MS-DOS Executive window is run automatically when you start Windows. You need to use the MS-DOS Executive commands whenever you want to run an application, end a Windows session, manage your files. Refer to Chapter 5, "Using the MS-DOS Executive," for more detailed information.

The File Menu

Run The Run command runs an application or a program you've written. Use the Run command when you need to provide additional information, such as a pathname or volume name, for a program in order to run it.

Load The Load command runs an application as an icon in the icon area, instead of automatically running the application in a window.

Copy The Copy command copies a file to a different directory disk, or to a different filename in the same directory.

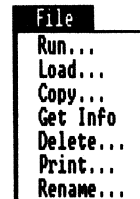
Get Info The Get Info command displays the selected file's name and extension, its size in bytes, and the date and time the file was created or most recently changed.

Delete The Delete command deletes the selected file.

Print The Print command prints the selected file or directory listing on your printer.

Rename The Rename command lets you change the name of the selected file.

The File Menu



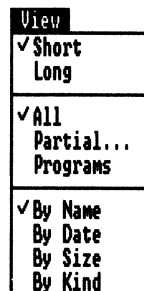
The View Menu

The View Menu commands let you display a directory listing in a variety of styles. The active commands are indicated by checkmarks. You can select one style characteristic from each group.

Default The default. Displays a directory listing horizontally, by name only.

Long The Long command displays a directory listing in one long column, with name, extension, size in bytes, and date and time changed for each file listed. The information by which the files are sorted (i.e. name, date, size, or kind) appears in boldface.

The View Menu



All The default. Specifies that all the files in a directory be listed.

Partial The Partial command lets you specify which files should appear in a directory listing.

Programs The Programs command displays a directory listing of program files—these files have .EXE, .COM, and .BAT extensions.

By Name The default. Sorts a directory alphabetically by filename.

By Date The By Date command sorts a directory by the date and time each file was created or most recently changed, listing the most recent first.

By Size The By Size command sorts a directory listing according to each file's size in bytes, from largest to smallest.

By Kind The By Kind command sorts a directory listing alphabetically by filename extension. Files with the same extension are sorted alphabetically by name.

The Special Menu

The Special Menu



End Session The End Session command ends your Windows session. You do not need to shrink the windows that are expanded or close the applications that are running before you choose the End Session command.

Create Directory The Create Directory command lets you create a new directory.

Change Directory The Change Directory command lets you change directories.

To change directories with a mouse, double click the section of the pathname (near the top of the MS-DOS Executive window) that you want to go to.

Format Data Disk The Format Data Disk command lets you format a data disk from the MS-DOS Executive window.

Make System Disk The Make System Disk command lets you create a bootable disk (containing the MS-DOS system files) from the MS-DOS Executive window.

Set Volume Name The Set Volume Name command lets you give a disk a descriptive name for identifying its contents.

The Control Panel

The Control Panel controls some system settings. Changes to the Control Panel are reflected in the WIN.INI file (described in Appendix A, "Customizing Your WIN.INI File").

Chapter 7, "Using the Control Panel," for more detailed information.

The Installation Menu

The Installation Menu commands let you add or remove a printer from your system without rerunning the Setup program.

Add New Printer The Add New Printer command adds a printer to the disk and adds a printer file name from your Utilities disk to the WIN.INI file.

Delete Printer The Delete Printer command removes a printer you have already set up.

Add New Font The Add New Font command adds a font file to the disk and adds a font file name from your utilities disk to the WIN.INI file.

Delete Font The Delete Font command removes a font you have already set up.

The Setup Menu

The Setup Menu commands let you change printer port connections, serial communications ports, and the default printer and printer modes.

Connections The Connections command changes the printer port.

Printer The Printer command lets you specify a default printer. This command also displays dialog boxes for additional information a printer might require (type of paper, for example).

Communications Port The Communications Port command lets you specify a serial communications port and select parameters, such as baud rate, word length, parity, and stop bits.

The Installation Menu

Installation
Add New Printer...
Delete Printer...
Add New Font...
Delete Font...

The Setup Menu

Setup
Connections...
Printer...
Communications Port...

The Preferences Menu

Preferences

Screen Colors...
Mouse...

The Preferences Menu

The Preferences Menu commands let you control screen colors.

Screen Colors The Screen Colors command lets you specify color adjustments to your screen.

Mouse The Mouse command lets you switch functionality between the left and right mouse buttons.

Appendix A

Customizing Your WIN.INI File

Your WIN.INI file contains settings for many Microsoft Windows features and WIN applications. Windows checks the WIN.INI file and uses the settings it finds there every time you start Windows.

te You'll rarely need to change your WIN.INI file; the instructions in this chapter are provided primarily for special system customization. The settings in your WIN.INI file may differ from those shown here.

You may want to print a copy of the WIN.INI file before you make direct changes to it. Use the Print command from the Windows Executive window.

Direct changes to WIN.INI do not take effect until Windows is restarted. To have the changes effective immediately, quit Windows and start again.

WIN.INI is divided into sections that appear in the following format.

```
[section name ]
keyword1=setting1 setting2 ...
keyword2=setting1 setting2 ...
```

change WIN.INI settings

Open WIN.INI from Notepad.

Locate the settings you want to change and edit them.

Save WIN.INI.

**Changing WIN.INI
settings**

te You can also edit WIN.INI from a word processing application. When you save WIN.INI, be sure to save it as an ASCII text (unformatted). Windows will open, but may not be able to properly read a formatted text file.

Settings in [Extensions]

Many applications supply a filename extension to the data and text files you create. (For example, Cardfile appends the extension .CRD to the files you create.) Windows puts this information in the WIN.INI file.

This makes it possible for you to run an application and open a data or text file in one step. To do this, you simply run the file.

A typical list of settings in [extensions] might be

```
[extensions]
crd=cardfile.exe ^.crd
cal=calendar.exe ^.cal
trm=terminal.exe ^.trm
txt=notepad.exe ^.txt
pif=pifedit.exe ^.pif
```

If you wish, you can associate other filename extensions with a particular application.

Settings in [Windows]

The [windows] section of WIN.INI contains settings for

- Double click speed
- Cursor blink rate
- System default printer
- Applications loading automatically

Windows automatically modifies blink rate and double click speed in WIN.INI any time you change these settings in the Control Panel window. You will find it easier to change these settings in Control Panel, rather than through WIN.INI. See Chapter 7, "Using the Control Panel," for more information.

The settings for a typical [windows] section might be

```
DoubleClickSpeed = 500
CursorBlinkRate = 450
Device = Epson FX-80,epson,LPT1:
```

The numbers that follow the equal sign in the DoubleClickSpeed

l CursorBlinkRate settings are read by Windows as milliseconds, and can range from 0 to 65535. The higher the number, faster the rate. The device entry indicates the default printer (plotter), the device's printer filename, and the device's default driver. The fonts entry indicates the default font file. Add additional fonts by adding a space followed by the filename.

Starting Applications Automatically

Windows runs the MS-DOS Executive application automatically when you start. You can have Windows start other applications automatically by putting a *Load=* entry in the [windows] section.

For example, the setting

```
Load=clock control clipbrd
```

adds the Clock, the Control Panel, and the Clipboard (in addition to the MS-DOS Executive) as icons whenever you start a Windows session. Later, you can delete any of these from the *Load=* line and add others instead.

Type the filenames of the applications you want (these are applications whose extensions on disk are either .EXE, .COM, or .BAT). Filenames can be up to eight characters in length.

Be sure to include a space between the filenames.

If the filename that follows the equal sign in the *Load* setting does not represent an application, you must also include the file's extension.

For example, if you have a Notepad text file of on-going activities that you want to be loaded for updating at the beginning of every Windows session, you need to put the filename with extension .TXT into the *Load* setting:

```
Load=ongoing.txt
```

When you provide only a filename in the *Load=* line, Windows searches the current drive and directory. You may need to specify a pathname. Use the form

directory filename

where *drive* is the drive name of the disk drive that contains the application; *directory* is the name of the directory that contains the application; and *filename* is the application filename.

Adding applications to the Load = line

Settings in [Devices]

This section lists your system's output (printing) devices, and their printer files and port connections. The settings in [devices] are set when you run the Setup program, and can be reset with the Control Panel.

After you run Setup, the initial settings could look like this:

```
[devices]
  EPSON FX-80 = epson,LPT1:
  HP 7470A = plotters,COM1:
  NEC 3550 = nec3550,None
```

where the left side represents the printer name, and the right side represents the device's printer driver file and the device's port (one is assigned).

Settings in [Colors]

These settings reflect the color settings of various parts of the Windows screen. The default settings are

```
[colors]
  Window = 255 255 255
  WindowText = 00 00 00
  Menu = 255 255 255
  MenuText = 00 00 00
  WindowFrame = 00 00 00
  TitleText = 255 255 255
  ActiveTitle = 00 00 00
  InactiveTitle = 128 128 128
  Scrollbar = 192 192 192
  Background = 128 128 128
```

The numbers on the right represent RGB settings (Red,Green,Blue) from 0 to 255. 00 represents no color (black), while 255 represents fully saturated color.

Note You can use the Control Panel to make changes to this section.

Settings in [Ports]

This section of WIN.INI lists the ports available for your system. A typical port setting might look like this:

```
[ports]
LPT1:=
LPT2:=
COM1:=9600,n,8,1,p
COM2:=
```

Here the values to the right of the "COM1:" entry represent baud rate, parity, word length, stop bits, and the retry (print/send) option, in that order. See your DOS manual for an explanation of these options.

This information is written to WIN.INI when you run Setup. You can also change this setting with the Control Panel.

Settings in [Pif]

You can create a program information entry in WIN.INI for your standard applications that can run in a window.

Type *[pif]* on the first line. This indicates that the lines in the section contain program information.

On the next line, type the name of the program, followed by an equal sign, then the amount of memory (K) required to run the application.

The initial setting might look like this:

```
[pif]
command.com = 32
chkdsk.com = 52
edlin.com = 32
```

You can find the memory requirements for your application in the application manual.

Creating a [pif] entry

Once you create a [pif] entry for a program, the following default settings are assumed:

- Program Title: Filename without extension
- Initial Directory: Ignored
- Parameters: Ignored
- Memory Required: Specified above to the right of the equal sign
- Memory Desired: Same as memory required
- Screen Exchange: Ignored
- Program Switch: Ignored
- Directly Modifies: None

The PIF section also lists the information that Windows uses to swap programs to disk (see Chapter 9, “Techniques for Standard Applications,” for more information). The swap area is used only to swap applications that cannot run in a Window. Two settings, SwapDisk and SwapSize, determine where Windows swaps an application and what the minimum swap space should be.

If SwapDisk = ? then Windows will attempt to swap to the first fixed disk on the system. This is the default setting. If SwapDisk set equal to a drive letter, Windows will swap to the drive. To disable swapping altogether, set SwapDisk = 0.

Note Do not set a floppy disk drive as the swap disk.

Windows allocates the amount of memory based on the first application that is swapped. You can achieve best performance by running the largest program first. However, if you want to reserve a minimum amount of memory as the swap area, you can change the SwapSize setting. If SwapSize = 0 (the default setting), Windows will set the swap size to the size of the first swappable application run. To set a minimum swap area, change the number to the preferred size in kilobytes. You should take into account the program size, space for screen exchange, space for screen switching, and a 2K overhead for saving information about the application's current state. See Chapter 9, “Techniques for Standard Applications,” for details on these settings and on creating and using PIF files and applications.

Appendix B System Messages

This appendix describes the messages that may appear in the Idle of your window or MS-DOS Executive screen.

Many of the messages appear in dialog boxes with an Ok and a Cancel button. Choose Ok to make the dialog box and the message disappear before you proceed. Some dialog boxes include a Retry button. Choose this if you want to try the operation again.

Windows Messages

Cannot read from device device

Windows is unable to read from the specified DOS device.

The specified device was not available for input. Be sure the device is properly set up (and if appropriate, turned on). Choose Retry to try the operation again, or Cancel to end the operation. Check your DOS manual for further information about device names and errors.

Cannot read from drive d

There is no disk in the specified drive.

The disk drive door may be open or the disk may not be inserted properly (if a floppy disk drive is specified).

Windows could not read the disk in the drive you specified. The disk may be defective, damaged, or unformatted. (See your DOS manual for details about disk errors.)

Choose Retry to try the operation again. If a floppy drive is specified, be sure the disk is properly inserted. If you continue to receive this message, choose Cancel. You may want to run the DOS CHKDSK program to check the disk.

Cannot write to device device

- *Windows is unable to write to the specified DOS device.*

The specified device was not available for output. Be sure the device is properly set up (and if appropriate, turned on). Choose Retry to try the operation again, or Cancel to end the operation. Check your DOS manual for further information about device names and errors.

Cannot write to drive d

- *There is no disk in the specified drive.*
- *The disk drive door may be open, or the disk may be improperly inserted (if a floppy disk drive is specified).*
- *Windows could not write to the disk in the drive you specified. The disk may be defective, damaged, or unformatted. (See your DOS manual for details about disk errors.)*
Choose Retry to try the operation again. If a floppy drive is specified, be sure the disk is properly inserted. If you continue to receive the message, choose Cancel.

Insert program or disk name in drive d

- *Windows needs a program or file that is not on the disk in the active drive.*
Insert the specified disk and choose Ok.

No more files can be opened

- *DOS is already running the maximum number of files.*
Close one or more of the applications you have running and then running the selected program again.

Not enough memory to run

- *Windows tried to run a standard application that requires more memory than is currently available.*
Close one or more applications, then try to run the application again.

Printer not ready

- *The printer may be out of paper or the printer is not on.*
Be sure the printer paper is properly installed and that the printer is connected and turned on.

Write protected disk in drive d

- *The disk in drive d is write-protected.*
To write to this disk, remove the write-protect tab and choose Retry. Otherwise, choose Cancel.

3-DOS Executive Messages

inot change directory to name

You have specified a filename instead of a directory name.
 Select or type a directory name, then retry the Change Directory command.

inot copy file to itself

You have attempted to copy a file to the same filename on the same disk or in the same directory. This is not allowed because it would destroy the file.
 Copy the file again, specifying a different filename.

inot copy more than one file to a single file

You have selected more than one filename and specified a single file as the destination.
 Select the file you want to copy and start again. To copy multiple files, specify a directory to copy them into.

inot create directory directory name

You tried to create a directory using a name that already exists in the current directory.
 Retry the command with a unique directory name.
You tried to create a directory on a disk that is write protected.
 Remove the write-protection tab, then retry the command.

inot create filename

You tried to save your work to a read-only file.
 Specify another filename when you save your work.

inot delete filename

You have tried to delete a file on a write-protected disk.
 Remove the write-protection tab and try again.
You have tried to delete a read-only file.
 You cannot delete the file.

inot delete the current directory

You have attempted to delete the current directory. This is not allowed, even if the directory is empty.
 Move to the parent directory and start again.

Cannot find filename

- *You have chosen an action requiring a file, and the MS-DOS Executive cannot find the file in the directory or on the disk.*
Make sure you typed the filename correctly. You may need to change directories to locate the file, or you may need to type pathname before the filename. If the file is not on the disk, insert the disk containing the file in the drive. Choose the command and try again.

Cannot format diskette

- *The disk is probably defective or read-only.*
Replace the disk and try again.

Cannot print

- *Your printer is not properly installed (this includes having proper settings in the WIN.INI file).*
Check the printer connections and Control Panel printer settings. Set your printer up properly and start again. (See Chapter 7, "Using the Control Panel," for details about printer settings)

Cannot put DOS system on the diskette

- *The disk cannot be formatted with the system files.*
Put a blank formatted disk in the drive and retry the command.

Cannot rename name

- *The specified file does not exist in the current directory or on the disk.*
Make sure the filename exists, then retry the Rename command. You cannot rename a directory.

Cannot run filename

- *An error has occurred while running a program.*
Retry the Run command. If the command still does not work, be sure you are trying to run the correct file.

Cannot set volume name

- *The disk is write protected.*
Remove the write-protection tab.
- *The disk is full.*
Check the directory to see if any files can be removed, then try again.

Directory is not empty

- *The directory still contains files.*
Delete the files from the directory, or move them to a different location, and start again.

Directory name has no files in it

You tried to copy files from an empty directory.

Check to see that you used the correct directory name.

Disk is full

You have tried to save a file, or have carried out an action that requires creating a new file (such as copying), and the disk is full.

Insert another disk, or delete any unwanted files and directories from the disk, and try again.

Multiple destinations not allowed

You have attempted to copy a single file to more than one new file, or to rename a single file with more than one new name.

Copy or rename the file to a single destination.

Multiple files not allowed

You have specified too many filenames for a command.

Retry the command with only one filename specified.

Not enough memory

You have carried out an action, such as copying a file, that requires more memory than Windows currently has available.

Close one or more applications and try again.

Not enough memory to display entire directory

The MS-DOS Executive requires more memory than is currently available to display the directory in full.

If you want to see the entire directory, close one or more applications.

Not enough memory to run filename

Windows tried to run a program that requires more memory than is currently available.

To run the program, close one or more applications, then choose the Run command again.

Session will end your Windows session

You chose the End Session command, and Windows is asking you to confirm that you really want to end the session.

Choose Ok to end the session. Choose Cancel to cancel the End Session command and continue working with Windows.

The following MS-DOS Executive error messages may appear when you attempt to run standard applications:

Application still active

- *A standard application is still open. This message will appear if you attempt to end the Windows session while a standard application is still running.*

Close any standard applications that may be running. For most applications, use the quit or exit command.

Cannot run with other applications

- *The program you selected is a special application that loads and stays resident or has the Modifies Memory option set in its PIF file.*

You must close all applications except the MS-DOS Executive before you can start this program.

COM1 and COM2 is not available

- *The application that you selected requires access to serial communications port 1 or 2.*
- *You do not have a serial communications card installed as COM1 or COM2.*

To run the program you selected, you must close any other application that accesses the COM1 or COM2 port. If you do not have a serial port you cannot run the selected program.

COM1 is not available

- *The application you have selected requires access to serial communications port 1 (COM1).*
- *You do not have a serial communications card installed as COM1.*

To run the program you selected, you must close any other application that accesses the COM1 port. If you don't have a serial port you cannot run the selected program.

COM2 is not available

- *The application that you selected requires access to serial communications port 2 (COM2).*
- *You do not have a serial communications card installed as COM2.*

To run the program you selected, you must close any other application that accesses the COM2 port. If you don't have a serial port you cannot run the selected program.

Initial directory not found

The initial directory for this program cannot be found or is invalid.

Check the PIF file for the program and be sure that the initial directory setting is correct.

Need more disk space

You attempted to load a standard application that required that Windows swap another application to disk. There was insufficient disk space for swapping.

Close one of the other standard applications you have running and try the command again. If there is still limited space remaining on the swap disk, you may consider deleting some files.

Need WINOLDAP files to run program

The program you selected requires the Windows system files WINOLDAP.MOD and WINOLDAP.GRB to run.

These files should be in the same directory as your other Windows system files. Check the directory to make certain that they are available, and then try running the program again.

Appendix C

Using Extended Memory for Standard Applications

The Microsoft Windows Utilities disk contains a special program that sets up part of your computer's memory for use with standard applications. This program, named RAMDrive™, provides special advantages.

This appendix describes

How to set up RAMDrive

How to run standard applications using RAMDrive

The messages you may see from RAMDrive

as described in Chapter 9, "Techniques for Standard Applications," Windows can load and switch between multiple standard applications, even if the memory requirements exceed the amount of memory available. Windows swaps applications to a hard disk or an area in extended memory. The RAMDrive program sets up extended memory as a swap area.

RAMDrive works with the following hardware:

Any MS-DOS personal computer with extended memory

IBM PC AT, or PC AT compatible, with extended memory

Any IBM PC, or PC compatible, with the INTEL® Above™ Board

Any IBM or MS-DOS personal computer with memory allocated for disk emulation programs

You will most likely use RAMDrive if you have extended memory and an INTEL Above Board.

Advantages of RAMDrive

How to Set Up RAMDrive

Install your extended memory hardware according to the manufacturer's instructions.

Setting up RAMDrive

To set up your system to use RAMDrive

- 1 Create or edit an existing CONFIG.SYS file, using a text editor program.
If you have Windows set up, you can use Notepad.
You'll find CONFIG.SYS in your boot directory (the disk or directory you start DOS from). For information about CONFIG.SYS files, see your DOS reference manual.
See the section "Using Above Board With Microsoft Windows" and your Above Board installation manual for more information.
- 2 If you have an INTEL Above Board, you must set up the appropriate configuration parameters in your CONFIG.SYS file. This line must precede any RAMDrive command lines.
- 3 Insert the RAMDrive command line. (See the following section "The RAMDrive Command Line," for more information.)
- 4 Save the CONFIG.SYS file in your boot directory. If you run Windows from a floppy disk, save CONFIG.SYS on your Start-up disk. If you run from a hard disk, save CONFIG.SYS in the hard disk's root directory.
- 5 Restart your computer with the on/off switch or by pressing the CTRL-ALT-DEL keys at the same time.

Once you've completed this procedure, RAMDrive will be set up each time you start DOS.

The RAMDrive Command Line

In the following description of the RAMDrive command line

- Brackets surround optional fields.
- Italics represent the type of entry to be made in a field.
- Capital letters indicate text which must be entered as shown. The text may be entered in either uppercase or lowercase.

The RAMDrive command line has the following form:

The RAMDrive command line

```
RAMDRIVE=[drive:][path]RAMDRIVE.SYS [size] [sectors] [entries] [/E or /A]
```

VICE = Tells DOS to install a device driver. In this case, RAMDrive is the device driver program.

The disk drive where you store the RAMDRIVE.SYS file. If the file is on the disk you use to start DOS, you needn't include a disk drive designation.

h The directory where you store the RAMDRIVE.SYS file. If the file is in the directory you use to start DOS, you needn't include a pathname.

RAMDRIVE.SYS The name of the RAMDrive program file. You must include this part of the command line.

s The amount of memory you want this RAMDrive to have. Include this part of the command line only if you want more memory than 64K, or if you want to include numbers for *sectors* or *entries*. You can type a number from 16 (16K bytes) to 4096 (megabytes). The *size* cannot exceed the amount of memory on your extended memory board. To use all of the extended memory for the RAMDrive, type a number equal to the amount of extended memory you have. If you do not want to use all of your extended memory for RAMDrive, see the following section, "Calculating RAMDrive Size Requirements," for details on calculating how much memory you will need.

sectors The number of bytes per sector. Include this part of the command line only if you need sector sizes larger than 128 bytes. RAMDrive accepts only the numbers 128, 256, 512, and 1024. IBM Personal Computer DOS permits a maximum of 512 bytes per sector.

If you do not understand the purpose of this number, either omit this part of the command line or type 128. You must type a number in this part of the command line if you want to type a number for *entries*.

entries The maximum number of root directory entries you want in the RAMDrive. Entries are either filenames or directory names. Include this part of the command line only if you want more than 64 entries. You can type a number from 2 to 1024.

The value of *entries* is adjusted up so that the area for the root directory entries fills to the nearest sector size boundary. For example, if you give a value of 25, and the sector size is 512 bytes, 25 will be rounded up to 32 which is the next multiple of 16 (there are 16 32-byte directory entries in 512 bytes).

/E or /A Switches that specify your hardware. Use the switches as follows:

Use	For
/E	IBM PC AT, or PC AT compatible, with extended memory
/A	INTEL Above Board as expanded memory

If you have a different piece of hardware, omit this part of the command line.

Calculating RAMDrive Size Requirements

Although you'll usually want to set *size* equal to the total amount of available memory, you can calculate how much memory you need.

The memory you set up determines the amount available for swapping. The *size* cannot exceed the amount of memory on your extended memory board. For example, if you want to switch between three standard applications and the largest requires 256K, then set the size to 1013K.

Calculating size requirements

To calculate the requirement for *size*

- 1 Find the size requirement for your largest application, as stated in the program's documentation or what you have set in the application's PIF file.

- 2 Add 75K.

This is the space required for program switch and screen exchange information.

- 3 Multiply the sum of these two numbers by the number of standard applications you expect to run.

- 4 Multiply the result by 1.02 and round the result up to the next whole number.

This adds 2% to the total space requirement for the DOS region of RAMDrive.

- 5 Type the result in the *size* part of the RAMDrive command line.

Sample RAMDrive Command Lines

The following are two sample RAMDrive command lines with explanations of their effects:

Sample One

Sample one

```
CE=RAMDRIVE.SYS /E
```

This command line gives you 64K of memory for disk storage and up to 64 files and directories in this RAMDrive. The RAMDrive is in IBM PC AT extended memory. DOS looks for RAMDRIVE.SYS in the drive or directory you start DOS from.

Note If the amount of memory you set aside for RAMDrive is equal to the amount of extended memory available, RAMDrive is 1K for administrative purposes. In this example, if your memory available is just 64K, you will have 63K available for RAMDrive.

When RAMDrive is set up, the following message will appear:

```
Size: 64 k
Sector size: 128 bytes
Location unit: 1 sectors
Directory entries: 64
```

Sample Two

Sample two

```
CE=C:\WIN\RAMDRIVE.SYS 1024 128 256 /A
```

This command line gives you 1024K (1 megabyte) of memory for disk storage and up to 256 files and directories in this RAMDrive. The RAMDrive is on the Above Board memory. DOS looks for the RAMDRIVE.SYS file in the \win directory on drive C:.

When RAMDrive is set up, the following message will appear:

```
Size: 1024 k
Sector size: 128 bytes
Location unit: 2 sectors
Directory entries: 256
```

How to Set Up Windows to Use RAMDrive

Once you have a RAMDrive command line in your CONFIG.SYS file, RAMDrive is set up automatically every time you start DOS. You should copy the RAMDRIVE.SYS file to the same drive and directory as your CONFIG.SYS file.

To assure that Windows automatically uses RAMDrive to swap standard applications, you need to go to your WIN.INI file and change the setting for SwapDisk = ?.

To change the SwapDisk setting

- 1 Run Notepad and open the WIN.INI file.
- 2 Replace the ? in SwapDisk = ? with the drive letter assigned to RAMDrive.
DOS assigns RAMDrive the next available drive letter. For example, if you have a hard disk system with one floppy disk drive (A:) and one hard disk (C:), RAMDrive becomes D:.
- 3 Save the WIN.INI file.

Refer to Chapter 9, "Techniques for Standard Applications," and Appendix A, "Customizing Your WIN.INI File," for details of the SwapDisk setting.

Once you set the SwapDisk setting in your WIN.INI file to the RAMDrive letter, Windows automatically uses RAMDrive to swap standard applications.

How to Use RAMDrive with Windows

Using RAMDrive with Windows

- 1 Start your computer and DOS.
DOS will set up RAMDrive automatically.
- 2 Start Windows.

Windows sets the size of the swap area to the size of the largest application you run. If you want to set a minimum swap area size, change the SwapSize setting in your WIN.INI file. Refer to Appendix A, "Customizing Your WIN.INI File," for details of the SwapSize setting.

RAMDrive Messages

Drive letter or missing d:path RAMDRIVE.SYS

The drive letter (d:) or the pathname (path) are incorrect. The RAMDRIVE.SYS file is not in the drive or directory shown in the RAMDrive command line.

Edit your CONFIG.SYS file and type the correct drive and pathname in the RAMDrive lines.

Microsoft RAMDrive version Y.YY virtual disk d:

This RAMDrive message appears when DOS sets up RAMDrive. Y.YY is the version of RAMDrive.

d: is the DOS drive letter assigned to this RAMDrive.

The "virtual disk d:" part of this message does not appear on computers using DOS 2.x.

Check the following information when it appears on your screen, and change the corresponding parts of the command line as necessary:

```
disk size: x k
sector size: x bytes
allocation unit: x sectors
directory entries: x
```

This information from RAMDrive tells you

Message	Indicates
disk size	How much memory RAMDrive assigned to the drive. When you use the /E switch or no switch, size shown may be 1K smaller than the size in the RAMDrive command line.
sector size	How many bytes are in a sector.
allocation unit	How many sectors are in an allocation unit.
directory entries	How many root directory entries can exist (includes one for the volume label).

Messages

RAMDrive: Above Board Memory Manager not present

- *You included the /A switch in the RAMDrive command line, but RAMDrive could not find the Above Board memory manager.*

Your system boot disk did not install the Above Board memory manager. Your CONFIG.SYS file did not contain the appropriate information. Consult your Above Board documentation for correct installation instructions.

RAMDrive: Above Board Memory Status shows error

- *While trying to set up the RAMDrive in Above Board memory, DOS detected an error. DOS will not install the RAMDrive program.*

Run the Above Board Confidence test to check the Above Board memory. Take the appropriate corrective action as instructed in the Above Board manual.

RAMDrive: Computer must be PC-AT, or PC-AT compatible

- *You should include the /E switch only when you have an IBM PC AT or PC AT compatible computer. DOS will not install the RAMDrive program.*

Delete /E from the RAMDrive command line.

RAMDrive: Incorrect DOS version

- *RAMDrive runs only on 2.x and 3.x versions of DOS. DOS will not install the RAMDrive program.*

Because Microsoft Windows requires DOS 2.x or later, you need to switch to a 2.x or later version of DOS so you can run Windows as well as RAMDrive.

RAMDrive: Insufficient memory

- *Your system has insufficient memory available for RAMDrive. DOS will not install the RAMDrive program.*

If you want to use the RAMDrive program, you must add memory to your system.

As an alternative solution, reset the system memory switch settings inside the computer to reserve memory for a RAMDrive. For instructions on setting switches, refer to your computer's technical reference or the manual provided with any of your computer's memory boards.

MDrive: Invalid parameter

The command line contains too many parts, such as more than three numbers or more than one pathname.

One of the numbers for size, sectors, or entries in the command line exceeds the range of permitted numbers. For example, you may have the RAMDrive size set for 8K, which is too small.

You included both /E and /A in the same RAMDrive command line.

DOS will not install the RAMDrive program.

edit your CONFIG.SYS file and change the incorrect RAMDrive lines.

MDrive: I/O error accessing drive memory

DOS detected an error while trying to set up RAMDrive. DOS will not install the RAMDrive program.

Run memory tests to check the memory where RAMDrive is set up.

MDrive: No extended memory available

Your system has no memory available for RAMDrives. DOS will not install the RAMDrive program.

If you want to use the RAMDrive program, you must add memory to your system.

As an alternative solution, reset the system memory switch settings inside the computer to reserve memory for a RAMDrive. For instructions on setting switches, refer to your computer's technical reference or the manual provided with any of your computer's memory boards.

Using Intel's Above Board with Microsoft Windows

In addition to conventional memory, Intel's Above Board/AT can supply *extended memory and expanded memory*:

- *Extended memory* is the 15M-byte address space outside of the memory DOS can access. Most AT add-on boards supply this kind of memory. Only ATs and AT compatibles can use extended memory.
- *Expanded memory* is memory beyond the 640K-byte limit that RAM disks, print buffers, and application programs written according to the Lotus/Intel Expanded Memory Specification can use. Most personal computers can use expanded memory but you must include the special software described in this section.

How to Use Extended Memory with Microsoft Windows

To use the Above Board's expanded memory with Microsoft Windows, you'll need to copy a file from the Windows Utilities disk to the Intel Above Board disk.

- 1 If your computer is an AT, copy the EMM.AT file from the Windows Utilities disk to EMM.SYS on the Above Board disk

or

If your computer is a PC or an XT, copy the EMM.PC file from the Windows Utilities disk to EMM.SYS on the Above Board disk.

- 2 Insert the Above Board disk in drive A, follow the instructions in the Above Board manual, and run either SETUPAT (for ATs) or SETUPAB (for PCs or XTs). If you run Windows from a floppy disk, be sure to use SETUPAT or SETUPAB to set up your Windows Startup disk. Then follow the instructions in the preceding section to add any RAMDrive command lines.

For assistance in using Above Board, contact Intel Customer Support (see your Above Board documentation for the phone number).

rms

re Describes a window or icon that is selected; the window on to which your next command will apply. See *Select*.

ication A program used for a particular kind of work, such as word processing or database management.

matic tiling The resizing of windows on the screen so that all are visible. When you expand or move a window, other windows already on the screen are automatically adjusted to make room.

reboot To start up your computer, or to restart it, loading the OS operating system.

check box A small square box that appears in a dialog box. Check boxes are generally associated with multiple options that can be set. To set a check box option, move to it and press the SPACEBAR or click the mouse button.

choose To select a command from a menu, or an option from a dialog box. See *Select*.

click To press and release a mouse button quickly. When you click a mouse button, you should hear and feel a faint click.

clipboard A storage area for holding text or data that you are copying or moving. To see the contents of the Clipboard, run the clipboard program.

close To remove an application's window and icon from the screen. To close an application, choose the Close command from the application's System Menu. Once you have quit an application, you must run it to use it again.

command A word or phrase, usually found in a menu, that carries out an action.

command buttons Large rectangular buttons that appear in dialog boxes. The Cancel button always cancels the command. The OK button carries out the command. Occasionally, instead of a single button, the button that carries out the action will have a label that describes the action — for example, Save.

A

B

C

Copy To put a copy of the selected text in the Clipboard so you can transfer it to another location. Many WIN applications have a Copy command that performs this task. If you are using a standard application that runs in a window, Windows adds the Copy command to the System Menu.

Cut To remove selected text and place it in the Clipboard so you can move it to another location. Some applications may have a Cut command that performs this task.

Dialog box A window that appears when Windows needs further information before it can carry out a command. For instance, if you choose the Delete command from the File Menu in the MS-DOS Executive window, a dialog box will appear, asking for the name of the file you want to delete.

Directory A structure for organizing your files into convenient groups. A directory is like an address showing where your files are. A directory can contain files, or subdirectories of files. When you display a directory, you also see . (the current directory) and .. (the parent directory).

Double click To rapidly press and release a mouse button twice without moving the mouse. This action carries out the selected task or option.

Drag To hold the mouse button down while moving the mouse. For example, you drag an icon into the work area to expand the icon into a window.

Expand To make an icon into a window in the work area. To expand an icon into a window, choose the Icon command, move the icon into the work area, or double-click the icon with the mouse.

Extend To select more than one item or character within a window. To extend the selection, hold down the SHIFT key, then select as usual. Release the SHIFT key when you have selected everything you want.

Extended memory Memory higher than 640K. Extended memory is either the INTEL Above Board or one of the extended memory options available for IBM PC AT and other 286-based personal computers.

Flashing underscore The flashing line or cursor that appears underneath objects on the screen to show you where you are. In most cases, pressing the DIRECTION keys or the TAB key moves the flashing underscore.

highlight Highlighting indicates that the object is selected and will be affected by your next action. A highlighted object appears with a white outline. Highlighted icons are outlined in white.

icon A small graphic symbol representing an application. When you shrink an application into an icon, the application is still running in memory but is not taking up space in the work area. You can expand an icon into a window when you want to use the application again.

icon area The bottom of the screen, below the work area. When you move an icon into the icon area, you remove the associated application window from the work area. However, the application is still running in memory.

inactive Describes a window or icon that is not selected.
Select.

insertion point The place text will be inserted when you type. An insertion point usually appears as a flashing vertical line, and it can appear in the work area or within a dialog box. The text you type appears to the left of the insertion point, which is pushed to the right as you type.

list box A box listing all available choices for a command—for example, the filenames of all printer drivers on the disk. A list box appears within a dialog box. Usually, you select the item you want from the list box, then choose Ok. If there are more choices than will fit in the list box, the list box will have vertical scroll bars.

menu Menus are lists of available Windows and application commands. Menu titles appear in the menu bar at the top of the window. You choose a command from a menu by displaying the menu, then choosing the command you want.

menu bar The bar that lists the titles of menus. The menu bar appears under the title bar of a window.

mouse A pointing device that you move across a flat surface to move the pointer on your screen. A mouse has one or more buttons that you press to carry out various actions.

option button A small, round button that appears in a dialog box. Within a group of related option buttons, you can make one selection. To set an option button, use the DIRECTION keys or click the option button with the mouse.

P

Paste To put something into a document or file from the Clipboard. Some applications may have a Paste command that performs this task. If you are using a standard application that runs a window, Windows adds the Paste command to the System Menu.

Pathname A description of the location of a directory or file within the system. The pathname consists of the drive letter, followed by directory and subdirectory names, followed by a filename. Each name is separated from the previous one by a backslash.

Point To move the pointer on the screen until it rests on the object you want.

Pointer A small graphic symbol that shows mouse users their location on the screen. The mouse pointer is usually shaped like an arrow, but changes shape during certain tasks.

Program information (PIF) file A file containing information about a standard application. Windows needs information about how the program uses system resources and memory. If Windows cannot find a PIF file, it uses default settings to run the program.

R

RAMDrive A program that sets up extended memory as a disk drive. Windows uses this RAMDrive as needed to swap standard applications.

Run To start an application. The Run command lets you specify parameters for the application.

S

Scroll To move data or text up and down, or left and right, to see parts of the file that cannot fit on the screen.

Scroll bars The gray bars that appear at the right side or bottom of some application windows. You use scroll bars to move through a window that contains more information than can be shown in one screen. The scroll bar at the right side of a window scrolls vertically. The scroll bar at the bottom of a window scrolls horizontally.

Scroll box The small white box in the scroll bar. The scroll box reflects the position of the information within the window in relation to the total contents of the file. For example, if the scroll box is in the middle of the scroll bar, then the text or data in the window is in the middle of the file. If you have a mouse, you can scroll by dragging the scroll box in the scroll bar.

Select To indicate the object that the next command or option you choose will work on. See *Choose* and *Highlight*.

Shortcut key A special key sequence that lets you execute menu commands.

ink To turn a window into an icon. To shrink a window, use the Icon command from the System Menu, or drag the window into the icon area with the mouse. See *Expand*.

Size box The small box that appears in the right corners of the windows. The size box can appear in the upper or lower corners, or in both. If you have a mouse, you can drag the size box to change the size of the window.

Special applications Applications that load with a Terminate Stay Resident system call, or that trap system calls. Activate these applications from within a standard application that uses the entire screen.

Standard application Any application that runs under DOS that is not designed especially for Windows.

System Menu The menu appearing on every application that runs in a window. System Menu commands move, shrink, expand, and close, and change the size of windows. Icons and some dialog boxes also have a System Menu. To display the System Menu, press ALT-SPACEBAR, or point to the System Menu box at the left side of the title bar, press the mouse button, and drag to the command you want.

System Menu box The small square at the left of a window's title bar. If you have a mouse, you can click this box to see the System Menu.

Text box A box where you type information needed to carry out a command. A text box appears within a dialog box. What you type appears to the left of the vertical line (insertion point) in the text box, and the vertical line is pushed to the right as you type. The text box may be blank when the dialog box appears, or the text box may contain text if there is a default option or if you have selected something applicable to that command.

Title bar The bar across the top of each window that contains the name of the application in that window. The title bar also contains the System Menu box, and may contain a size box.

Wildcard A wildcard character (*) can be included in a filename to indicate any character or group of characters that might match that position in the filename. In Windows you can use the asterisk as a wildcard. For example, *.EXE indicates all files in the directory ending with the .EXE filename extension.

Native applications Applications that were designed especially for Windows, and use all the features of the Windows graphical user interface (such as menus and dialog boxes).

T

W

Window A rectangular area on your screen in which you use an application. Every window has a title bar and a menu bar, and may have one or two scroll bars.

Work area The area of the screen where windows are expanded for you to work with.

Zoom To temporarily make a window the full size of the work area. You “zoom” to make the window full size, and “dezoom” to return the window to its previous size.

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Microsoft® Windows Desktop Applications User's Guide

Version 1.0

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Introduction

Microsoft® Windows comes equipped with built-in applications. It is like a standard desktop aid.

Notepad Notepad is an electronic memo pad. You can copy or paste text from other applications and paste it into Notepad, or copy or cut from Notepad and paste into other applications.

Cardfile With Cardfile, you can avoid sorting paper index cards manually. Enter any information you want (for example, names, addresses, phone numbers) in any order, and let Cardfile do the sorting for you.

Terminal Terminal lets you connect your computer to other computers. Once connected, you can gather information from remote sources as Dow Jones News/Retrieval® and CompuServe®.

Calendar Calendar helps you keep track of your daily appointments. Unlike its desktop paper counterpart, Calendar has an alarm to remind you of your appointments.

Calculator Use Calculator to produce the figures you need. It can perform standard arithmetic operations, and calculate percentages and square roots.

Clock Shrink the clock to an icon, and the familiar clockface — complete with sweeping second hand — remains on your screen without taking up any work space.

Reversi Take an occasional break to play Reversi — an intriguing challenging game.

About This Manual

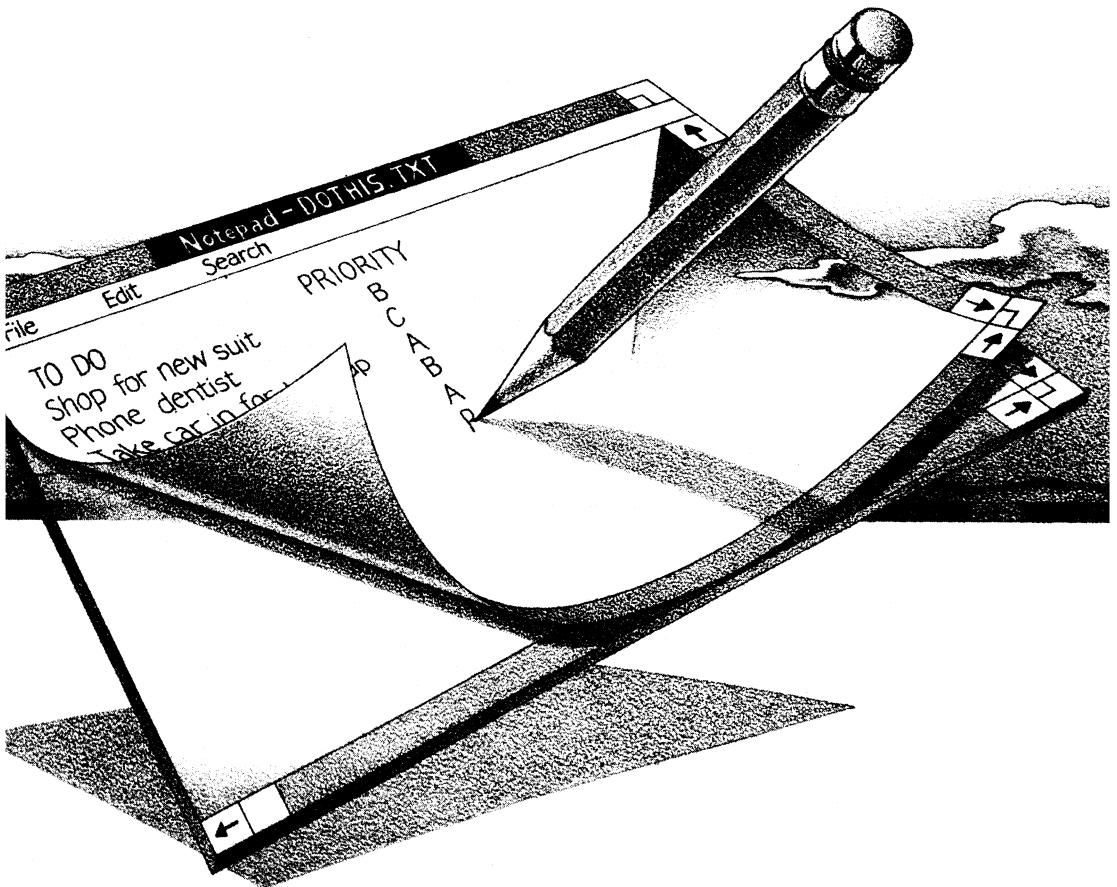
This manual is divided into seven chapters, one for each application. You don't have to read the entire manual to use a single application. Everything you need to know about each application is contained in one chapter.

This manual assumes that you already know how to use Microsoft Windows. Refer to the *Microsoft Windows User's Guide* for information on how to move between windows, expand a window, start an application from the MS-DOS® Executive window, use shortcut keys, and perform other Windows actions.

The terminology in this manual is the same as is used in the *Microsoft Windows User's Guide*. Refer to it for details if you aren't sure how to choose a command, select an option from a dialog box, or perform other actions that are the same for all Windows applications.

Notepad

Microsoft Windows Notepad is a text editor you use to create, modify, and display text files. Although Notepad is primarily a place to jot down notes or short memos, you can also use Notepad to create and edit batch files, and edit your WIN.INI file.



Starting Notepad

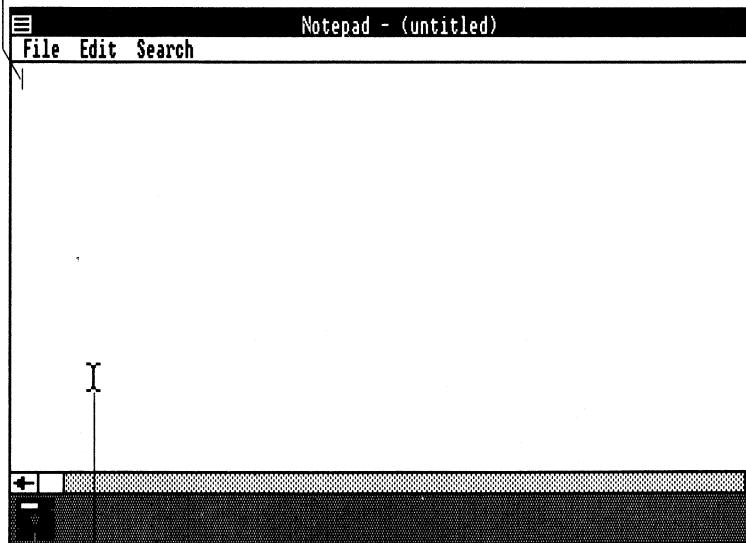
To start Notepad:

- Select and run NOTEPAD.EXE in the MS-DOS Executive window.

When you start Notepad, it automatically creates an empty, untitled window where you can start typing text.

1.1 Notepad Window

Flashing insertion point



Mouse pointer

Typing text

Typing Text

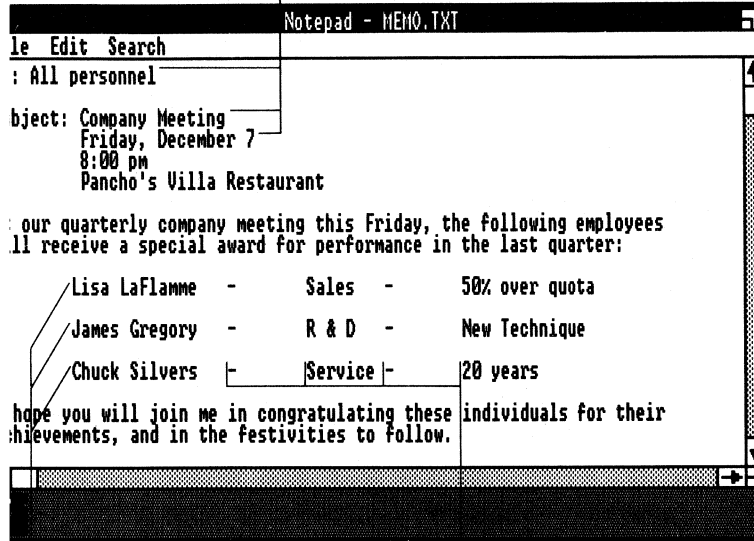
You can type in the Notepad window whenever it is active; just start typing. Notepad enters text at the insertion point. The insertion point starts in the upper-left corner of the Notepad window and moves to the right as you type.

Formatting Text

Formatting with Notepad is easy. You type the text exactly as you want it to appear, using the ENTER key, the TAB key, the BACKSPACE key, and the SPACEBAR to format the text.

Press the ENTER key
to insert a space
between paragraphs.

Press the ENTER
key to end a line.



Press the TAB key to indent
a line.

Press the TAB key to insert
tab stops.

Formatting text

1.2 Formatting with the ENTER and TAB Keys

Scrolling

When your typing goes beyond the borders of the window, Notepad automatically scrolls the text to the left or up so that the insertion point always remains visible in the window.

When the text in the file is longer or wider than can be shown at a time, you can scroll through the file to view the text.

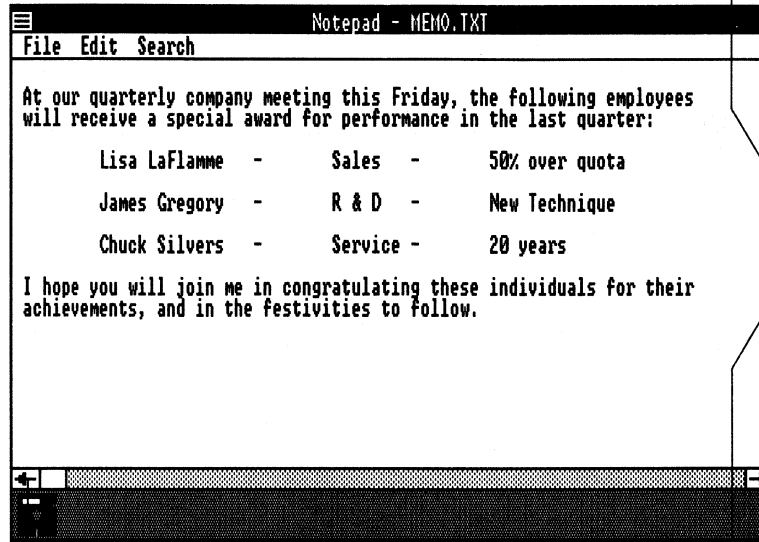
With the Keyboard Use the UP, DOWN, LEFT, or RIGHT key to move the insertion point in the direction you want to scroll. When you reach the edge of the window, press the key again to scroll the window in that direction. Press the PAGE UP key to scroll one screen, or press the PAGE DOWN key to scroll down one screen.

Scrolling

With the Mouse To scroll a Notepad file with the mouse, use the scroll bars, as shown in Figure 1.3.

1.3 Scrolling with the Mouse

The position of the scroll box corresponds to where you scroll in the file. To scroll to the middle of your file, drag the scroll box to the middle of the scroll bar.



Click in the grey area to scroll one screen.

Click the up or down scroll arrow to scroll one line.

Click the left or right scroll arrow to scroll one character.

Editing in Notepad

You edit text in the Notepad window using commands from the Edit Menu. You can delete text, move or copy text to a new location, and search for text within a Notepad file.

You can also transfer text between Notepad and other applications by using the Clipboard. When you delete or copy text with the Notepad Cut or Copy command, Notepad puts the text on the Clipboard. The Notepad Paste command copies information from the Clipboard into your Notepad file.

For more information about the Clipboard, see the *Microsoft Windows User's Guide*.

Moving the Insertion Point

When you open a file in the Notepad window, the insertion point starts in the upper-left corner. If you work in another window and then come back to Notepad, the insertion point reappears where it left it. You can move the insertion point to wherever you've inserted text or blank spaces.

With the Keyboard To move the insertion point with the keyboard, use the **DIRECTION** keys. The **UP** key moves the insertion point up one line; the **DOWN** key moves it down one line. The **LEFT** key moves the insertion point one character to the left; the **RIGHT** key moves it one character to the right.

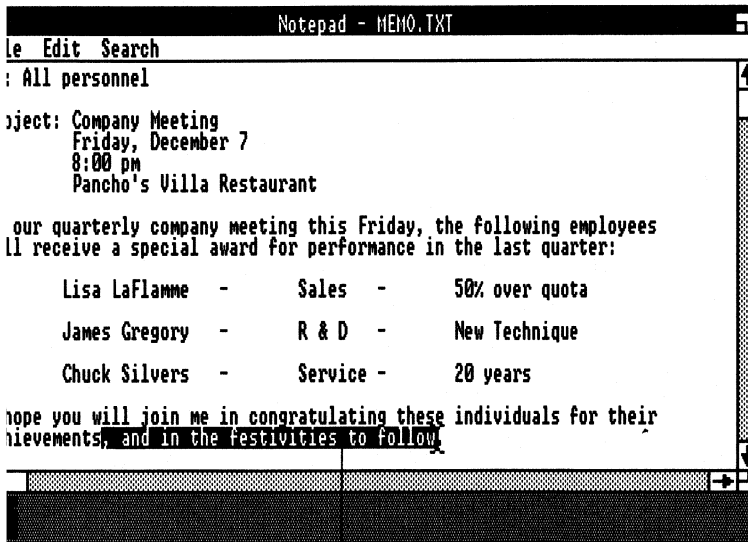
With the Mouse To move the insertion point with the mouse, move the mouse pointer to where you want the insertion point. Then click the mouse button.

Moving the insertion point

Selecting Text

Before you use a command from the Edit Menu, you first select the text you want the command to affect.

Selecting text



Selected text

1.4 Selected Text

With the Keyboard To select text with the keyboard:

- ❶ Use the DIRECTION keys to move the insertion point to the beginning of the text you want to select.
- ❷ While holding down the SHIFT key, use the DIRECTION keys to move the insertion point to the end of the text you want to select.

With the Mouse To select text with the mouse:

- ❶ Point to the beginning of the text you want to select.
- ❷ Hold down the mouse button.
- ❸ Drag to the end of the text you want to select.
- ❹ Release the mouse button.

Selecting all of the text in a file

You may want to select all of the text in a file—to copy it, for example.

To select all the text in a file:

- Choose Select All from the Edit Menu.

Deleting text

Deleting Text

You can delete text with either SHIFT-DELETE or the Clear command from the Edit Menu. You can replace deleted text only by retyping it.

To delete text:

- ❶ Select the text you want to delete.
- ❷ Press SHIFT-DELETE or choose Clear from the Edit Menu.

If you want to have the option of putting the text back, use the DELETE key or the Cut command from the Edit Menu to move the selected text to the Clipboard. You can paste text from the Clipboard into any part of any document. Note, however, that each time you put something on the Clipboard, it replaces whatever was previously on the Clipboard.

Moving text

Moving Text

You can move text from one place to another in a Notepad file by first deleting it with the Cut command, then pasting it into its new location with the Paste command.

move text:

Select the text you want to move.

Choose Cut from the Edit Menu, or press the DELETE key. Notepad moves the selected text to the Clipboard.

Move the insertion point to where you want the text to appear.

Choose Paste from the Edit Menu, or press the INSERT key.

Copying Text

Copying text

If you want to use the same text more than once in a document, you don't have to type it over each time you want to use it. You can copy the text to the Clipboard with the Copy command from the Edit Menu. Then you can paste the text in as many places as you want with the Paste command.

copy text:

Select the text you want to copy.

Choose Copy from the Edit Menu. Notepad copies the selected text to the Clipboard.

Move the insertion point to where you want the copied text to appear.

Choose Paste from the Edit Menu, or press the INSERT key.

Finding Text

Finding text

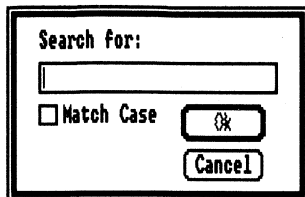
You can find and change text in a Notepad file with the Find commands from the Search Menu. When you use a Find command, you can start the search at any point in a file, and you can specify whether Notepad should match upper-case and lower-case characters when searching for text.

find text:

Move the insertion point to where you want the search to begin.

Choose Find from the Search Menu, or hold down the CTRL key and press F. Notepad displays the Find dialog box.

1.5 Find Dialog Box



- 3 In the Search For text box, type the characters or words you want Notepad to find.
- 4 Notepad is preset to ignore capitalization when it searches for text. If you want to find only occurrences with the same arrangement of upper-case and lower-case letters you typed, select Match Case.
- 5 Choose the Ok button to start searching.

Notepad searches forward from the insertion point and highlights the first occurrence of the specified text, or tells you if the text does not occur after the insertion point.

To find further occurrences of the specified text, choose the Find Next command from the Search Menu.

If you choose the Find Next command, Notepad does not display the Find dialog box, but immediately searches for the last text searched for. With the Find Next command, you can quickly find and edit repeated occurrences of the text you specified with the Find command.

Working with Notepad Files

You create, open, save, and print Notepad files with commands from the File Menu in the Notepad window. You delete Notepad files with commands from the File Menu in the MS-DOS Executive window.

File Size

Determining free space left

As you work on a file, Notepad keeps track of how big it is. Notepad shows the size of the file as the percentage of free space you still have. When a file has less than 10 percent free space, you should consider splitting the file and working on it as two different files.

find out how much free space you have:

Choose About from the System Menu.

Opening a File

You can open new or existing files in the Notepad window. If you open a Notepad file when there is another file already open, Notepad closes the current file. If you have unsaved changes in the current file, Notepad asks you if you want to save them before it closes the file.

Choose	To
	Save changes.
	Discard changes.
Cancel	Continue working in the current file.

Creating a New File

Creating a new file

To open a new, blank Notepad file:

Choose New from the File Menu.

Notepad opens a new file in the Notepad window.

Opening an Existing File

Opening an existing file

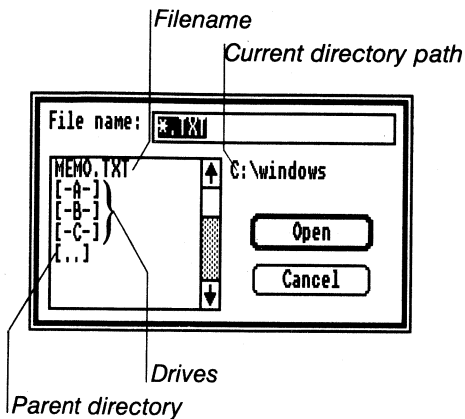
Although you can open any file in Notepad, opening the wrong file could cause serious problems, including loss of data or applications. You should open only text (ASCII) files. Windows text files generally have one of the following extensions: .TXT, .BAT, .INI. You can open an existing file either from the Notepad window or from the MS-DOS Executive window.

From the Notepad Window To open an existing file from the Notepad window:

Choose Open from the File Menu.

Notepad displays the Open dialog box. Note that directories and drives are enclosed in brackets.

1.6 Open Dialog Box



- 2 In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

With the mouse, you can select and open a file listed in the list box in one step:

- Double click the filename of the file you want to open.

From the MS-DOS Executive To open an existing file from the MS-DOS Executive:

- Select the filename and press the ENTER key. Or, with the mouse, double click the filename.

Windows starts Notepad and opens the file.

Creating a time log file

Creating a Time Log File

You can use Notepad to create a log to keep track of how you spend your time during the day. Type *.LOG* as the first line in a Notepad file and Notepad automatically adds the current date and time to the end of the file every time you open it. To add the current date and time to a file you already have open, choose Time/Date from the Edit Menu. By adding notes about what you are doing after each date and time, you create an accurate log of how you spend your time.

Viewing Files in Other Directories

You can view files that are in directories or drives other than the one that Notepad first displays when you choose the Open command. Initially, Notepad displays only files with the .TXT extension, as well as all drives and directories.

To view different files in the Open dialog box:

Select from the list box; or, in the text box at the top of the Open dialog box, type the directory, drive, or kind of files you want to view. For example, you can type *.BAT to view all the files having that extension.

Choose the Open button.

Notepad lists the files in the directory or group of files you specify. The Open dialog box remains on the screen until you open a specific file or cancel the command.

Saving a File

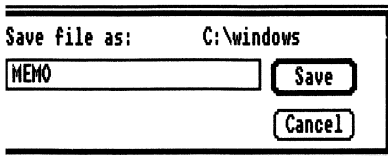
When you create a new file, or when you are finished with a file at the moment, you can save it and come back to it later. There are two commands you can use to save a Notepad file: Save and Save As.

Using a New File

Choose the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename, and create a new copy of the file on the disk under the old filename.

To save a new file:

Choose Save As from the File Menu. Notepad displays the Save As dialog box.



Viewing files in other directories

Saving a new file

1.7 Save As Dialog Box

Type a filename for the file. If you don't type an extension, Notepad automatically adds .TXT to the filename.

Choose the Save button.

Notepad saves the file on the disk. The file remains on the screen so that you can continue working on it, and the name of the file now appears in the title bar of the Notepad window.

Note If you type the name of a file that already exists, Notepad asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

Saving changes

Saving Changes

The Save command saves the changes to the current file on the disk.

To save changes to the current file:

- ☐ Choose Save from the File Menu.

Notepad replaces the file on the disk with the current file.

Printing a file

Printing a File

You can print your Notepad files using the Print command from the File Menu.

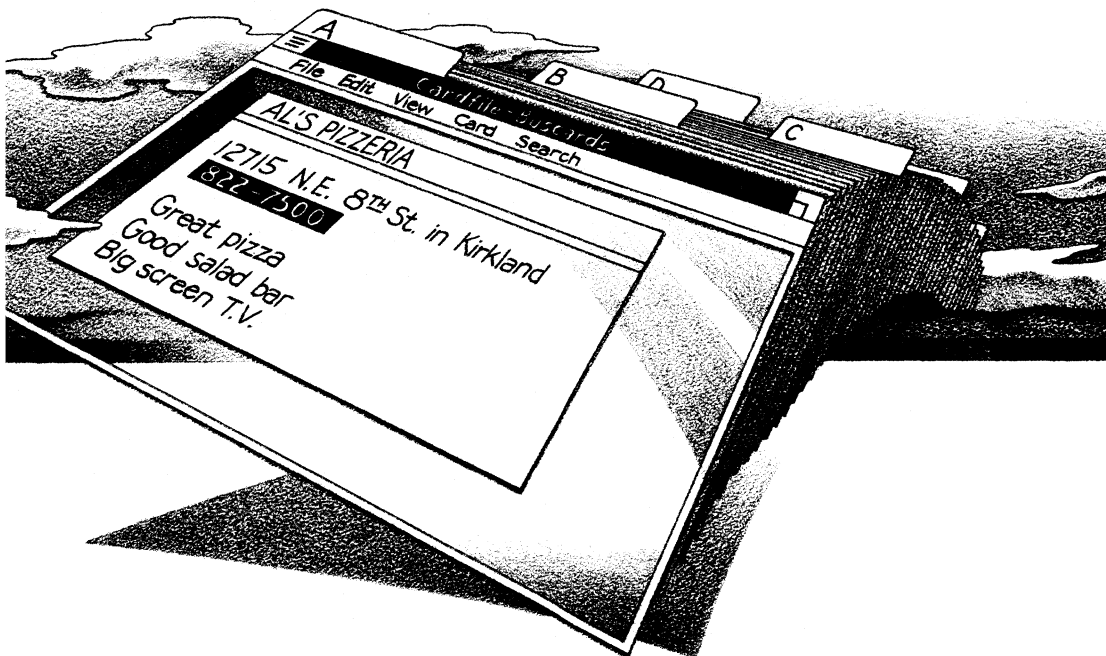
Deleting a file

Deleting a File

You can delete a Notepad file when you no longer want it, or to make room for other files on your disk. You delete a file using the Delete command from the File Menu in the MS-DOS Executive window. For information on deleting files, see "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide*.

Cardfile

Microsoft Windows Cardfile is a filing application you use to keep track of names, addresses, phone numbers, directions, or anything you want quick access to. Cardfile is like a set of index cards sort themselves.



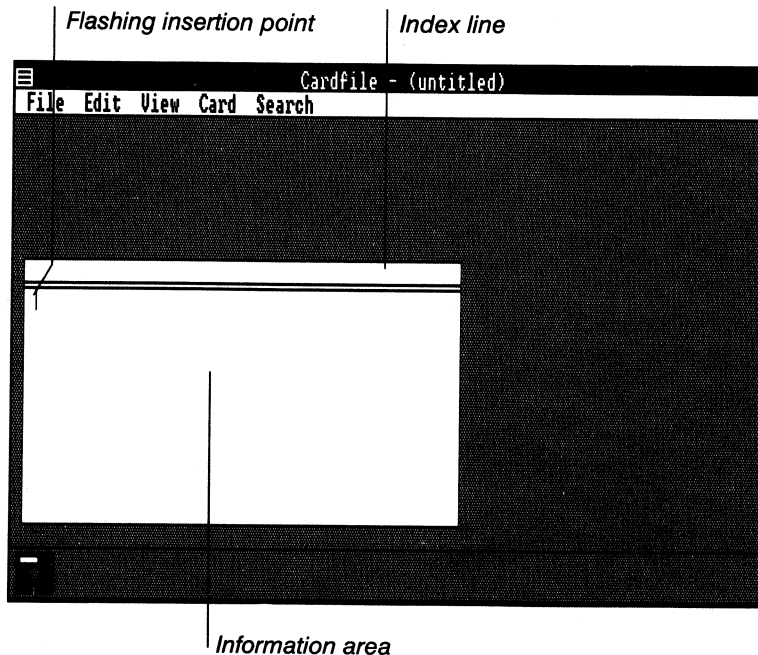
Starting Cardfile

To start Cardfile:

- ☒ Select and run CARDFILE.EXE in the MS-DOS Executive window.

When you run Cardfile, it displays an untitled window where you add cards and fill them in. Cardfile sorts them for you automatically.

2.1 Cardfile Window



Creating a Cardfile

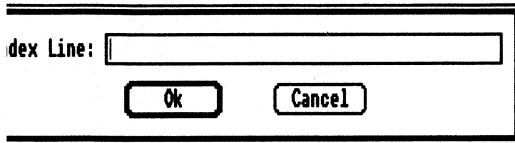
A new file starts with a single, blank card. This section tells you how to fill in a blank card and how to add new blank cards.

e Index Line

The index line is the bar at the top of each card. Cardfile uses the text you put in the index line to sort the cards alphabetically.

Put text in the index line:

Choose Index from the Edit Menu or, with the mouse, double click on the card's index line. Cardfile displays the Index dialog box.



Type the index text into the text box. If you make a mistake while typing, use the BACKSPACE key for corrections.

Choose the Ok button.

After you create the index line text, you can type the text for the body of the card.

Typing Text

You can type in the Cardfile window whenever it is active. Just start typing. When you have more than one card in your file, Cardfile puts what you type on the front card.

Cardfile enters text at the insertion point. The insertion point starts in the upper-left corner of the card, just below the index line, and moves to the right as you type.

Formatting Text

Format the text exactly as you want it to appear, using the ENTER key, the TAB key, the BACKSPACE key, and the SPACEBAR to format text.

Filling in the index line

2.2 Index Dialog Box

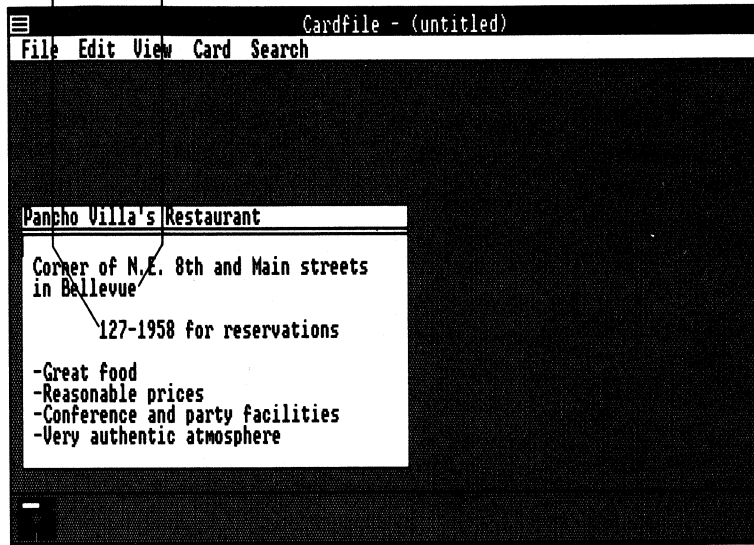
Typing text

Formatting text

2.3 Formatting with the ENTER and TAB Keys

Press the **TAB** key to indent a line.

Press the **ENTER** key to end a line.



Adding a card

Adding a Card

You can add a new card to a file at any time.

To add a new card:

- 1 Choose Add from the Card Menu. Cardfile displays the Add dialog box.
- 2 Type the text for the new card's index line.
- 3 Choose the Ok button.

Cardfile adds the new card to your file in alphabetical order, and scrolls the file to display the new card at the front, where you can add text.

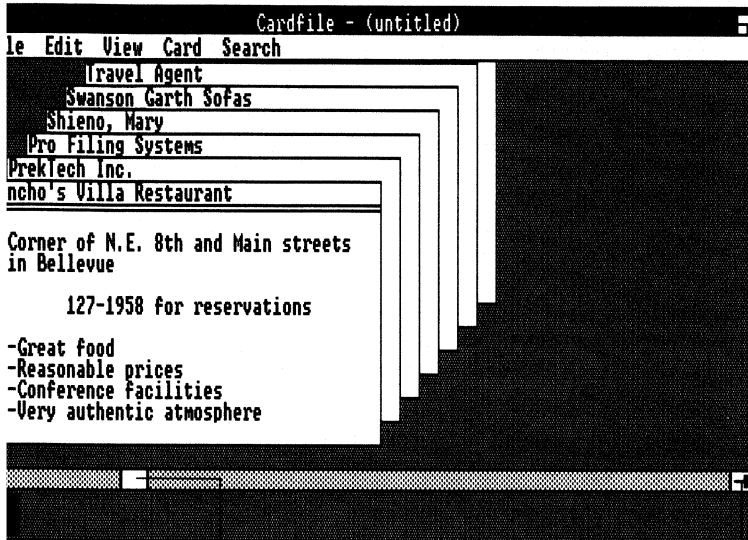
Moving Through a File

Cardfile commands affect only the front card. To look at a card, carry out any actions on it, you need to move through the file and bring the card to the front of the file.

1 can scroll through a file, bring a specific card directly to the front of a file, or search for a specific occurrence of text in a file. No matter which method you use, Cardfile always keeps the cards in alphabetical order.

Scrolling

The Cardfile window has a horizontal scroll bar at the bottom of the window. You can scroll through the cards with either the keyboard or the mouse. Figure 2.4 shows how to scroll through a file.



Click here with the mouse or press the PAGE UP key to display the previous card.

Drag the scroll box with the mouse to move within the file.

Click here with the mouse or press the PAGE DOWN key to display the next card.

2.4 Scrolling Through a File

Whether you scroll with the mouse or the keyboard, the scroll box in the horizontal scroll bar at the bottom of the screen shows your relative position in the file. The scroll box appears at the far left of the scroll bar when the card that comes first alphabetically in the file is displayed at the front. The scroll box appears at the right when the last card in the file is displayed at the front.

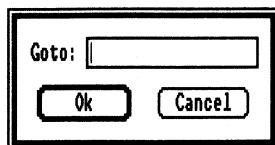
Bringing a card to the front

Bringing a Card to the Front

To bring a specific card to the front of a file:

- 1 Choose Go To from the Search Menu. Cardfile displays the Go To dialog box.

2.5 Go To Dialog Box



- 2 In the text box, type the text of the index line for the card you want to bring to the front. You don't have to type the entire index line, only enough to distinguish it from the other cards.
- 3 Choose the Ok button.

You can also use the CTRL key to bring a card to the front of a file. When you hold down the CTRL key and press a letter on the keyboard, Cardfile scrolls to display the first card that has that letter at the beginning of its index line.

If a card's index line is visible, you can bring the card to the front of the file with the mouse by clicking on the index line.

Editing Cards

You edit text in a card with commands from the Edit Menu. You can change or delete text, or move or copy it to a new location.

You can also transfer text between Cardfile and other applications by using the Clipboard. When you cut or copy text using the Cardfile Cut or Copy command, Cardfile puts the text on the Clipboard. The Paste command copies information from the Clipboard into the front card in your file.

For more information about the Clipboard, see the *Microsoft Windows User's Guide*.

Changing the Index Line

change the text in the index line:

Bring the card you want to change to the front of the file.

Choose Index from the Edit Menu or, with the mouse, double click on the card's index line. The Index dialog box appears with the current index line text in the text box.

Use the DIRECTION keys to move the insertion point. Use the BACKSPACE key to remove unwanted text. Type the new text.

Choose the Ok button.

Cardfile automatically replaces the card in the correct alphabetical order in the file, then scrolls the file to display that card at front.

Moving the Insertion Point

When you open a new or existing file, the insertion point starts in the upper-left corner of the front card. If you work in another window and then come back to Cardfile, the insertion point reappears where you left it. You can move the insertion point to wherever you have typed text or blank spaces.

With the Keyboard To move the insertion point with the keyboard, use the DIRECTION keys. The UP key moves the insertion point up one line; the DOWN key moves it down one line. The LEFT key moves the insertion point one character to the left; the RIGHT key moves it one character to the right.

With the Mouse To move the insertion point with the mouse, move the mouse pointer to where you want the insertion point and click the mouse button.

Selecting Text

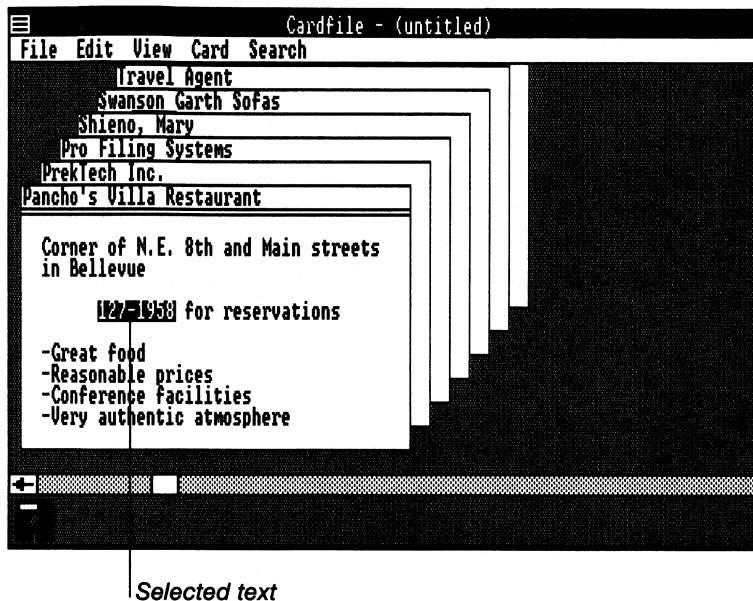
When you use a command from the Edit Menu, you first select the text you want the command to affect.

Changing the index line

Moving the insertion point

Selecting text

2.6 Selected Text



With the Keyboard To select text with the keyboard:

- 1 Use the DIRECTION keys to move the insertion point to the beginning of the text you want to select.
- 2 While holding down the SHIFT key, use the DIRECTION keys to move the insertion point to the end of the text you want to select.

With the Mouse To select text with the mouse:

- 1 Point to the beginning of the text you want to select.
- 2 Press the mouse button.
- 3 Drag the mouse pointer to the end of the text you want to select.
- 4 Release the mouse button.

Deleting text

Deleting Text

You can delete text with the BACKSPACE key, the DELETE key, or the Cut command from the Edit Menu. You can replace text deleted with the BACKSPACE key only by retyping it.

ou want to have the option of putting the text back, use either DELETE key or the Cut command from the Edit Menu to move selected text to the Clipboard. You can paste text from the board into any part of any card. Note, however, that each time i put something on the Clipboard, it replaces whatever was viously there.

delete text from a card:

Select the text you want to delete.

Use the DELETE key or the Cut command to remove the text.

Moving Text

u can move text from one place to another in a card by first icking it, then pasting it into its new location.

Moving Text on the Same Card

move text on the same card:

Select the text you want to move.

Choose Cut from the Edit Menu, or press the DELETE key.

Move the insertion point to where you want the text moved.

Choose Paste from the Edit Menu, or press the INSERT key.

**Moving text on the
same card**

Moving Text to Another Card

u can move text from one card to another.

move text to another card:

Select the text you want to move.

Choose Cut from the Edit Menu.

Bring the card you want to put the text on to the front.

Move the insertion point to where you want to put the text.

Choose Paste from the Edit Menu, or press the INSERT key.

**Moving text to
another card**

Copying Text

ou want to use the same text more than once in a file, you n't have to type it over each time. You can copy the text to the pboard with the Copy command from the Edit Menu. Then you i paste the text in as many places as you want.

Copying text on the same card

Copying Text on the Same Card

To copy text to the same card:

- 1 Select the text you want to copy.
- 2 Choose Copy from the Edit Menu. Cardfile copies the selected text to the Clipboard.
- 3 Move the insertion point to where you want the copied text appear.
- 4 Choose Paste from the Edit Menu, or press the INSERT key.

Copying text to another card

Copying Text to Another Card

You can copy text from one card to another.

To copy text to another card:

- 1 Select the text you want to copy.
- 2 Choose Copy from the Edit Menu.
- 3 Bring the card you want to put the text on to the front.
- 4 Move the insertion point to where you want to put the text.
- 5 Choose Paste from the Edit Menu, or press the INSERT key.

Finding text

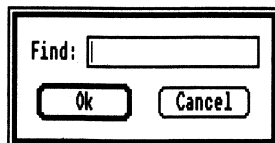
Finding Text

You can find and change text in cards with the Find commands from the Search Menu. When you use a Find command, you can start the search at any point in the file. When finding text, Cardfile ignores capitalization.

To find text:

- 1 Move the card from which you want the search to begin to the front of the file.
- 2 Move the insertion point to where you want the search to begin.
- 3 Choose Find from the Search Menu. Cardfile displays the Find dialog box.

2.7 Find Dialog Box



In the text box, type the characters or words you want Cardfile to find.

Choose the Ok button to start searching.

Cardfile searches from the insertion point in the front card and highlights the first occurrence of the specified text. Cardfile tells you if the text does not occur in the file.

After Cardfile has found the first occurrence of the specified text, you can find further occurrences by choosing the Find Next command from the Search Menu.

When you choose the Find Next command, Cardfile does not display the Find dialog box, but immediately searches for the last text searched for. With the Find Next command you can quickly find and edit repeated occurrences of the text you specified with the Find command.

Adding Information from Other Applications

One of Cardfile's most useful features is the ability to transfer both text and artwork onto a card from another application, or from a file into another application. For example, you might want to paste a small map or other picture in Windows Paint, then transfer it to a card with a friend's address on it. You are limited only to what fits on the card.

To add information from other applications:

Put the information on the Clipboard with the appropriate command from the application, usually Cut or Copy from the Edit Menu.

If you are pasting a picture, move to the Cardfile window and choose Picture from the Edit Menu.

On the card, move the insertion point to where you want to put the information.

Choose Paste from the Edit Menu, or press the INSERT key.

If you pasted a picture, choose Text from the Edit Menu to reset the Edit Menu to handle text.

Restoring a Card

When you change your mind about changes you made to a card, you can restore it to its original condition as long as it is still at the top of the file. Once you scroll, you cannot reverse the changes.

Adding information from other applications

Restoring a card

To restore a card:

- ☐ Choose Restore from the Edit Menu.

Deleting a card

Deleting a Card

You can also delete cards from a file. Be careful about which card you delete, however, because you can replace a deleted card only by retyping the entire card.

To delete a card:

- 1** Bring the card you want to delete to the front of the file.
- 2** Choose Delete from the Card Menu.

Cardfile deletes the front card.

Copying a card

Copying a Card

To copy a card in your file:

- 1** Bring the card you want to copy to the front of the file.
- 2** Choose Duplicate from the Card Menu.

Cardfile adds an exact copy of the front card to the front of the file.

Working with Cardfile Files

You create, open, save, and print files with commands from the File Menu in the Cardfile window. You delete files with the File Menu in the MS-DOS Executive window.

File Size

As you work on a file, Cardfile keeps track of how big it is. Cardfile shows the size of a file as the number of cards in the file.

To find out how many cards are in a file:

- ☐ Choose About from the System Menu.

Determining the number of cards in a file

ening a File

can open new or existing files in the Cardfile window. If you n a file when there is another already open, Cardfile closes the rent file. If you have unsaved changes in the current file, Card- asks you if you want to save them before it closes the file.

ose	To
	Save changes.
	Discard changes.
cel	Continue working in the current file.

ating a New File

Creating a new file

create a new file from the Cardfile window:

Choose New from the File Menu.

dfile opens a new file in the Cardfile window.

ening an Existing File

Opening an existing file

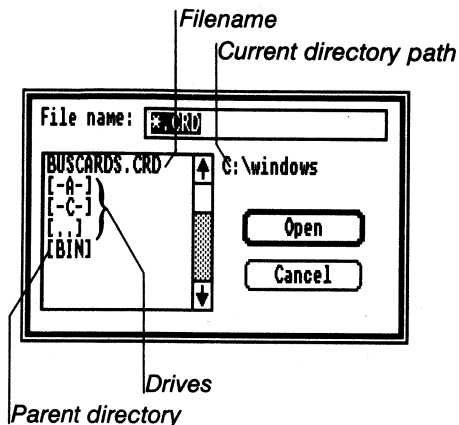
re are two ways to open an existing file: from the Cardfile dow and from the MS-DOS Executive window.

m the Cardfile Window To open an existing file from the dfile window:

Choose Open from the File Menu.

Cardfile displays the Open dialog box. Note that directories and drives are enclosed in brackets.

2.8 Open Dialog Box



- 2 In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.
- 3 Choose the Open button.

With the mouse, you can select and open a file listed in the list box in one step:

- Double click the filename of the file you want to open.

From the MS-DOS Executive To open an existing file from the MS-DOS Executive:

- Select the filename and press the ENTER key. Or, with the mouse, double click the filename.

Windows automatically runs Cardfile and opens the file.

Viewing files in other directories

Viewing Files in Other Directories

You can view files that are in directories or drives other than what Cardfile first displays when you choose the Open command. Initially, Cardfile displays only files with the .CRD extension, as well as drives and directories.

view different files in the Open dialog box:

Select from the list box; or, in the text box at the top of the Open dialog box, type the directory, drive, or kind of files you want to view. For example you can type **.TXT* to view all the files having that extension.

Choose the Open button.

Cardfile lists the files in the directory or group of files you specify. You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or cancel the command.

Saving a File

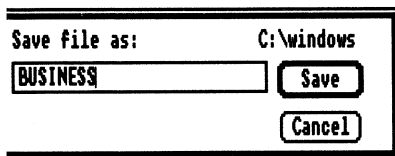
When you create a new file, or when you are finished with a file at the moment, you can save it and come back to it later. There are two commands you can use to save a file: Save As and Save.

Saving a New File

Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename while retaining the original copy of the file on the disk under the original filename.

To save a new file:

Choose Save As from the File Menu. Cardfile displays the Save As dialog box.



Type a filename. If you don't type an extension, Cardfile automatically adds .CRD to the filename.

Choose the Save button.

Cardfile saves the file. The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Cardfile window.

Saving a new file

2.9 Save As Dialog Box

Note If you type the name of a file that already exists, Cardfile asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different filename.

Saving changes

Saving Changes

The Save command saves the changes to the current file on the disk.

To save changes to a file:

- ☐ Choose Save from the File Menu.

Cardfile replaces the file on the disk with the current file.

Printing a File

You can print a single card or an entire file using commands from the File Menu.

To print a single card:

- ☐ 1 Bring the card you want to print to the front of the file.
- ☐ 2 Choose Print from the File Menu.

Printing a card

Printing an entire file

To print an entire file:

- ☐ Choose Print All from the File Menu.

Deleting a file

Deleting a File

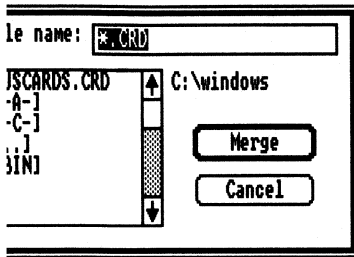
You can delete a file to make room for other files on your disk. You delete a file with the Delete command from the File Menu the MS-DOS Executive window. For information on deleting a file see "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide*.

Merging Files

If you want to consolidate your information, you can merge another file into the current file.

To merge two files:

Choose Merge from the File Menu. Cardfile displays the Merge dialog box.



Merging files

2.10 Merge Dialog Box

Select the file you want to merge with the current file.

Choose the Merge button.

Cardfile merges the cards from the other file with the cards in the current file and sorts them alphabetically.

Viewing a File as a List

You can view a file as a list as well as a series of cards. In the List view, Cardfile displays the index line of every card in the file. For example, you could create a phone directory by including a name and phone number in the index line of each card in a file, and then displaying the file as a list.

To display the List view:

Choose List from the View Menu.

You can scroll through the list with the DIRECTION keys or by using the scrollbar with the mouse.

Automatic Dialing

If you have a Hayes or Hayes-compatible modem, Cardfile will dial the number for you.

Viewing a file as a list

Automatic dialing

To have Cardfile dial a number for you:

- 1 Select the entry you want in the List view, or bring the card you want to the front in the Card view.
- 2 Choose Autodial from the Card Menu.

Cardfile displays a dialog box:

2.11 Autodial Dialog Box

Dial: 127-1958

Dial Type ☒ Tone ☐ Pulse

Port ☒ COM1 ☐ COM2

Baud Rate ☒ 1200 ☐ 300

Ok Cancel

- 3 If necessary, change the options.
- 4 Press the ENTER key or click the Ok button.

Cardfile dials the number in the Dial text box.

Dial Cardfile searches for a phone number in the selected card in List view, or the front card in Card view. Cardfile searches from the beginning of the card, starting with the index line, and puts the first phone number it finds into the Dial text box. If you want Cardfile to use a number other than the first number on the card, select the number before you choose the Autodial command. If you want to change the number in the Dial text box, retype the number or edit it.

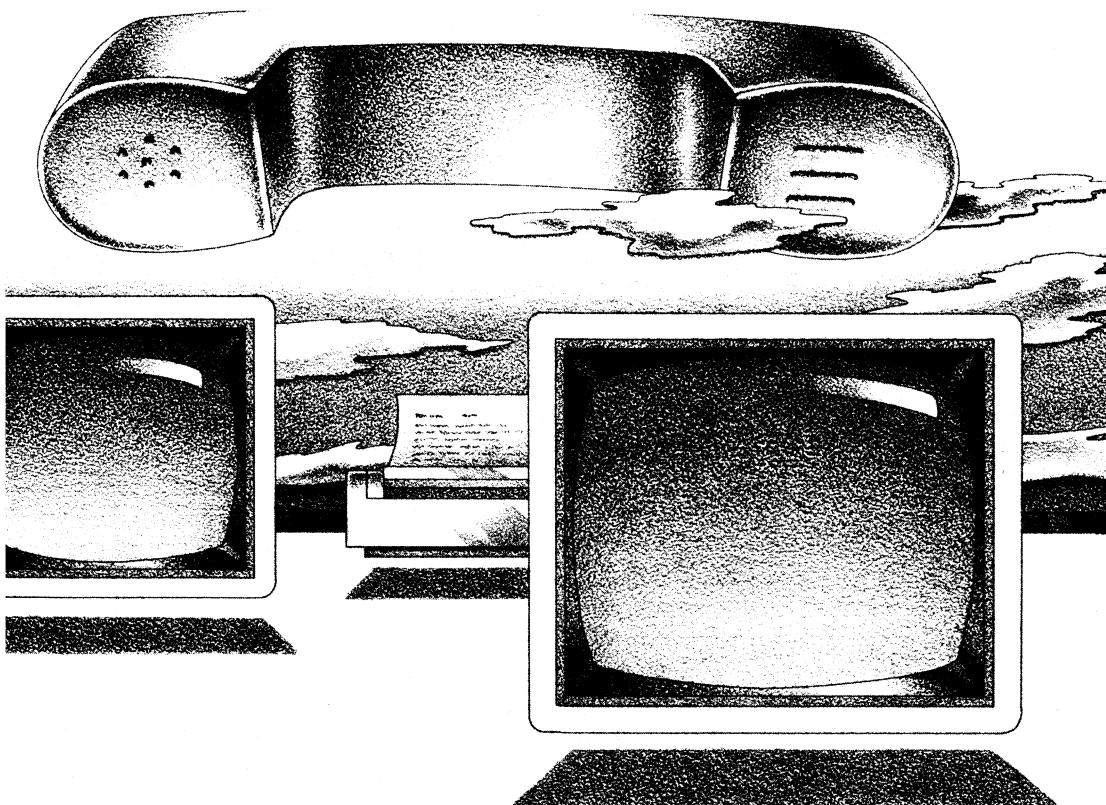
Dial Type Select the dial type of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone. Generally, pushbutton telephones use tone dialing and rotary dial telephones use pulse dialing.

Port Select the port to which your modem is connected.

Baud Rate The baud rate is determined by your modem. For the correct setting, consult the owner's manual for your modem.

Terminal

Microsoft Windows Terminal is a terminal emulation application that can be used to connect your computer to other computers, or to use online information services such as Dow Jones News/Retrieval, CompuServe, the SourceSM, and online bulletin boards.



Starting Terminal

To start Terminal:

- Select and run TERMINAL.EXE in the MS-DOS Executive window.

When you start Terminal, it displays a blank window.

3.1 Terminal Window



Note Terminal provides the options necessary to connect your computer to other systems. However, for details on exact settings consult the user's guides for the specific system and equipment you are using.

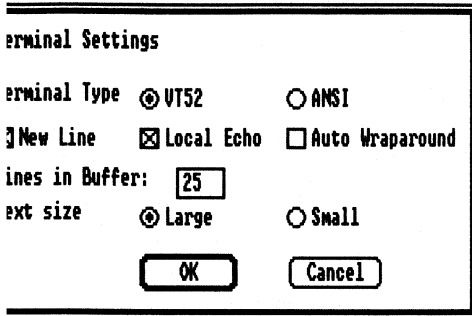
Setting Up Terminal

Before you connect Terminal, you first set it up using the commands from the Settings Menu. Most of these settings depend on the hardware you are using and the system or computer to which you are connecting. Such settings are not explained in detail in this guide; for more information, see the user's guide for the hardware or system to which you are connecting.

Terminal Settings

set the terminal settings:

Choose Terminal from the Settings Menu. Terminal displays the Terminal Settings dialog box.



3.2 Terminal Settings Dialog Box

Select the appropriate options for your computer.

Terminal Type Consult the appropriate user's guide for information on which setting to use for this option.

New Line This option is preset to move the insertion point to beginning of a new line when Terminal receives a line feed character. If New Line is turned off, the insertion point moves down one line but does not move to the start of the line.

Local Echo If the computer you are connected to is transmitting data half-duplex, it does not echo your keystrokes on your screen. Local Echo is preset so that Terminal displays all the text you type on your screen. You can turn this option off if the computer you are connected to is transmitting full-duplex and echos its typing.

Auto Wraparound This option affects how the incoming data is displayed. If Auto Wraparound is on, the insertion point returns to first column when it reaches the 80th column. If Auto Wraparound is off, the insertion point stops at the last column, and incoming characters write over the last character. Turn this option off if the computer you are connected to provides this feature.

Lines in Buffer The buffer stores incoming information while Terminal is connected to a service. The buffer size determines how much information is saved before it is replaced by new information. You can set the buffer from 25 to 999 lines long. If you select a number that is higher than available memory, it will automatically set the largest buffer that current memory permits.

Text Size Terminal can display two different sizes of text. Large text normally appears in Windows. Select Small if you want to fit more information on your screen.

Communications settings

Communications Settings

To set the communications settings:

- 1 Choose Communications from the Settings Menu. Terminal displays the Communications Settings dialog box.

3.3 Communications Settings Dialog Box

Communications Settings

Baud Rate

Word Length ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8

Parity ☐ Even ☐ Odd ☒ None

Stop Bits ☒ 1 ☐ 1.5 ☐ 2

Handshake ☒ XOn/XOff ☐ Hardware ☐ None

Connection ☒ Modem ☐ Computer

Port ☒ COM1 ☐ COM2

- 2 Select the appropriate options for the service to which you are connecting.

Connection This option is preset to Modem. Select Computer only if your computer is directly connected to the other computer.

Port Select the port to which you have connected your modem or line to another computer.

the settings for the remaining options in the dialog box are determined by the modem you are using and the service to which you are connecting. Consult the appropriate user's guide for information on which settings to use.

Phone Settings

If you have a Hayes or Hayes-compatible modem, you can set Terminal to automate connecting to the other computer or information service. If you set the phone settings, Terminal automatically dials the number you specify and waits for the connect tone.

To set your phone settings:

1. Choose Phone from the Settings Menu. Terminal displays the Phone Settings dialog box.

Phone settings

3.4 Phone Settings Dialog Box

Connect To Type the telephone number of the service in the Connect To text box. Make sure you type the entire number, including 1 and the area code, if necessary. Leave this option blank if you are using an acoustic coupler rather than a modem.

Wait for Tone This instructs the modem to pause before dialing the number. For example, if you must dial 9 to get an outside line, type a comma after the 9. This allows time to wait for a dial tone before the modem dials the number. You can use hyphens in the number for clarity; the modem ignores them.

Dial Type Select the dial type of your phone. If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone. Generally, pushbutton telephones use tone dialing, and rotary dial telephones use pulse dialing.

Speed This option controls how fast Terminal dials the number when you choose the Connect command. Some phone systems require the number to be dialed more slowly than others. If you are unable to make a connection, change this option and try again.

Wait for Tone This option defines how long Terminal waits for a connect tone after the phone that it is trying to reach answers. Type the length of time, in seconds, that you want Terminal to wait for the connect tone before hanging up.

Wait for Answer This option is preset to hang up if there is no answer after 60 seconds. You can change this option up to 256 seconds.

Using Terminal

After you have used the commands from the Settings Menu to set up Terminal the way you want it, you can connect your computer to another computer. You use the commands from the Control Menu to make the connection and to control sending and receiving information.

Connecting Terminal with a modem

Connecting Terminal

After you define all the correct settings, you can connect to the other computer.

To connect Terminal:

- ☐ Choose Connect from the Control Menu.

Terminal attempts to connect to the service, using the settings from the dialog boxes. If the connection fails, check to make sure you have correctly set all the dialog box options for the commands from the Settings Menu.

If you did not type a telephone number in the Phone Setting dialog box, Terminal asks if you want to continue.

- ☐ Choose the Yes button if you are connecting directly to another computer without using a telephone.
- ☐ Choose the No button if you are making the connection with telephone, then fill in the Phone Settings dialog box and choose the Connect command again.

ou have an acoustic coupler rather than a modem, you dial the number yourself, wait for the connect tone, and then choose the connect command from the Control Menu. Make sure the Connect To option in the Phone Settings dialog box is blank.

Disconnecting Terminal

When you connect Terminal, a checkmark appears next to the connect command on the Control Menu.

Disconnect Terminal:

Make sure you log off from the system to which you are connected.

Choose Disconnect from the Control Menu.

Pausing

During a session you can temporarily stop incoming data from scrolling off the screen with the Pause command. Data that comes while Pause is in effect is diverted to the buffer. Once the buffer fills up, however, further data may be lost if you don't have XON/XOFF flow control. See the user's guide for the service to which you are connected for more information on this feature.

Temporarily stop incoming data:

Choose Pause from the Control Menu.

When you choose Pause, a checkmark appears next to Pause on the Control menu, and Terminal displays a pause message in the Terminal window.

Continue receiving data:

Choose Pause from the Control Menu.

Capturing Data

Normally, data is displayed on your screen as it is received by Terminal. You can set Terminal to capture the incoming data in a file at the same time it is being displayed on the screen.

Connecting Terminal with an acoustic coupler

Disconnecting Terminal

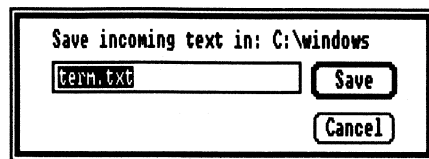
Pausing

Capturing data

To capture data:

- 1 Choose Capture from the Control Menu.
Terminal displays the Capture dialog box.

3.5 Capture Dialog Box



- 2 Type the name of the file into which you want Terminal to p
the captured data.
If the file already exists, Terminal adds the captured data to i
If the file does not yet exist, Terminal creates it and adds .TX
to the filename. You don't have to type an extension unless
you want a different one.
- 3 Choose the Ok button.

When Capture is in effect, a checkmark appears on the menu ne
to the Capture command, and a C appears in the title bar.

To stop capturing data:

- 1 Choose Capture from the Control Menu.

The checkmark disappears from the menu, and Terminal stops
capturing the incoming data. Uncaptured data scrolls off the
screen and cannot be retrieved.

When Terminal captures data, it puts it in a text file. Text files c
be used in any application that can load them. For example, you
can open a file with captured data in the Notepad window.

Printing data

Printing Data

You can send data to your printer at the same time it is appearin
on your screen.

To print incoming data:

- 1 Choose Print from the Control Menu.

A checkmark appears on the menu next to the Print command
when Print is in effect, and a P appears in the title bar.

stop printing:

Choose Print from the Control Menu.

Using the Clipboard

You can copy data from your screen to the Clipboard. Data you copy to the Clipboard can later be pasted into other applications. You can also paste whatever is on the Clipboard into Terminal — for example, to send a file.

To copy data to the Clipboard:

Choose Pause from the Control Menu to freeze the data on the screen.

Select the text you want to copy:

To select text with the keyboard, use the DIRECTION keys to move the insertion point to the beginning of the text you want to copy. Hold down the SHIFT key and move the insertion point to the end of the text you want to copy, then release the SHIFT key.

To select text with the mouse, move the pointer to the beginning of the text you want to copy, then drag the mouse pointer to the end of the text you want to copy.

Choose Copy from the Edit Menu.

Terminal puts a copy of the selected text on the Clipboard.

You can include text from the Clipboard in what you are sending. When you paste text from the Clipboard, it appears on the screen just as if you had typed it.

To paste text from the Clipboard to the screen:

Choose Paste from the Edit Menu.

Terminal adds the contents of the Clipboard to the screen at the insertion point.

Copying to the Clipboard

Pasting from the Clipboard to your screen

Working with Terminal Files

You create, open, and save Terminal setup files with commands from the File Menu in the Terminal window. You delete Terminal setup files with commands from the File Menu in the MS-DOS Executive window.

Opening a Setup File

You can open new or existing setup files in the Terminal window. If you open a setup file when there is another file already open, Terminal closes the current file. If you have unsaved changes in the current file, Terminal asks if you want to save them before it closes the file.

Choose	To
Yes	Save changes.
No	Discard changes.
Cancel	Continue working with the current file.

Creating a new setup file

Creating a New Setup File

To create a new setup file from the Terminal window:

- ☒ Choose New from the File Menu.

Terminal opens a new setup file in the Terminal window.

Opening an existing setup file

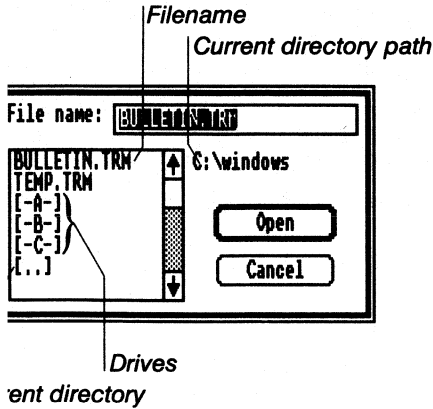
Opening an Existing Setup File

To use or change a file containing Terminal settings, open the file with the Open command from the File Menu.

- ☐ Choose Open from the File Menu.

Terminal displays the Open dialog box. Note that directories and drives are enclosed in brackets.

3.6 Open Dialog Box



In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.

Choose the Open button.

Terminal opens the file, but does not display it. You can use the `set` command to view or change it. To see the settings in the current setup file, use the different Settings commands to see their dialog boxes.

Viewing Files in Other Directories

You can view files that are in directories or drives other than the one that Terminal first displays when you choose the Open command. Initially, Terminal displays only files with the .TRM extension, as well as drives and directories.

To view different files in the Open dialog box:

Select from the list box; or, in the text box at the top of the Open dialog box, type the directory, drive, or kind of files you want to view.

Choose the Open button.

Terminal lists the files in the directory or group of files you specify. The Open dialog box remains on the screen until you open a file or cancel the command.

Viewing files in other directories

Saving a Setup File

When you create or make changes to a Terminal setup file, you can save it and use it again later. For example, if you intend to connect to a certain service more than once, you can save the settings for that service in a setup file. Then, each time you want to connect to that service, you open the setup file instead of redefining all of the settings. There are two commands you can use to save a setup file: Save As and Save.

Saving a new setup file

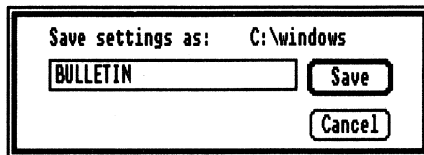
Saving a New Setup File

Use Save As to name and save a new file. You can also use Save to save the current file under a new name while retaining the original copy of the file on the disk under the old filename.

To save a new setup file:

- 1 Choose Save As from the File Menu. Terminal displays the Save As dialog box.

3.7 Save As Dialog Box



- 2 Type a filename for the setup file. If you don't type an extension, Terminal automatically adds .TRM to the filename.
- 3 Choose the Save button.

Terminal saves the setup file on the disk. The setup file remains effect so that you can continue working in Terminal.

Note If you type the name of a file that already exists, Terminal asks if you want to replace the existing file with the file you are saving. Choose the Yes button to replace the existing file, or choose the No button and type a different filename.

Saving Changes

Saving changes

The Save command saves the changes to the current setup file on disk.

Save changes to the current setup file:

Choose Save from the File Menu.

Terminal replaces the file on the disk with the current file.

Deleting a Setup File

Deleting a setup file

You can delete a Terminal setup file to make room for other files on your disk. You delete a setup file using the Delete command in the File Menu in the MS-DOS Executive window.

For “Using the MS-DOS Executive” in the *Microsoft Windows 3.11 User's Guide* for information on deleting files.



endar gives you two views of time. In the Day view, you enter, play, or edit your appointments for each day. In the Month w, you select the day for which you want to see appointments.

Starting Calendar

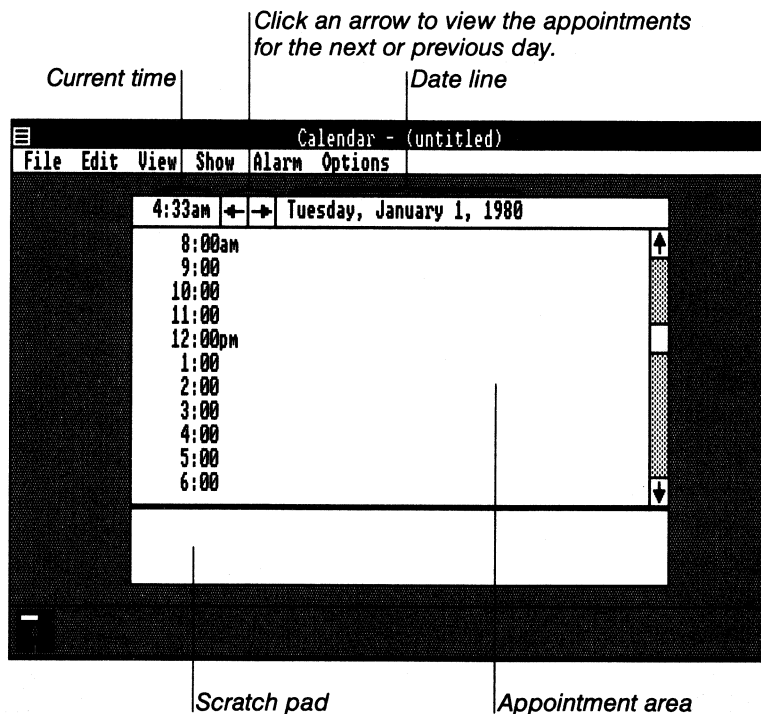
Starting Calendar

To start Calendar:

- Select and run CALENDAR.EXE in the MS-DOS Executive window.

When you first start Calendar, it displays the daily appointment window — the Day view — for the current date. Calendar uses the date and time you set when you start your computer. You can reset the date and time using the Control Panel. For details on the Control Panel, see the *Microsoft Windows User's Guide*.

4.1 Calendar Window Day View



Filling In the Day View

1 enter appointments in the Day view. If you have switched to Month view, choose the Day command from the View Menu.

Selecting a Time

2 Day view initially shows you a list of times at one-hour intervals, beginning with 8 A.M. Before typing the description of an appointment, you need to select the appointment time. You can select a time using either the keyboard or the mouse.

With the Keyboard To select a time with the keyboard:

Press the DOWN key to move to the next hour. Press the UP key to move to the previous hour.

With the Mouse To select a time with the mouse:

Click the time.

If you wish to schedule an appointment for a time not currently on the screen, you need to scroll the display before selecting the time. For details on scrolling, see “Viewing Different Times” later in this chapter.

Entering an Appointment

3 enter an appointment in the Day view:

Select the time of the appointment.

Use the DIRECTION keys or point and click with the mouse.

Type a description of the appointment.

For example, type *Lunch with Lydia*. Use the BACKSPACE key to correct typing errors.

Press the ENTER key or select the time for the next appointment you want to enter.

Selecting a time

Entering an appointment

Editing an Appointment

You can change the entry for any appointment you've previously entered. To do so, you must first select the text of the entry.

Selecting text

Selecting Text

You can select text with the keyboard or the mouse.

With the Keyboard To select text with the keyboard:

- ❶ Move the insertion point to the first character of the appointment.
- ❷ Hold down the **SHIFT** key and press the **RIGHT** key to select the remainder of the appointment.
- ❸ Release the **SHIFT** key.

With the Mouse To select text with the mouse:

- ❶ Move the pointer to the first character of the appointment.
- ❷ Press the mouse button and drag to the end of the appointment.
- ❸ Release the mouse button.

Editing Text

Changing an entry

Once you've selected the text, you can replace the entry with a new one:

- ❶ Type the new entry.

The old entry is deleted as soon as you type the first character of the new one.

Copying, cutting, and pasting

You can also copy or cut text from Calendar into the Clipboard. Copied text remains in Calendar; cut text is deleted from Calendar. You can copy or cut text from either the appointment area or the scratch pad at the bottom of the screen.

To copy or cut text:

- ❶ Select the text as described above.
- ❷ Choose **Copy** or **Cut** from the **Edit Menu**.

paste in text from the Clipboard:

Select the point where you want to insert the text — either a time in the appointment area or the scratch pad at the bottom of the screen.

Choose Paste from the Edit Menu.

Setting the Alarm

You can set the alarm for as many appointments in your calendar as you want.

Turning On the Alarm

To set the alarm:

Select the time at which you want an alarm to ring.

Choose Set from the Alarm Menu.

The alarm clock symbol (a small bell) appears to the left of the appointment you selected. When the alarm goes off, Calendar displays a dialog box reminding you of the appointment. If the Calendar window is inactive, the title bar at the top of the Calendar window flashes. If Calendar is an icon when the alarm goes off, the icon flashes.

Setting the Alarm for Sound

You can control whether or not the alarm makes a sound, in addition to displaying the dialog box or flashing the title bar or icon. Initially the alarm is set for sound, so it will ring unless you have it to be silent.

To hear the alarm when it goes off:

Choose Controls from the Alarm Menu.

Make sure the Sound option is selected.

Choose the Ok button.

If you want a silent alarm, choose Controls from the Alarm Menu, select the Sound option, and choose the Ok button.

Turning on the alarm

Setting the alarm for sound

Setting the alarm for early ring

Setting the Alarm for Early Ring

You can set Calendar to ring the alarm before appointments.

To set the alarm for early ring:

- ❶ Choose Controls from the Alarm Menu.
- ❷ Select the Early Ring text box.
- ❸ Type a number between 1 and 10. This is the number of minutes before your appointment that you want the alarm to ring.
- ❹ Choose the Ok button.

Turning off the alarm

Turning Off the Alarm

The alarm dialog box is displayed only if the Calendar window is active. If the Calendar window is inactive, the title bar flashes. If Calendar is an icon, the icon flashes.

With the Keyboard To turn off the alarm when the Calendar window is active, press the ENTER key to choose the Ok button in the alarm dialog box. If the window is inactive, or if Calendar is an icon, press ALT-TAB until the window becomes active or you select the icon. After Calendar displays the alarm dialog box, press the ENTER key to choose the Ok button and turn off the alarm.

With the Mouse To turn off the alarm when the Calendar window is active, click the Ok button in the alarm dialog box. If the window is inactive, or if Calendar is an icon, click the window icon. After Calendar displays the alarm dialog box, click the Ok button to turn off the alarm.

Removing an alarm

Removing an Alarm

If you change your mind about setting an alarm, you can remove it:

- ❶ Select the time the alarm is set for.
- ❷ Choose Set from the Alarm Menu.

Viewing Different Times or Dates

You will frequently need to move through Calendar to display the appointments you have entered, or to select a day other than the one currently displayed in the Day view.

Viewing Different Times

Viewing different times

You can enter, edit, and view appointments in the Day view. The screen is not big enough to display all of the day's appointments, so you can scroll the Day view to see an appointment not currently visible on the screen.

With the Keyboard You move from one appointment to another by pressing the UP or DOWN key. When you reach the last visible appointment, press the UP or DOWN key to scroll the window to the next appointment.

To scroll to the next screen, press the PAGE DOWN key. To scroll to the previous screen, press the PAGE UP key.

With the Mouse Click on the arrows at the end of the vertical scroll bar to scroll the list of appointments.

To scroll to the next screen, click in the grey area below the scroll box. To scroll to the previous screen, click in the grey area above the scroll box.

Viewing Different Dates

Viewing different dates

You can change the day or month that is displayed by using the commands from the Show Menu. The commands on the Show menu apply to days when in the Day view, and to months when in the Month view.

Choose Today from the Show Menu, or press the HOME key to return to the current day or month.

Choose Previous from the Show Menu to display the day or month before the one on your screen.

Choose Next from the Show Menu to display the day or month after the one on your screen.

If you have a mouse, you can quickly display the next or previous day in the Day view by clicking on one of the arrows in the date line. If you click anywhere else in the date line, Calendar changes to display the Month view.

Viewing different dates with the Month view

Viewing Different Dates with the Month View

You can use the Month view to select the day for which you want to enter, edit, or view appointments. Selecting the day with the Month view may be faster than scrolling through the days one at a time with the Previous or Next command, or with the mouse arrows in the date line of the Day view.

To change from the Day view to the Month view:

- ☒ Choose Month from the View Menu; or, with the mouse, click in the date line.

The following two tables describe how to move around in the Month view and select the day you want with the keyboard or the mouse.

Once you select the day you want, you can display its appointments by returning to the Day view. You move to the Day view by pressing the ENTER key or, if you are using a mouse, by double-clicking on the selected day.

Whether you use the keyboard or a mouse, you can also move back to the Day view by choosing the Day command from the View Menu.

With the Keyboard With the keyboard, you use the DIRECTION keys to select the day you want.

To	Press
Select the next day	RIGHT
Select the previous day	LEFT
Select the day directly below the currently selected one	DOWN (If the current date is in the bottom row of dates on the calendar, the DOWN key selects the next month.)
Select the day directly above the currently selected one	UP (If the current date is in the top row of dates on the calendar, the UP key selects the previous month.)
Select the next month	PAGE DOWN
Select the previous month	PAGE UP

With the Mouse If you are using a mouse, you can click to select the day you want.

select	Click
Other day	Any day other than the current selection
Next month	The scroll arrow at the bottom of the vertical scroll bar
Previous month	The scroll arrow at the top of the vertical scroll bar
Next year	The grey area below the scroll box
Previous year	The grey area above the scroll box

Viewing a Specific Date

Viewing a specific date

You can display a specific date with the Date command.
To display a specific date:

- Choose Date from the Show Menu.
- In the text box, type the date you want Calendar to display.
- Choose the Ok button.

You can type any date between January 1, 1980 and December 31, 2099. Type dates in the following format: mm/dd/yyyy or m-dd-yyyy. You do not need to type leading zeros for days or months. If you type a two-digit number for the year, Calendar assumes the 20th century. The following samples represent acceptable entries:

Example	For
1/9/85	January 19, 1985
11-7-85	November 7, 1985
1/2010	January 1, 2010

Customizing Your Calendar

You can customize the Day view of your calendar with commands from the Options Menu.

Changing day settings

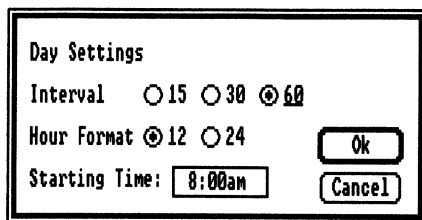
Changing Day Settings

The day settings control the appearance of the Day view.

To change the day settings:

- 1 Choose Day Settings from the Options Menu. Calendar displays the Day Settings dialog box.

4.2 Day Settings Dialog Box



- 2 Select the options you want.
- 3 Choose the Ok button.

Interval This option controls the interval for daily appointments. You can select 15-minute, 30-minute, or 60-minute intervals.

Hour Format Calendar can use either a standard 12-hour clock or a 24-hour clock.

Starting Time The starting time is the earliest time Calendar lists when the Day view is displayed.

Adding special times

Adding Special Times

You can enter appointments for special times. A special time is any time that falls between the interval you set with the Day Settings command on the Options Menu. For example, 11:10 is a special time.

To add a special time:

- 1 Choose Special Time from the Options Menu.
- 2 Type the time.
- 3 Choose the Insert button.

delete a special time:

Select the time you want to delete.

Choose Special Time from the Options Menu. The Special Time dialog box appears with the selected time in the text box.

Choose the Delete button.

Adding Notes

The daily appointment window has a scratch pad at the bottom for adding notes.

add notes:

Press the TAB key to select the scratch pad. An insertion point appears.

Type your notes, pressing the ENTER key to end a line and the BACKSPACE key to correct typing errors.

Press the TAB key to return to the appointment area.

Adding notes

Marking a Date

You can mark special days in the Month view, so you don't forget special occasions, for example.

mark a date in the Month view:

Use the DIRECTION keys or point and click with the mouse to highlight the day you want to mark.

Choose Mark from the Options Menu.

The Mark command puts a small box around the number.

When a marked date is highlighted, a checkmark appears next to the Mark command on the Options Menu.

unmark a marked date:

Select the date you want to unmark.

Choose Mark from the Options Menu.

The Unmark command removes the box around the number.

Marking a date

Unmarking a date

Working with Calendar Files

You create, open, save, and print Calendar files with commands from the File Menu in the Calendar window. You delete Calendar files with commands from the File Menu in the MS-DOS Executive window.

Opening a File

You can have many different Calendar files, to keep track of different people's appointments, for example. You can open new or existing files in the Calendar window. If you open a Calendar file when there is another file already open, Calendar closes the current file. If you have unsaved changes in the current file, Calendar asks you if you want to save them before it closes the file.

Choose	To
Yes	Save changes.
No	Discard changes.
Cancel	Continue working in the current file.

Creating a new file

Creating a New File

To create a new Calendar file:

- ☐ Choose New from the File Menu.

Calendar opens a new file in the Calendar window.

Opening an existing file

Opening an Existing File

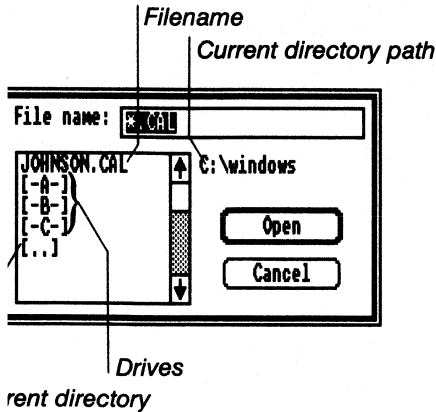
You can open an existing file from the Calendar window or from the MS-DOS Executive window.

From the Calendar Window To open an existing file from the Calendar window:

- 1** Choose Open from the File Menu.

Calendar displays the Open dialog box. Note that directories and drives are shown in brackets.

4.3 Open Dialog Box



In the list box, select the name of the file you want to open, or type a pathname and filename in the text box at the top of the dialog box.

Choose the Open button.

With the mouse, you can select and open a file listed in the list box in one step:

Double click the filename of the file you want to open.

From the MS-DOS Executive To open an existing Calendar file from the MS-DOS Executive:

Select the filename and press the ENTER key. Or, with the mouse, double click the filename.

Windows automatically starts Calendar and opens the file.

Viewing Files in Other Directories

You can view files that are in directories or drives other than the current directory that Calendar displays when you choose the Open command. Initially Calendar displays only files with the .CAL extension, as well as drives and directories.

Viewing files in other directories

To view different files in the Open dialog box:

- 1 Select from the list box, or in the text box at the top of the Open dialog box type the directory, drive, or kind of files you want to see. For example, you can type **.TXT* to see all the files with that extension.
- 2 Choose the Open button.

Calendar lists the files in the directory you specified. You can view any number of directories or groups of files. The Open dialog box remains on the screen until you open a file or cancel the command.

Saving a File

When you create a new file, or when you are finished with a file for the moment, you can save it and come back to it later. There are two commands you can use to save a Calendar file: Save As and Save.

Saving a new file

Saving a New File

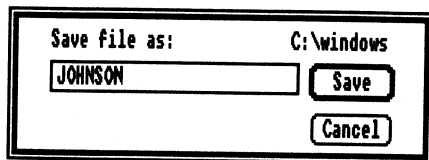
Use the Save As command to name and save a new file. You can also use Save As to save the current file under a new filename and retain the original copy of the file on the disk under the old filename.

To save a new file:

- 1 Choose Save As from the File Menu.

Calendar displays the Save As dialog box.

4.4 Save As Dialog Box



- 2 Type a filename for the file.

If you don't type an extension, Calendar automatically adds *.CAL* to the filename.

- 3 Choose the Save button.

Calendar saves the file. The file remains on the screen so that you can continue working in it. The name of the file now appears in the title bar of the Calendar window.

File If you type the name of a file that already exists, Calendar asks if you want to replace the existing file with the file you are saving. If you want to replace the existing file, choose the Yes button. Otherwise, choose the No button and type a different name.

Saving Changes

The **Save** command saves the changes to the current file on disk.

To save changes to the current file:

Choose **Save** from the File Menu.

Calendar replaces the file on the disk with the current file.

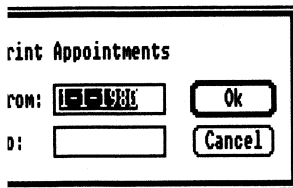
Printing Appointments

You can print your appointments using the **Print** command from the File Menu.

To print your appointments:

Choose **Print** from the File Menu.

Calendar displays the Print dialog box.



In the **From** text box, type the first date you want printed.

In the **To** text box, type the last date you want printed.

To print a single day's appointments, leave the **To** text box blank.

Choose the **Ok** button.

Saving changes

Printing appointments

4.5 Print Dialog Box

Removing appointment days

Removing Appointment Days

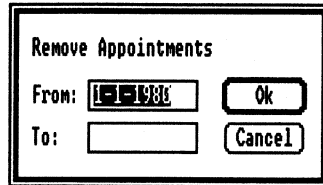
You can remove a single day or a range of days to make room on your disk for other days.

To remove appointment days:

- 1 Choose Remove from the File Menu.

Calendar displays the Remove dialog box.

4.6 Remove Dialog Box



- 2 In the From text box, type the first date you want to remove.
- 3 In the To text box, type the last date you want to remove.

To remove a single day's appointments, leave the To text box blank.

- 4 Choose the Ok button.

Deleting a file

Deleting a File

You can delete a file to make room for other files on your disk. You delete a file using the Delete command from the File Menu in the MS-DOS Executive window.

See "Using the MS-DOS Executive" in the *Microsoft Windows User's Guide* for information about deleting files.

Calculator

Microsoft Windows Calculator works just like a handheld calculator. It has many basic functions and a memory.



Starting Calculator

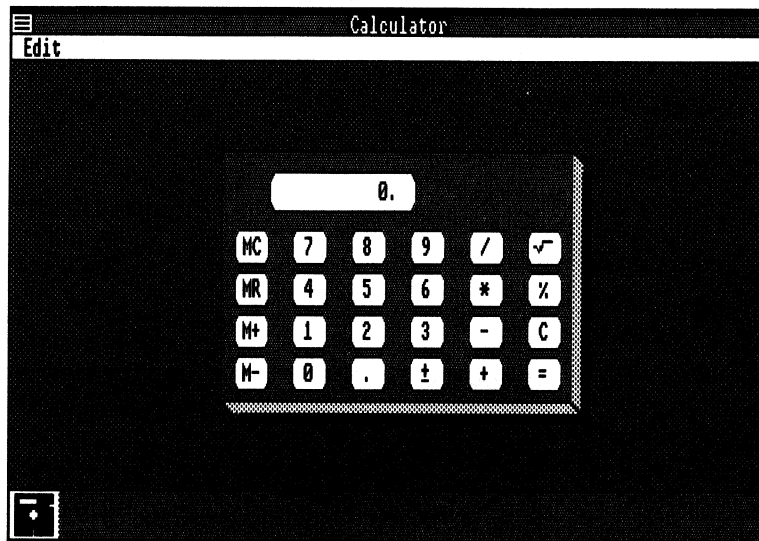
Starting Calculator

To start Calculator:

- Select and run CALC.EXE in the MS-DOS Executive window.

When you start Calculator, it automatically creates a window with a calculator in it.

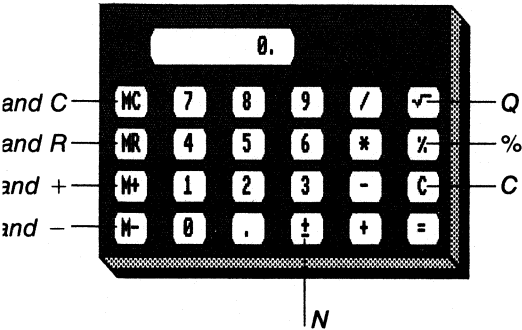
5.1 Calculator Window



Using Calculator

You can use Calculator with either the keyboard or the mouse.

Using the Keyboard To use Calculator with the keyboard, use the keys indicated in Figure 5.2 to perform calculator actions.



5.2 Using the Keyboard

You can type the digits 0 through 9 and the plus, minus, multiplication, division, and equal signs on the keyboard, or on the numeric keypad with the NUMLOCK key depressed.

Using the Mouse To use Calculator with the mouse, point to a "y" in the calculator window and click the mouse button.

Using the Memory

Calculator has its own memory. The figure in memory starts out zero. You can add to or subtract from this value. You can also play or clear the memory. When using the memory functions on the keyboard, hold down the M key while pressing the function key, then release both keys.

	With the keyboard	With the mouse
Clear the memory	Press M and C	Click MC
Recall the figure in memory	Press M and R	Click MR
Add the displayed figure to the memory	Press M and +	Click M +
Subtract the displayed figure from the memory	Press M and -	Click M -

Using the Clipboard

You can use the Clipboard to copy numbers from other applications into the Calculator display, and from the Calculator display into other applications.

Copying to the Clipboard

To copy the figure in the display to the Clipboard:

- ☐ Choose Copy from the Edit Menu.

Calculator puts a copy of the displayed amount on the Clipboard

Copying from the Clipboard

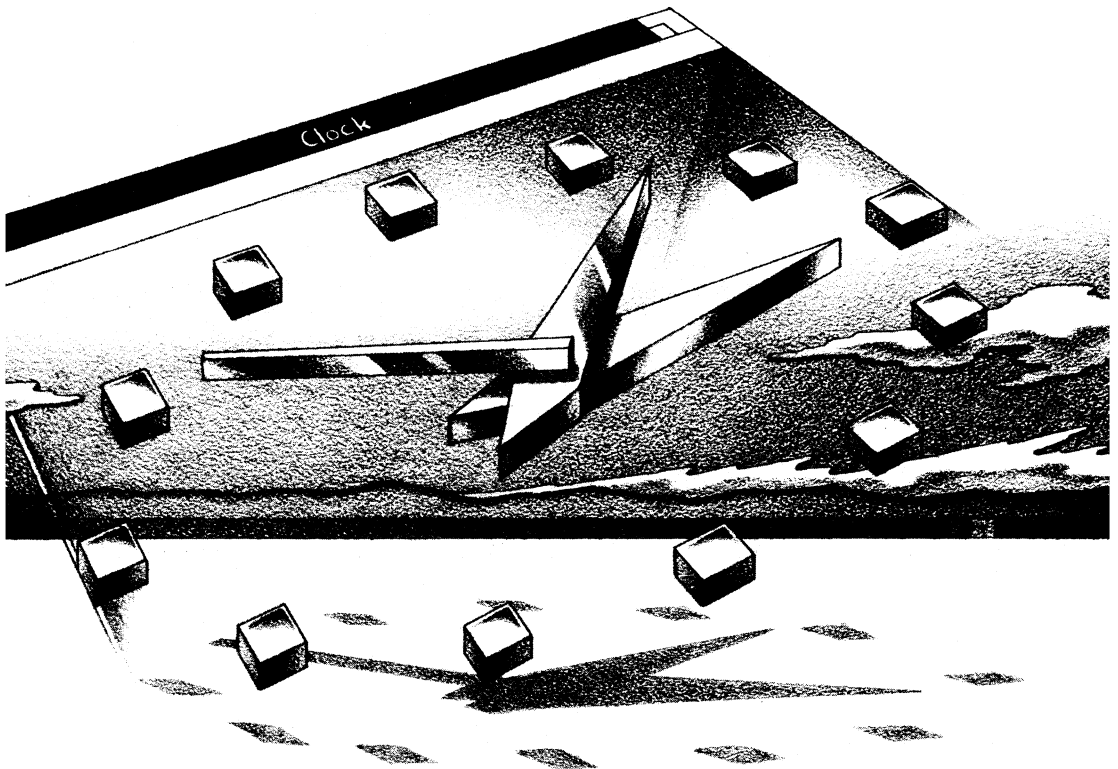
To add a number from the Clipboard to the Calculator display:

- ☐ Choose Paste from the Edit Menu.

Calculator adds the number on the Clipboard to the Calculator display. If the Clipboard does not contain a number, Calculator does nothing. If the Clipboard contains a formula, Calculator pastes the result of the formula.

Clock

Microsoft Windows Clock is a standard clock. It shows the current time.



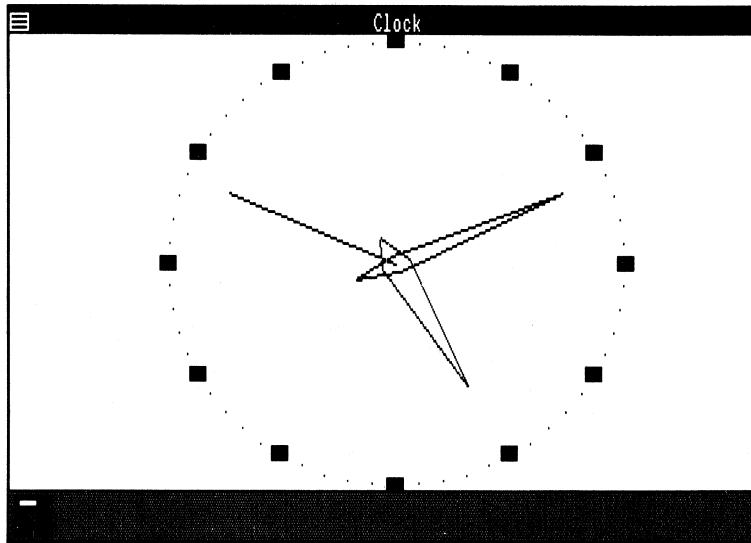
Starting the Clock

To start the Clock:

- Select and run CLOCK.EXE in the MS-DOS Executive window

When you start the Clock, it automatically creates a window with a clock in it.

6.1 Clock Window



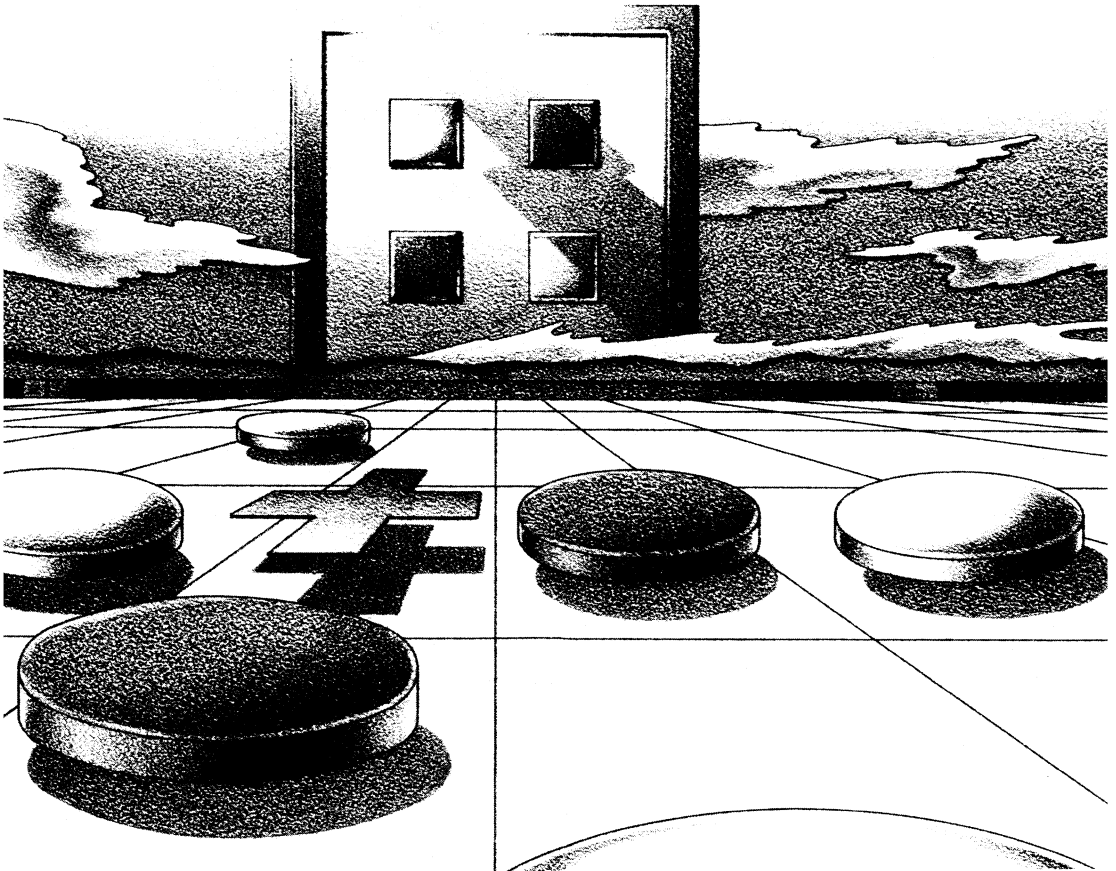
Setting the Clock

The Clock uses the time from your hardware clock or the time you enter when you start your computer. You can reset the Clock from the Control Panel. For details on using the Control Panel, see the *Microsoft Windows User's Guide*.

The Clock continues to show the correct time even when you shrink it into an icon. With the Clock as an icon, you can have the current time displayed without using any of the workspace on the screen.

Reversi

Microsoft Windows Reversi is a game you can play with your computer. The object of Reversi is to finish the game with more pieces of your color on the board than the computer has of its color.



Starting Reversi

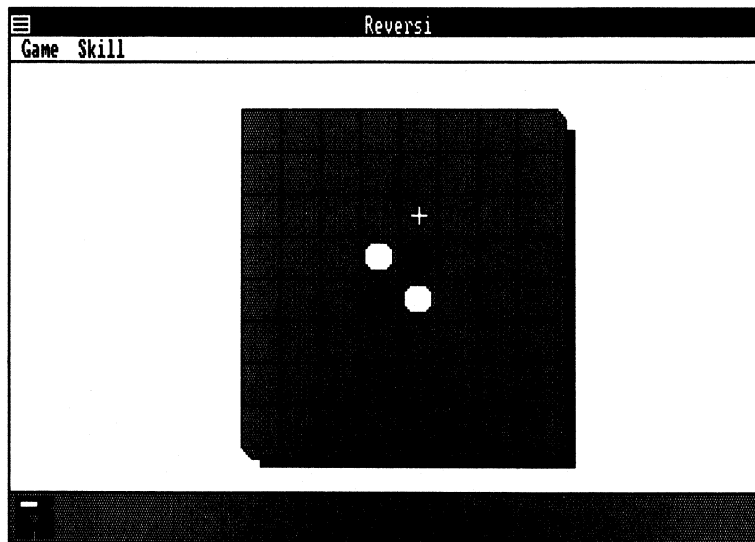
Starting Reversi

To start Reversi:

- Select and run REVERSI.EXE in the MS-DOS Executive window.

When you start Reversi, it creates a window with the game in it.

7.1 Reversi Window



Your squares are white and your computer's squares are black. If you choose the Skill command, your squares are red and your computer's squares are blue.

Rules of the game

Rules of the Game

The rules of Reversi are as follows:

- To turn black squares white, trap them between white squares. The black squares must be in a straight line: horizontal, vertical, or diagonal.
- If you can turn squares white, you must do so.
- If you cannot make a legal move, choose the Pass command from the Game Menu.

When neither you nor the computer can make a move, the game is over. The one with the most squares wins.

Playing Reversi

To play Reversi:

Choose one of the four skill levels from the Skill Menu.

Skill levels range from Beginner, the easiest, to Master, the hardest. The higher the skill level, the longer your computer spends calculating its moves.

Press the DIRECTION keys, or point with the mouse to move the pointer to a grey square.

The pointer changes to a cross where you can make a legal move.

Press the SPACEBAR or click the mouse button to make your move.

The pointer sometimes changes to an hourglass while the computer is calculating its move.

Playing Reversi

Practice Games

If you want to play a practice game, you can ask Reversi for hints. When you choose the Hint command from the Game Menu, Reversi shows you where it would move if it had your turn. You can accept the hint or make your move somewhere else.

Practice games

Starting a New Game

You can start a new game at any time, even in the middle of the current game.

To start a new game:

Choose New from the Game Menu.

Starting a new game

Microsoft® Windows Write User's Guide

Writing Program

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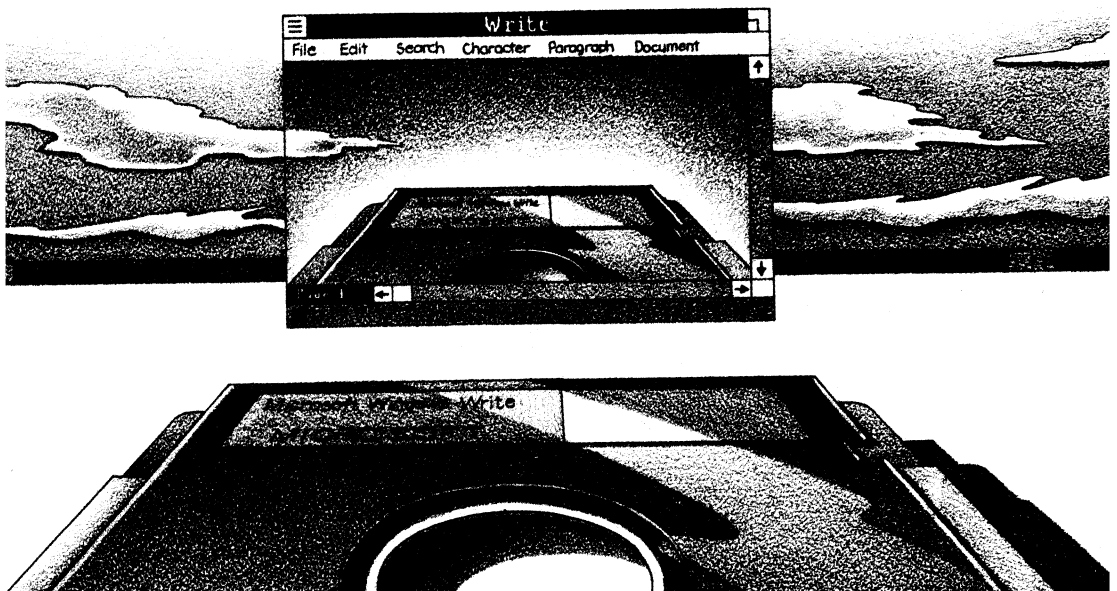
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Welcome

Windows Write is a writing program for Microsoft® Windows. With Write, you can write, edit, and print all kinds of documents for business and personal use. Because it runs in the Windows environment, Write gives you some unique advantages, such as putting information or graphics from other applications into your Write documents to make your documents more informative and interesting.

Write uses the familiar conventions of the Windows environment: command menus, dialog boxes, icons, and the Windows System menu. You will find that using Write is a natural extension of using Windows. Write makes it easy to accomplish all your day-to-day writing tasks.



About This Manual

This manual describes how to use Write to create, format, save, and print documents. It gives you a step-by-step procedure for every task you can perform with Write.

Throughout the manual, you will see sections called “Now Try This.” If you want, you can do the exercises in these sections to practice your skills before applying them to your own documents.

The manual is divided into six chapters:

- Chapter 1, “The Basics,” introduces you to the Write window and describes how to choose commands. It tells you how to open and save documents and how to end a Write session.
- Chapter 2, “Editing a Document,” describes how to enter text, scroll through a document, and select text. It also tells you how to insert, delete, move, copy, and find text.
- Chapter 3, “Formatting Your Work,” describes how to use Write’s formatting abilities to give your documents the appearance you want.
- Chapter 4, “Pasting from Other Applications,” describes how to copy text or graphics from other Windows applications into Write documents. Specific examples illustrate how pasting works with different types of applications.
- Chapter 5, “Printing a Document,” explains how to print and paginate your documents and how to change printers.
- Chapter 6, “Command Summary,” gives a brief description of the Write commands in the order they appear on the menus. It also reviews the various methods for choosing commands.

An appendix, “Fonts and the Current Printer,” describes how Write uses fonts with different types of printers.

you want to	See
learn how to choose Write commands	"Choosing a Command" in Chapter 1
open a document	"Opening a Document" in Chapter 1
start typing text in a document	"Typing Text" in Chapter 2 Chapter 2, "Editing a Document"
change the appearance of your document	Chapter 3, "Formatting Your Work"
paste information from another application into a Write document	Chapter 4, "Pasting from Other Applications"
print a Microsoft Word document in Write	"Using Windows Write with Microsoft Word" in Chapter 4
save a document	"Saving a Document" in Chapter 1
print a document	Chapter 5, "Printing a Document"
close the Write window	"Ending a Write Session" in Chapter 1
learn more about Write commands	Chapter 6, "Command Summary"

You can use Windows Write with or without a mouse. Where appropriate, this manual describes a procedure with the keyboard or with the mouse, so you can learn either or both techniques. If your mouse has more than one button, use only the left button in Write.

This manual assumes that you already know how to use your Microsoft Windows system and that you have read the *Microsoft Windows User's Guide*.

Getting Started

Windows Write includes:

- Windows Write disk
- *Microsoft Windows Write User's Guide*

To run Windows Write, you need Microsoft Windows installed and running on your computer.

For more information on what you need to run Microsoft Windows, see the sections “What You Need” and “Getting Started” at the beginning of the *Microsoft Windows User's Guide*.

Running Write with a two-drive system

Running Write with a Two-Drive System

To run Write with a two-drive system:

- 1 If you have not started Windows, insert the Windows Startup disk in drive A and the Windows System disk in drive B.
- 2 At the A> prompt, type *win*
Windows starts and the MS-DOS® Executive window appears.
- 3 Take the Startup disk out of drive A and insert the Write disk.
- 4 Select drive A in the MS-DOS Executive window.
- 5 Select and run WRITE.EXE.

Note If you have already started Windows and you want to run Write, put your Write disk in drive A and follow steps 4 and 5 above.

Store the documents you create with Write on the Write disk in drive A. The disk has about 150K bytes free for documents. When you want to start a new document disk, copy WRITE.EXE to a new disk. Then use that disk for running Write and storing documents. When you have about 50K bytes remaining on your Write disk, you should start a new disk.

To copy WRITE.EXE to a new disk:

- 1 Select drive A in the MS-DOS Executive window.
- 2 Select WRITE.EXE.

With the Windows System disk still in drive B, choose Copy from the File Menu in the MS-DOS Executive.

You will see a dialog box.

In the dialog box, type *b:* in the To text box.

Put a blank, formatted disk in drive B.

Choose the Ok button.

Windows copies WRITE.EXE to the blank disk in drive B.

When WRITE.EXE has been copied, put the Windows System disk back into drive B and put the disk with the new copy of WRITE.EXE in drive A.

ning Never remove the Write disk while you are in the process of editing a document with Write. There are only two times when you can remove the Write disk without risk of losing your work:

When the Save dialog box is on the screen

When the Open dialog box is on the screen

Otherwise, you can change disks if you want to save your document on a different disk or open a document that is on a different disk. Otherwise, do not remove the Write disk during an editing session.

Running Write with a Hard Disk System

If you have run Windows Setup, WRITE.EXE should already be copied onto your hard disk. If WRITE.EXE is not on your hard disk, use the DOS COPY command to copy WRITE.EXE to a directory on your disk. Then you can run Write from the MS-DOS Executive window as you would run any application.

Run Write with a hard disk system:

Open the MS-DOS Executive window.

Select and run WRITE.EXE.

Running Write with a hard disk system

The Basics

This chapter introduces you to the Write window and reviews the techniques for choosing commands. It also describes how to open a new or existing document, how to save a document on the disk, and how to close the Write window.

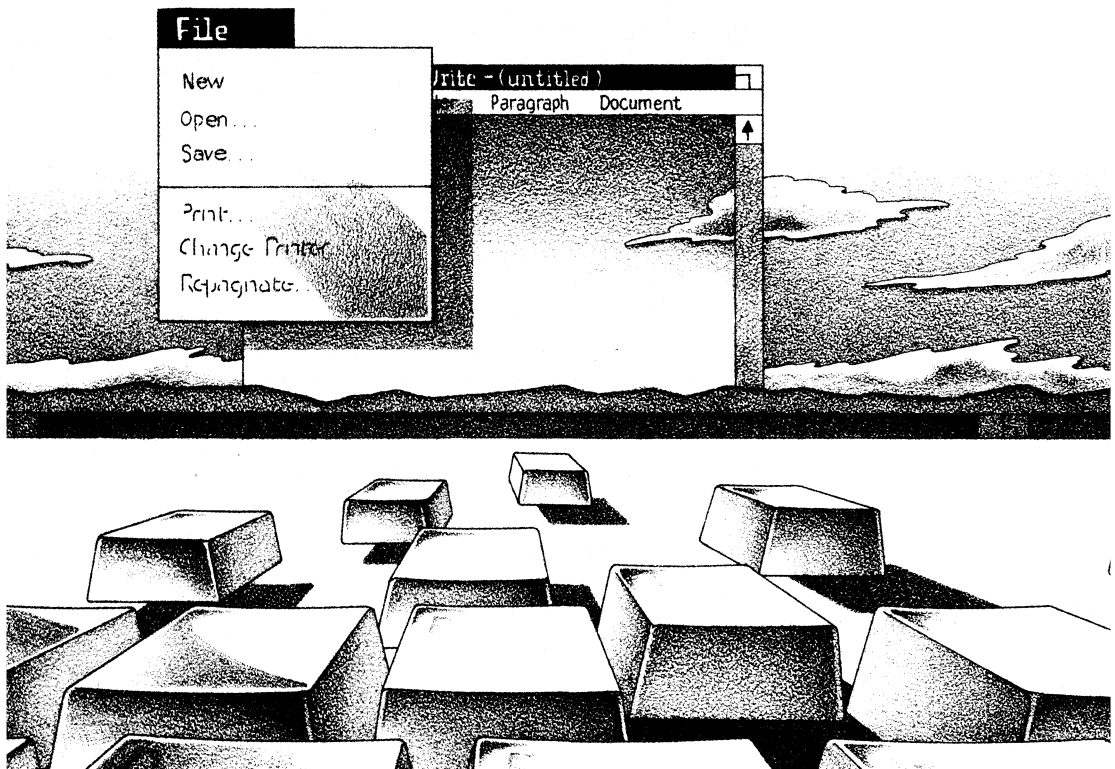
In this chapter:

The Write window

Opening a document

Saving a document

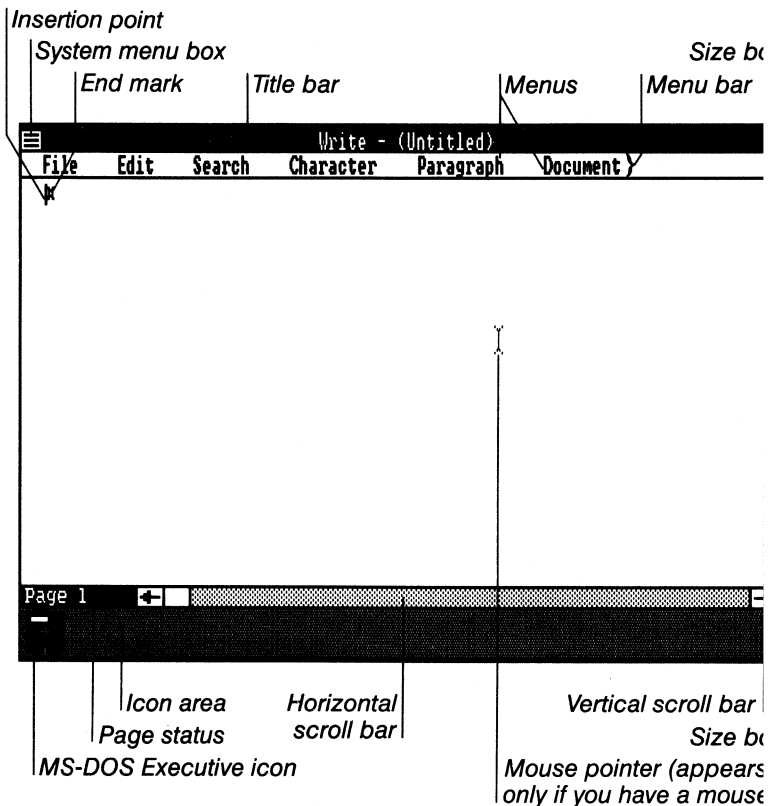
Ending a Write session



The Write Window

When you start Write, the screen looks like this:

1.1 Write Window



Choosing a Command

Write commands are organized into menus on the menu bar. You choose commands in Write just as you do in the MS-DOS Executive or the Windows Desktop Applications.

If you want to review how to choose commands in the Write window, read the steps given here for the keyboard or the mouse. For complete information on choosing commands, see Chapter 6, "Command Summary."

h the Keyboard

choose a command with the keyboard:

Press the ALT key and the first letter of a menu to open the menu.

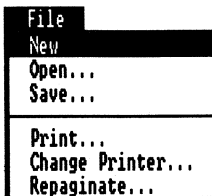
For example, pressing ALT-F opens the File Menu. To open the System Menu, press ALT-SPACEBAR.

Release the keys.

The menu stays open.

Press the first letter of a command on the menu.

For example, pressing N selects the New command on the File Menu. If two commands have the same first letter, press the letter twice to select the second command.



Press the ENTER key to carry out the command.

If the command needs more information, you will see a dialog box. See “Using Dialog Boxes” below for more information.

To close a menu or a dialog box without carrying out a command, press the ESC key.

th the Mouse

choose a command with the mouse:

Point to a menu name and press the mouse button.

Drag down to the command you want.

Release the mouse button to carry out the command.

If the command needs more information, you will see a dialog box. See “Using Dialog Boxes” below for more information.

Choosing a command with the keyboard

1.2 New Command Selected on File Menu

Choosing a command with the mouse

Using Dialog Boxes

When you see a Write dialog box, you select options or list box items, and fill in text boxes to complete the command, just as you do with the dialog boxes in the Windows Desktop Applications.

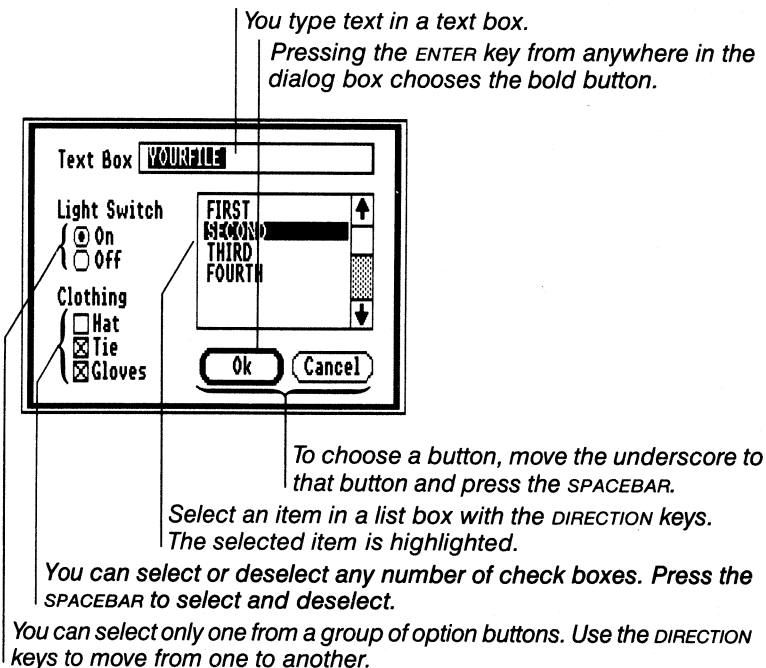
If you want to review how to use dialog boxes, read the example below for the keyboard or the mouse.

With the Keyboard

To fill in a dialog box with the keyboard:

- Press the TAB key to move the flashing underscore or insertic point from one part of a dialog box to another. Then select an option or list box item, or fill in a text box, as shown in Figure 1.3.

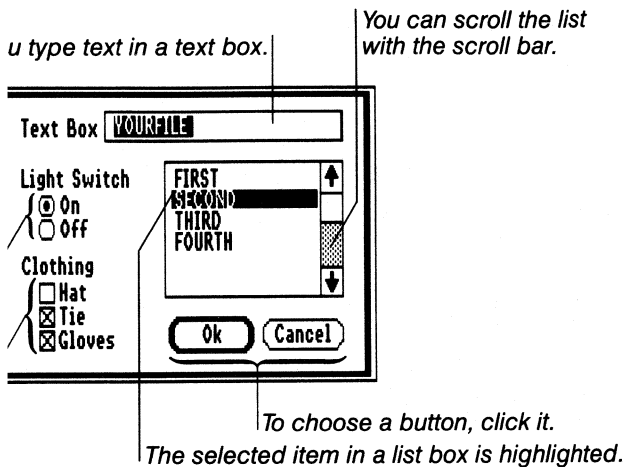
1.3 Filling In a Dialog Box with the Keyboard



h the Mouse

fill in a dialog box with the mouse:

Click the option or list box item, or fill in a text box, as shown in Figure 1.4.



1.4 Filling In a Dialog Box with the Mouse

You can select or deselect any number of check boxes.
 u can select only one from a group of option buttons.

pening a Document

u can open documents with the New command or the Open command from the File Menu. The New command is for opening new untitled document. The Open command is for opening a document that is already stored on your disk.

u can also open a new or existing document from the MS-DOS executive window.

pening a New Document

hen you run WRITE.EXE from the MS-DOS Executive window, Write begins with a new untitled document. While you are using Write, you can open a new document with the New command.

open a new document from Write:

Choose New from the File Menu.

Opening a new document

Opening an existing document

Opening an Existing Document

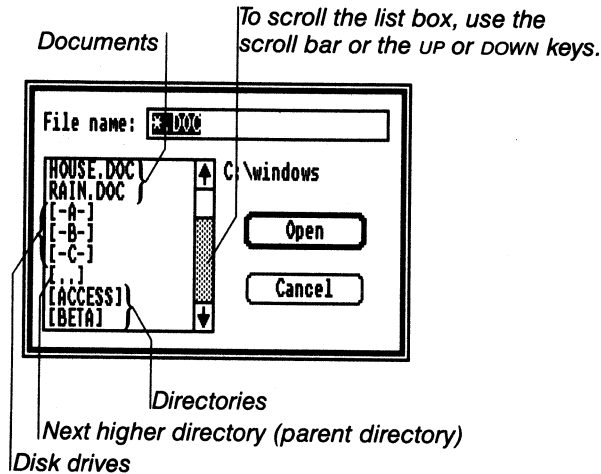
With the Open command, you can open a document you have saved. You can also open different disk drives and directories to gain access to documents stored in them.

To open an existing document from Write:

- 1 Choose Open from the File Menu.

You will see this dialog box:

1.5 Open Dialog Box



- 2 Select the name of the document you want to open.
- 3 Choose the Open button to complete the command.

Or, with the mouse, double click the name of the document you want to open.

If you open a document name, Write opens the document.

If you open a disk drive or directory, Write makes it the default disk drive or directory and displays the contents in the list box. Select again and choose the Open button. This way, you gain access to documents that are not on the current disk drive or in the current directory.

Opening a Document from the MS-DOS Executive

You can also run Write and open a document at the same time in the MS-DOS Executive window. The document must be located in the same directory as WRITE.EXE.

To open an existing document from the MS-DOS Executive:

- Expand the MS-DOS Executive window.
- Select a Write document name and press the ENTER key.
- Or, double click the document name with the mouse.

Opening a document from the MS-DOS Executive

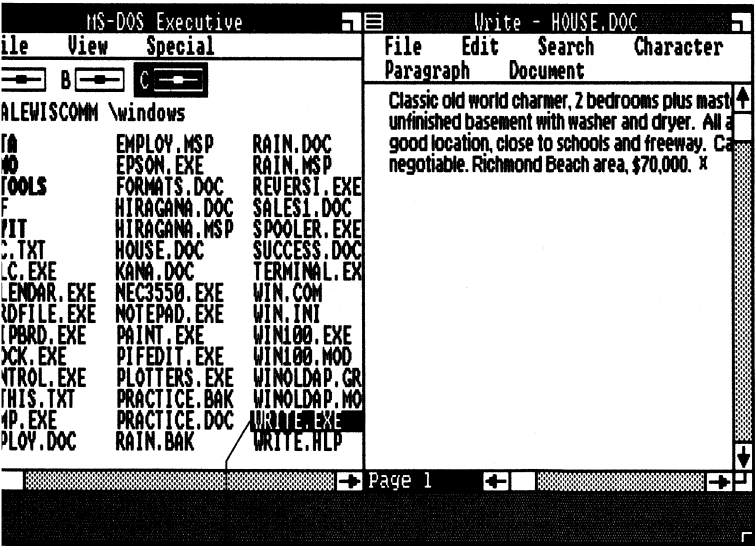
Opening More Than One Write Window

You can have more than one Write window open at a time. To do this, you need at least 512K random access memory in your computer.

To open an additional Write window:

- Begin with a Write window open on your screen.
- Expand the MS-DOS Executive window so that it shares the screen with the Write window.
- Select and run WRITE.EXE.

Opening more than one Write window



1.6 Opening an Additional Write Window

Press the ENTER key to open another Write window.

- 4 Open a document in the new Write window.

Note If you have the same document open in two different windows, you will see your changes only in the window you are working in. The document will not be updated in the other window unless you close and reopen it.

Saving a Document

When you save a document, Write stores the latest version of the document on the disk.

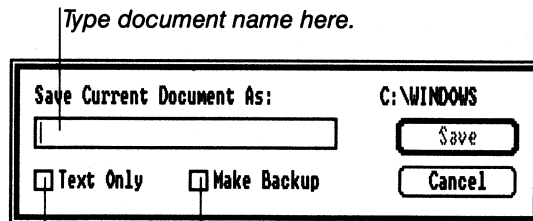
You will usually want to save your Write document before you close the Write window or open another document. It is also a good idea to save often while you are working with Write. Saving frequently helps Write perform faster, and it minimizes lost work if there is a power interruption.

To save a document:

- 1 Choose Save from the File Menu.

You will see this dialog box:

1.7 Save Dialog Box



Check here to make a backup copy.

Check here to save without formatting (for example, if your document a program or will be telecommunicated).

- 2 Type the name you want the document to have.

If the document already has a name, Write proposes that name. See "Document Names" below for more information.

- 3 Choose the Save button to carry out the command, or press the ENTER key.

ou enter a name that already exists in the current MS-DOS directory, Write asks if you want to replace the existing file. Choose the Yes button only if you want to delete that file and place it with the document you are saving. Otherwise, choose No button and type a different document name.

ile saving, Write briefly displays the number of characters contained in the document. The number appears in the lower-left corner of the window, where the page status usually appears. er saving, Write returns to the document so you can resume rking.

Document Names

Document names

ep in mind the following guidelines when you create a name a Write document.

The characters in a document name can be letters or numbers. You can enter the letters in upper or lower case, but Write always displays them in upper case.

A name can have up to eight characters, plus an extension. An extension always begins with a period and can have up to three characters.

Write automatically adds the extension .DOC for you. This extension is a good way to identify all your Write documents. If you add your own extension when you save the document, or if you just end the name with a period, Write does not add .DOC.

aving More Than One Version

Saving more than one version

ou change a document, but want to keep the old version on disk as well as the new version, you can use the Save command to give the new version a slightly different name. For example, the new version of RESUME.DOC could be named SUME2.DOC.

save more than one version of a document:

Choose Save from the File Menu.

Type the name for the new version of the document in the text box.

Choose the Save button to carry out the command.

Saving a backup copy

Saving a Backup Copy

You can use the Save command to make a backup copy of your document. You must save the document one time before you can make a backup copy. The backup copy is the version of the document that was saved with the previous Save command. The backup copy has the same name as the document and the extension .BAK.

To save a backup copy:

- 1 Choose Save from the File Menu. Write proposes the current name of the document.
- 2 Select the Make Backup check box.
- 3 Choose the Save button to carry out the command.

Saving text only

Saving Text Only

You can ask Write to save only the text in your document, without the formatting. You may want to eliminate formatting if your document is a program or if you will be telecommunicating the text to another computer. Or, you may want to move unformatted text to another WIN application and format it there.

To save text only:

- 1 Choose Save from the File Menu.
- 2 Select the Text Only check box.
- 3 Choose the Save button to carry out the command.

Saving to a different disk drive

Saving to a Different Disk Drive

Normally, Write saves documents to the current disk drive, which is the drive containing WRITE.EXE. If you have a hard disk, you can save to a different disk drive by preceding the document name with the drive letter and a colon.

Note If you have a two-drive floppy disk system, do not save to a different disk. You must always save your documents on the Write disk in drive A. If you have a hard disk system you may want to save to a disk in drive A or B.

save to a different disk:

Choose Save from the File Menu.

Type the name of the document preceded by a letter and colon for the drive you want to save to.

For example, type *B:RESUME.DOC* to save RESUME.DOC on the disk in drive B.

Choose the Save button to carry out the command.

ving to a Subdirectory

Normally, Write saves documents to the current directory. You can save a document to a subdirectory by preceding the document name with a subdirectory name and a backslash.

save to a subdirectory:

Choose Save from the File Menu.

Type the subdirectory name, a backslash, and the document name.

For example, type *JOBS\RESUME.DOC* to save the document RESUME.DOC in the subdirectory JOBS. JOBS must be a subdirectory in the current directory.

Choose the Save button to carry out the command.

A subdirectory you specify must already have been created with MS-DOS. Write will not create the subdirectory for you.

Saving to a subdirectory

Ending a Write Session

When you are finished using Write, close the Write window. To close the Write window:

Choose Close from the System Menu.

Or, double click the System Menu box with the mouse.

If you have unsaved changes in the document, Write asks if you want to save them before closing.

If you end the Windows session without closing the Write window, Windows closes it for you. If you have unsaved changes in a Write document, Windows asks if you want to save them before ending the session.

Ending a Write session

Editing a Document

This chapter tells you how to type and edit text with Write. Editing techniques include deleting, inserting, moving, and finding text. You can practice each technique by working through the exercises called “Now Try This.”

In this chapter:

Typing text

Scrolling and selecting text

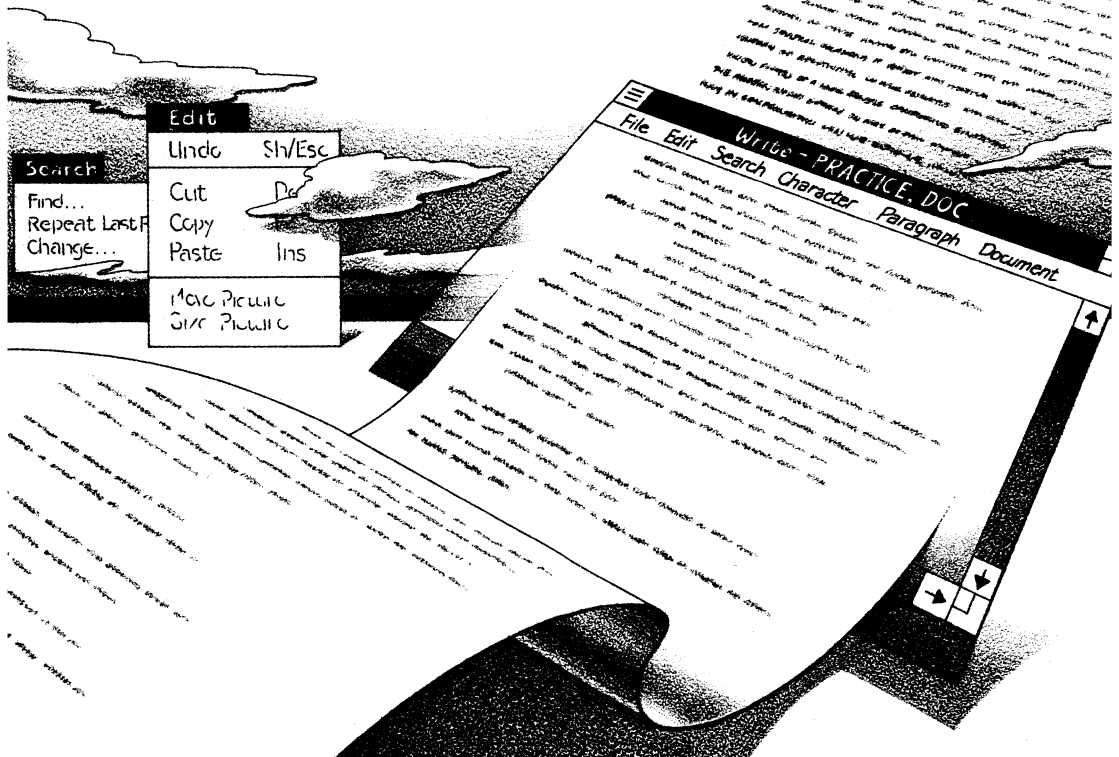
Deleting text

Inserting text

Moving and copying text

Finding and changing text

Undoing your last action



Typing text

Typing Text

To type text with Write, start the program, then start typing. There are several things to keep in mind:

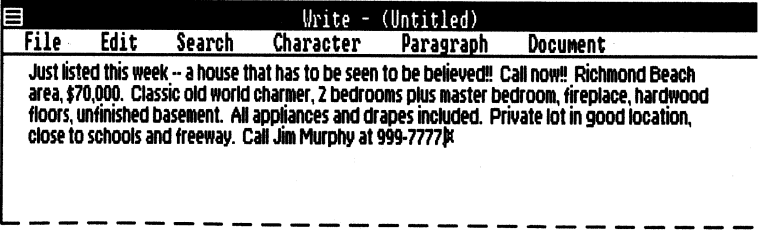
- As you type, text appears to the left of the blinking insertion point.
- If you make a typing mistake, press the BACKSPACE key. It erases characters as it backs over them.
- Press the ENTER key only when you want to begin a new paragraph, leave some blank lines, or begin a new line before you reach the right margin.

You do not need to press the ENTER key when you reach the end of each line because Write automatically starts the next line for you. This is called wordwrap. Each time you reach the right margin, the insertion point and the word you are typing automatically move to the next line.

Now Try This

- 1 Start Write as described in “Getting Started.”
- 2 Type the paragraph shown below. Do not press the ENTER key as you type. To erase typing mistakes, press the BACKSPACE key.

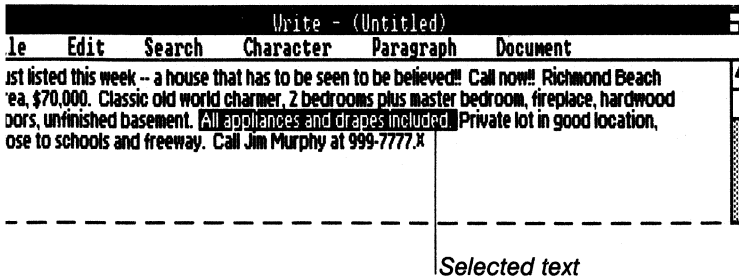
2.1 Typing Example



The text on your screen may not look exactly like the text shown here. This is because Write displays text in different font depending on the current printer. For more information, see the Appendix, “Fonts and the Current Printer.”

Scrolling and Selecting Text

Scrolling is the process of moving the document text through the window. Selecting is the process of highlighting text on the screen. You want to be able to scroll efficiently so you can go where you want in the document. You want to be able to select text easily because many commands and actions with Write require you to first select text.



2.2 Selected Text

Scrolling and Selecting with the Keyboard

The following lists show you how to move the insertion point, scroll a document, and select text with the keyboard.

Moving the Insertion Point

move	Press
up, right, up, or down	A DIRECTION key: LEFT, RIGHT, UP, or DOWN
the next or previous word	CTRL-RIGHT or CTRL-LEFT
the beginning or the end of line	HOME or END
the next or previous sentence	GOTO-RIGHT or GOTO-LEFT (The GOTO key is the 5 on the keypad.)
the next or previous paragraph	GOTO-DOWN or GOTO-UP (The GOTO key is the 5 on the keypad.)
the top or bottom of the window	CTRL-PAGE UP or CTRL-PAGE DOWN

Moving the insertion point with the keyboard

To move continuously, press and hold down the key or key combination. The document scrolls as necessary.

Scrolling

Scrolling with the keyboard

To scroll	Press
Down or up one windowful	PAGE DOWN or PAGE UP
To the beginning or end of the document	CTRL-HOME or CTRL-END
To the next or previous page	GOTO-PAGE DOWN or GOTO-PAGE UP (The GOTO key is the 5 on the keypad.)

To scroll continuously, press and hold down the key or key combination.

For more information on printed pages, see “Paginating” in Chapter 5, “Printing a Document.”

Selecting Text

Selecting text with the keyboard

To select text, hold down the SHIFT key while holding down any key combination that scrolls or moves the insertion point. The SHIFT key indicates that you want to highlight the text as you move over it. For example:

To select	Press
Characters	SHIFT-LEFT or SHIFT-RIGHT
Words	SHIFT-CTRL-LEFT or SHIFT-CTRL-RIGHT
Lines	SHIFT-UP or SHIFT-DOWN

Now Try This

Practice moving the insertion point, scrolling, and selecting text in the real estate listing you typed.

- Press and hold down a DIRECTION key to move the insertion point continuously.
- Press the HOME or END key to move the insertion point to the beginning or end of a line.
- Press GOTO-LEFT to move to the previous sentence, and press GOTO-RIGHT to move to the next sentence.
- Press CTRL-HOME or CTRL-END to move the insertion point to the beginning or end of the document.
- Press PAGE DOWN to scroll down to the next windowful, and press PAGE UP to scroll back up.

Press and hold down the SHIFT-DIRECTION keys to select some text.

Scrolling and Selecting with the Mouse

This section shows you how to move the insertion point, scroll a document, and select text with the mouse.

Moving the Insertion Point

To move the insertion point to a new position on the screen:

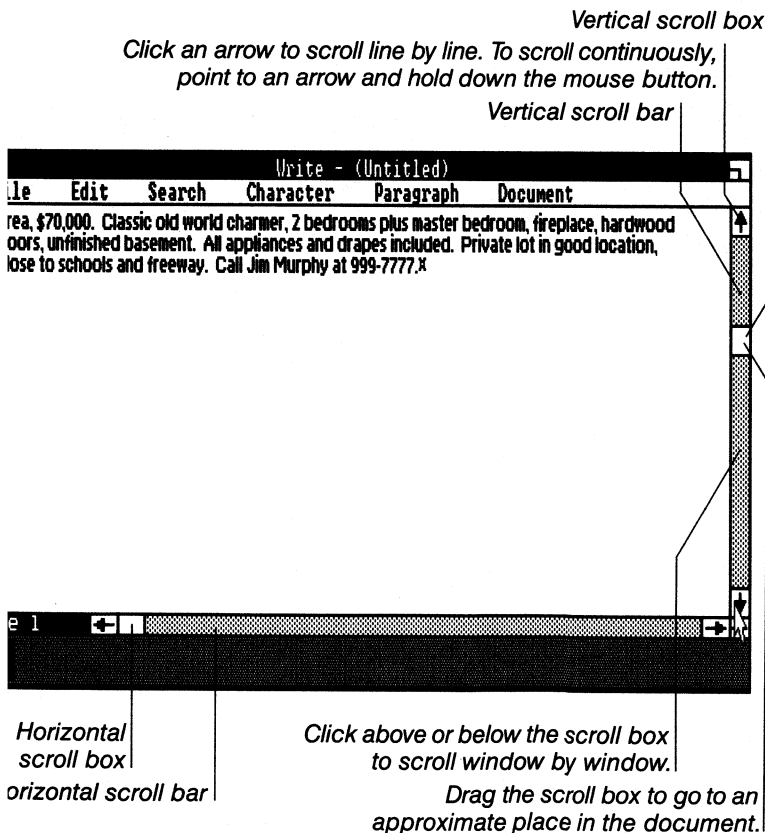
Position the mouse pointer and click the mouse button.

Moving the insertion point with the mouse

Scrolling

To scroll with the mouse, use the scroll bars on the bottom and right side of the Write window, as shown in Figure 2.3.

Scrolling with the mouse



2.3 Using Scroll Bars

Selecting Text

Selecting text with the mouse

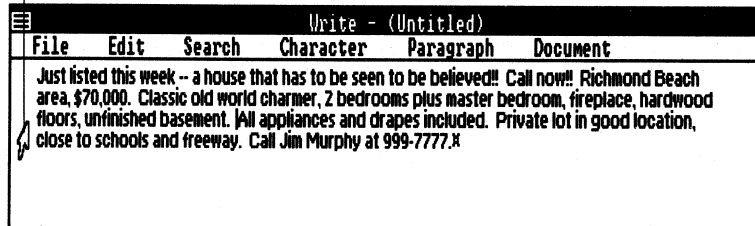
To select	Do this
Any text	Point to where you want to begin selecting text and press the mouse button. Drag over the text you want to select. Release the mouse button.
Words	Point to a word and double click to select it. Hold the second click and drag to extend the selection a word at a time.
Between points	Point to the starting place for the selection and click. Move the insertion pointer to a stopping place, hold down the SHIF key, and click.

Using the selection bar

Selecting with the Selection Bar The far left edge of the window is called the selection bar. In the selection bar, the mouse pointer changes to an arrow that slants to the right. The selection bar provides some additional options for selecting text.

2.4 The Selection Bar

Mouse pointer in selection bar



select	Do this
the line	Move to the selection bar and point to a line. Click to select the line. Drag to select more than one line.
the paragraph	Move to the selection bar and point to a paragraph. Double click to select the paragraph. Hold the second click and drag to extend the selection a paragraph at a time.
between points	Use the selection bar to select a line or paragraph. Move to another line or paragraph on the selection bar, press the SHIFT key, and click. Write selects all lines or paragraphs between the two points.
the entire document	Move to the selection bar, press the CTRL key, and click.

Now Try This

Practice moving the insertion point, scrolling, and selecting text with the mouse in the real estate listing you typed.

Position the mouse pointer anywhere in the document and click the mouse button to move the insertion point there.

Click below the scroll box on the vertical scroll bar to scroll down to the next windowful, and click above the scroll box to scroll back up.

Position the mouse pointer anywhere in the document and press and drag over some text to select it.

Position the mouse pointer in the selection bar and press and drag to select some lines.

Going to a Specific Page

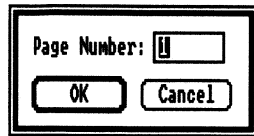
You can also scroll to a specific page number with the Go To Page command. The Go To Page command only works when you've divided the document into pages. You divide a document into pages by printing it or by choosing the Repaginate command in the File Menu. For more information on paginating, see Chapter 5, "Printing a Document."

Going to a specific page

To go to a specific page:

- 1 Choose Go To Page from the Search Menu, or press the F4 key. You will see this dialog box:

2.5 Go To Page
Dialog Box



- 2 Type the page number that you want to go to.
- 3 Choose the Ok button to carry out the command.

Deleting text

Deleting Text

There are five ways to delete text with Windows Write:

- With the BACKSPACE key
- With SHIFT-BACKSPACE
- With the DELETE key
- With the Cut command
- By typing over text you have selected

To delete

Do ONE of these

One character

Place the insertion point to the right of the character and press the BACKSPACE key.

Place the insertion point to the left of the character and press SHIFT-BACKSPACE.

More than one character

Select the text, then choose Cut or press the DELETE key.

Select the text, then start typing. The selected text is deleted and the text you type is inserted in its place.

When you delete a selection with the Cut command or the DELETE key, you remove the text from the document and put it on the clipboard.

Using the Clipboard

The Clipboard holds information that you delete or copy from applications running with Windows. While text is on the Clipboard, you can paste it elsewhere in your Write document. You can also paste the contents of the Clipboard into another Write document or into another Windows application.

When you put information on the Clipboard, it stays there until you choose Cut or Copy again. Pasting the information from the Clipboard into a document or other application does not remove the contents of the Clipboard. You can also use the Clipboard to move or copy graphics and text into your Write document from other Windows applications. For more information, see Chapter 4, "Pasting from Other Applications." For more information on pasting text from the Clipboard, see "Inserting Text" and "Moving and Copying Text" later in this chapter.

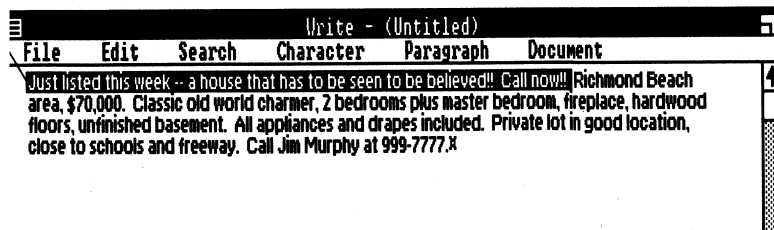
If you wish, you can expand the Clipboard to see its contents. To do so, run CLIPBRD.EXE from the MS-DOS Executive window. See the *Microsoft Windows User's Guide* for more information.

Now Try This

Delete sentences from the real estate listing.

- | Select the first two sentences in the paragraph, as shown below.
- | Choose Cut from the Edit Menu, or press the DELETE key, the shortcut key for the Cut command.

Choose Cut to delete the selected text, or press the DELETE key.



Using the Clipboard

2.6 Deleting Selected Text

Inserting Text

There are two ways that you can insert text in your document:

- By typing the text
- By inserting text from the Clipboard.

Inserting text by typing

To insert text by typing:

- 1 Move the insertion point to where you want to insert the text.
- 2 Type the text.

The text to the right of the insertion point moves over as you type the new text.

Inserting text from the Clipboard

To insert text from the Clipboard:

- 1 Move the insertion point to where you want to insert the text.
- 2 Choose Paste from the Edit Menu, or press the INSERT key, the shortcut key for the Paste command.

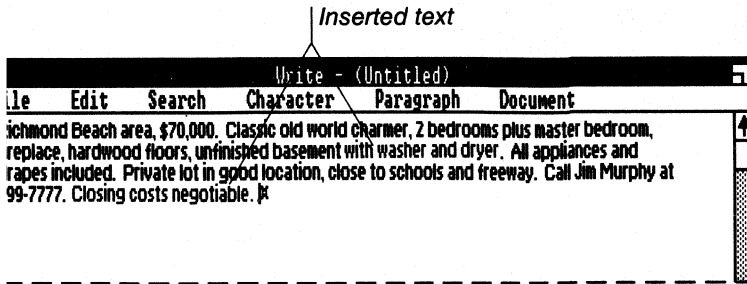
For more information on the Clipboard, see the sections “Deleting Text” and “Moving and Copying Text” in this chapter.

For information on inserting graphics into your document, see Chapter 4, “Pasting from Other Applications.”

Now Try This

Insert text in the real estate listing.

- 1 Position the insertion point before the period (.) following “basement”.
- 2 Press the SPACEBAR, then type *with washer and dryer*
- 3 To insert text at the end of the document, position the insertion point before the end mark. Press the SPACEBAR and type *Closing costs negotiable.*



2.7 Inserted Text

Moving and Copying Text

Moving text means that you delete it from its original location in a document and insert it at a new location. Copying text means that you take a copy of some text without deleting the original text, and insert it at another location. Both actions use the Clipboard to hold the text while you move or copy it.

You can move or copy text:

- Within a document
- Between Write documents
- Between Write and other WIN applications

Moving Text

To move text:

1. Select the text.

Choose Cut from the Edit Menu, or press the DELETE key, the shortcut key for the Cut command.

Position the insertion point where you want to move the text.

Choose Paste from the Edit Menu, or press the INSERT key, the shortcut key for the Paste command.

Moving text

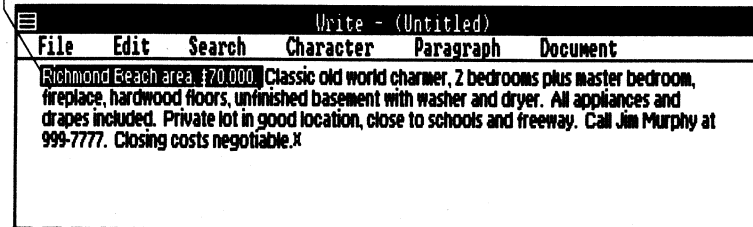
Now Try This

Move a sentence from one part of the real estate listing to another as follows:

- 1 Select the text as shown.

2.8 Deleting Text to the Clipboard

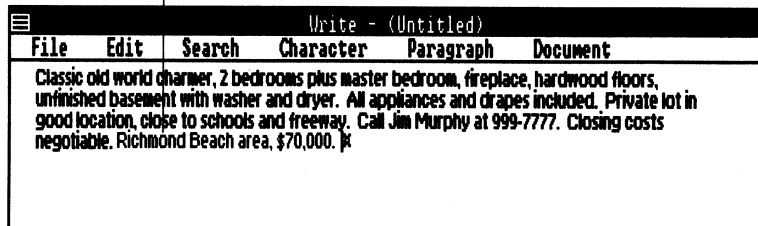
Choose **Cut** to delete the selected text to the Clipboard.



- 2 Choose **Cut** from the Edit Menu.
- 3 Move the insertion point to just before the end mark.
- 4 Choose **Paste** from the Edit Menu.

2.9 Pasting Text from the Clipboard

With the **Paste** command, you inserted this text from the Clipboard.



Copying text

Copying Text

To copy text:

- 1 Select the text.
- 2 Choose **Copy** from the Edit Menu, or press the F2 key, the shortcut key for the Copy command.
- 3 Position the insertion point where you want to insert the text.
- 4 Choose **Paste** from the Edit Menu, or press the INSERT key.

Repeat steps 3 and 4 to make additional copies of the text.

le A copy of the text remains on the Clipboard until the next
e you choose the Cut or Copy command. The Clipboard holds
y the text from the most recent Cut or Copy command. If you
or copy again before you insert, your original text will be lost
n the Clipboard.

Moving and Copying with the Mouse

ou have a mouse, you can use the following shortcut methods
moving and copying text.

move text with the mouse:

Select the text you want to move.

Point to where you want to insert the text.

Hold down the SHIFT and ALT keys.

Click the mouse button.

Write cuts the selected text and inserts it at the new location.

Moving text with the mouse

copy text with the mouse:

Select the text you want to copy.

Point to where you want to copy the text.

Hold down the ALT key.

Click the mouse button.

Write copies the selected text and inserts it at the new location.

Copying text with the mouse

Moving and Copying Between Write Documents

u can move and copy text from one document to another. The
cedures are similar to moving and copying within a document.

move text between documents:

Select the text you want to move.

Choose Cut from the Edit Menu, or press the DELETE key.

Open the document you want to move the text to.

Place the insertion point where you want to insert the text in the new document.

Choose Paste from the Edit Menu, or press the INSERT key.

Moving text between documents

Copying text between documents

To copy text between documents:

- ❶ Select the text you want to copy.
- ❷ Choose Copy from the Edit Menu, or press the F2 key.
- ❸ Open the document you want to copy the text to.
- ❹ Place the insertion point where you want to insert the text in the new document.
- ❺ Choose Paste from the Edit Menu, or press the INSERT key.

Note After you cut or copy text from a Write window to the Clipboard, do not close the Write window. If you close the window, the formatting for the text on the Clipboard will be lost.

You can also paste text and graphics from other applications into your Write documents. For more information, see Chapter 4, “Pasting from Other Applications.”

Finding and Changing Text

You can easily locate text and change it with the commands in the Search Menu. You can:

- Search for text up to 255 characters in length.
- Change all occurrences of the text in a document.
- Change only those occurrences you want to.

Finding text

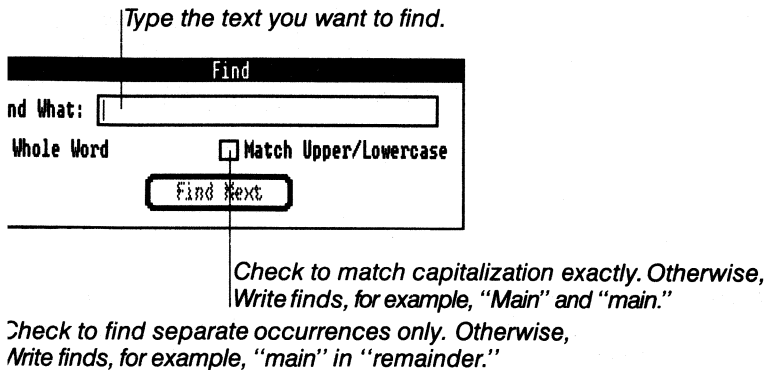
Finding Text

Use the Find command to look for a character, word, or group of characters or words. The Find command starts at the insertion point or at the end of the selection and goes to the end of the document. Then Find goes back to the beginning of the document and continues searching to the insertion point or to the end of the selection.

find text:

Choose Find from the Search Menu.

You will see this dialog box:



2.10 Find Dialog Box

Choose the Find Next button to start the search, or press the ENTER key.

ite searches for the text and selects the first occurrence, if re is one. If there are no occurrences of the text in the document, you see an alert box saying "Search text not found."

continue the search after an occurrence is selected:

Choose the Find Next button again.

ien all occurrences of the search text have been found, you see alert that says "Search complete."

u can search for text using a question mark (?) to match any gle character. For example, if the search text is hea?, you might d "head," "heal," "heap," "hear," or "heat."

You can search for text that includes spaces, tabs, paragraph marks, and page breaks. Enter these special characters in the search text:

Enter	To stand for
<code>^w</code>	White space. Searches for any combination of spaces, tab characters, paragraph marks, and page breaks.
<code>^t</code>	Tab character.
<code>^p</code>	Paragraph mark.
<code>^d</code>	Page break.

Note You can also use the above characters (except for `^w`) when you find and change text with the Change command. For more information, see “Changing Text” later in this chapter.

When you are finished finding text, close the Find dialog box.

To close the Find dialog box:

- ☐ Press the ESC key, or choose Close from the System Menu on the Find dialog box.

Editing between finds

Editing Between Finds

Often you want to edit the document after you find each occurrence of the search text. This is best accomplished by closing the Find dialog box after finding the first occurrence, and then using the Repeat Last Find command.

With the Repeat Last Find command, you can continue searching for text with or without the Find dialog box on the screen. The Repeat Last Find command finds the next occurrence of the search text used in the last Find command. The shortcut key for the Repeat Last Find command is the F3 key. You can search quickly through a document by pressing the F3 key repeatedly.

To edit between finds:

- 1 Use the Find command to find the first occurrence of the search text.
- 2 Close the Find dialog box.

Edit the document.

Choose Repeat Last Find from the Search Menu, or press the F3 key.

Repeat steps 3 and 4 to continue finding and editing.

Note You can also use the Repeat Last Find command after first using the Change command. For more information about the Repeat command, see “Changing Text” below.

Changing Text

Use the Change command to find text and replace it with something else, or to change all occurrences of the text automatically.

The Change command searches forward from the insertion point, then goes to the beginning of the document and comes back to the insertion point. However, if you select one or more characters before choosing the Change command, the command operates only within that selection.

To find and change text:

Choose Change from the Search Menu.

You will see this dialog box:

The screenshot shows a dialog box titled "Change". It has two text input fields: "Find What:" and "Change To:". Above the "Find What:" field is a line pointing to it with the text "Type the text you want to find." Above the "Change To:" field is a line pointing to it with the text "Type the replacement text." Below the input fields are two checkboxes: "Whole Word" (which is checked) and "Match Upper/Lowercase" (which is unchecked). At the bottom of the dialog box are four buttons: "Find Next", "Change, then Find", "Change", and "Change All".

Select to find separate occurrences only.

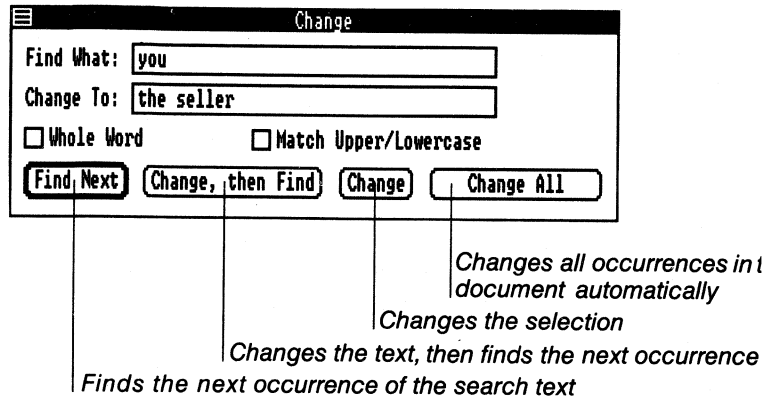
Select to match capitalization exactly.

Choose one of the buttons to start: Find Next; Change, then Find; Change; or Change All.

Finding and changing text automatically

2.11 Change Dialog Box

2.12 Change Dialog Box Buttons



If there are no occurrences of the text in the document, you see the alert "Search text not found."

When the entire document has been searched, you see the message "Search complete."

When you are finished changing text, close the Change dialog box.

To close the Change dialog box:

- Press the ESC key, or choose Close from the System Menu or the Change dialog box.

Often you want to make changes in part of a document rather than the entire document. To do this, select part of the document before you choose the Change command. The Change command then operates only within the selection, and the Change All button becomes the Change Selection button.

To change text within a selection:

- 1 Select the part of the document in which you want to find a change text.
- 2 Choose Change from the Search Menu.
- 3 Fill in the Find What and Change To text boxes.
- 4 Choose a button to start.

The Change Selection button changes all occurrences of the search text found within the selection.

▼ Try This

In the document called PRACTICE.DOC that comes on your te disk. This is a longer document that is good for practicing r find and change skills. If you currently have the real estate ng or other document open, save that document before you n PRACTICE.DOC.

Use the Save command to save the current document. If the rent document is the real estate listing, save it with the name USE.

Choose the Open command and open the document PRACTICE.DOC.

Choose Change from the Search Menu.

Type *you* in the Find What box.

Type *the seller* in the Change To box.

Choose each of the buttons in turn to see what happens.

Find Next: finds the first occurrence of “you.”

Change, then Find: changes the first occurrence of “you” to “the seller,” then finds the next occurrence of “you.”

Change: changes that occurrence of “you” to “the seller.”

Change All: changes the remaining occurrences of “you” to “the seller.”

Press the ESC key to close the Change dialog box.

Undoing Your Last Action

Undoing your last action

You can use the Undo command from the Edit Menu to reverse r most recent action.

When you open the Edit Menu, the Undo command names most recent action: Undo Typing, Undo Editing, or Undo matting.

undo:

Choose Undo from the Edit Menu.

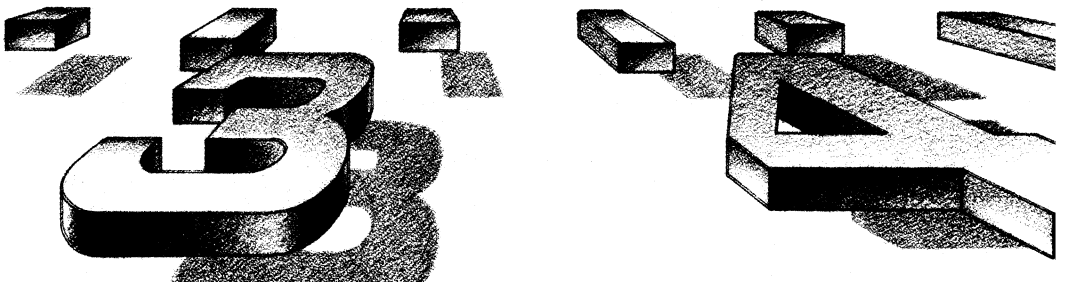
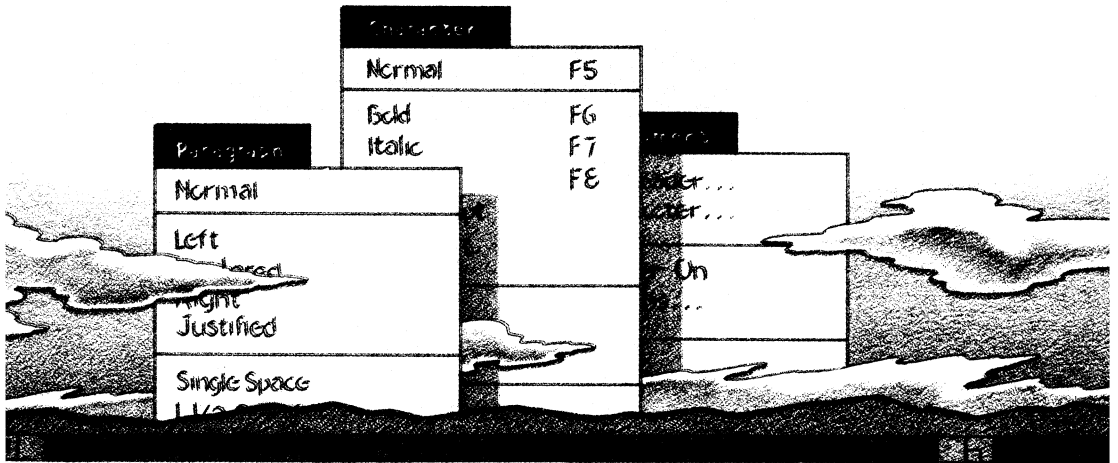
Our most recent action was undo, the Undo command reverses undo, so you have plenty of opportunity to change your mind. If the Undo command, you can switch back and forth between versions of text to see which you prefer.

Formatting Your Work

Formatting is the process of giving your document the appearance you want. You can change the appearance of the characters, the spacing and alignment of lines in each paragraph, and the page layout for the entire document. Most of the formats you choose appear on your screen as they will appear in the printed document.

In this chapter:

- Formatting characters
- Formatting paragraphs
- Formatting documents



Formatting Characters

The commands in the Character Menu control the style, position, and font size of characters in your document.

3.1 Character Menu

Normal displays text without character formatting.

Character style commands

Character position commands

The screenshot shows the 'Write - FORMAT' menu with several sub-menus. The 'Character' sub-menu is open, displaying options: Normal (F5), Bold (F6), Italic (F7) with a checkmark, Underline (F8), Superscript, and Subscript. The 'Paragraph' sub-menu is also open, showing '1. Helv' (checked), '2. Courier', 'Reduce Font F9', 'Enlarge Font F10', and 'Fonts...'. The main document window shows the text 'PREPARING A HOME FOR SALE' with various formatting applied to different parts. The status bar at the bottom indicates 'Page 1'.

A checkmark indicates a format that applies to the selection.

Font and font size commands. The available fonts vary depending on the current printer and fonts you install.

On the screen, Write displays character formats that resemble the formats you will see when you print the document. If your printer cannot print a format, such as italic, Write does not display it. However, the selection still has the format, as indicated by a checkmark on the menu. If you change to a printer that prints the format, Write changes the display. See “Changing the Printer” in Chapter 5, “Printing a Document,” for information on how to change the printer.

Write saves character formats when you save your document. Write also keeps character formats when you move or copy you formatted text to other parts of the document or to another Write document.

When you type text, it will have the same formats as the text just before the insertion point unless you change the format right before you start typing.

Changing Character Styles

Character styles add emphasis to text by making it bold, italic, or underlined. You can apply more than one character style to the same characters. For example, if you choose Bold, then Italic, then Underline for the same selection, all three styles apply.

To change or add character styles:

1. Select the text you want to change.

2. Choose the style you want from the Character Menu, or press a shortcut key as shown below.

Choose	Press
Bold	F5
Italic	F6
Underline	F7
Underline and Bold	F8

If you choose a style that is already checked, Write removes that style from the selection. For example, if Bold is already checked, clicking Bold again cancels it.

Creating Superscripts and Subscripts

Superscripts and subscripts are characters that appear slightly above or below the rest of the text. They are also scaled to a smaller size. Use them for notations such as H₂O or 64².

To create a superscript or subscript:

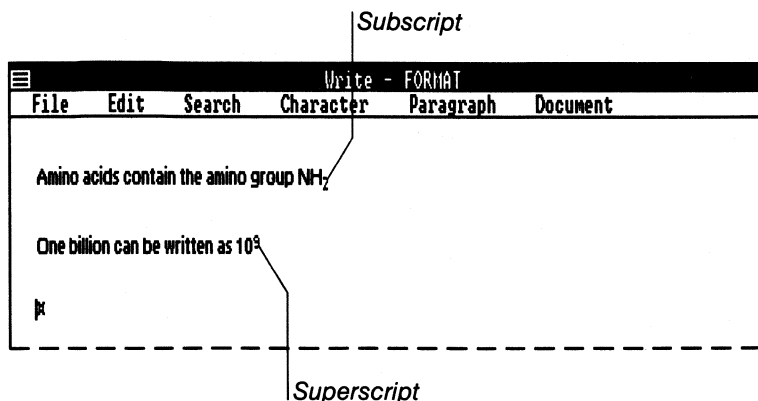
1. Select the text you want to be a superscript or subscript.

2. Choose Superscript or Subscript from the Character Menu.

Changing character styles

Creating superscripts and subscripts

3.2 Superscript and Subscript Examples



Fonts

The font is the design of the alphabet in which text is displayed or printed.

On the screen, Write displays the fonts and sizes that closely resemble the output you will obtain with the current printer. The design of the alphabet may not match exactly, but the line break and page breaks are accurate.

Changing Fonts and Size with the Character Menu

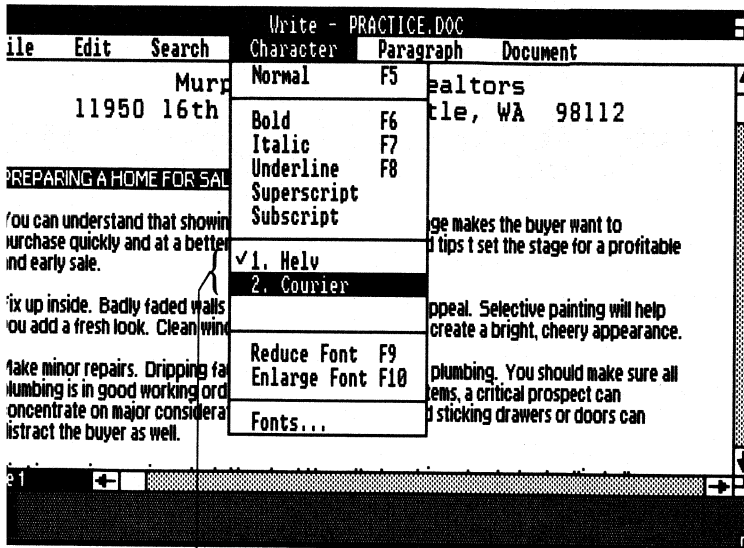
The Character Menu contains the names of the fonts that you can assign to text in your document, and commands to reduce or enlarge the fonts. Up to three font names are displayed on the menu itself, and more may be displayed in the Fonts command dialog box. The font names you see depend on the current printer. For more information on fonts and the current printer, see the Appendix, "Fonts and the Current Printer."

Changing fonts with the Character Menu

Changing Fonts When you start typing text in a new document, Write uses the default font for the current printer. If you want to change to a different font, you can choose one of the font names displayed in the Character Menu.

To change fonts:

- 1 Select the text you want to change.
- 2 Choose one of the font names from the Character Menu.



Fonts available with the current printer

There may be more than three fonts available for the current printer. You can change to a font that is not displayed on the Character Menu with the Fonts command. For more information, see "Changing Fonts and Size with the Fonts Command" later in this chapter.

Changing Font Size You can change the font size with the Reduce Font and Enlarge Font commands from the Character Menu.

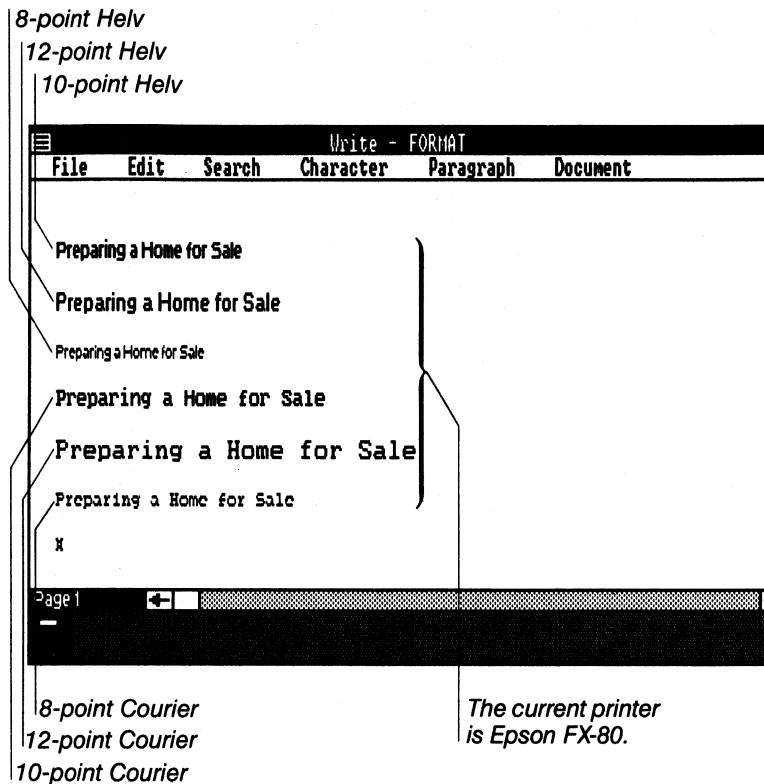
change the font size:

Select the text you want to change.

Choose Reduce Font or Enlarge Font from the Character Menu. Or, press the shortcut key F9 (Reduce Font) or F10 (Enlarge Font).

3.3 Fonts on the Character Menu

Changing font size with the Character Menu

3.4 Font Size Examples

When you choose Reduce Font, Write changes the font size to the next smaller size. When you choose Enlarge Font, Write changes the font size to the next larger size. The sizes are determined by Write, independent of the current printer. If you change to a font size that the current printer does not support, the text on the screen does not change size. If you change to a font size that the current printer does support, you see the size change on the screen.

To find out the current size of some text:

- 1 Select the text.
- 2 Choose Fonts from the Character menu.

The dialog box displays the current font size in the Size text box. Font sizes are given in points. A font size of 10 points gives about 6 lines of text to the inch when printed.

Changing Fonts and Size with the Fonts Command

With the Fonts command you can change to a font that is not displayed on the Character Menu. When you choose the Fonts command, you see a dialog box that lists all the fonts available for the current printer. If you want to select a font that is not on the menu, you can add the font name to the list.

To change fonts or font size with the Fonts command:

1. Select the text you want to change.

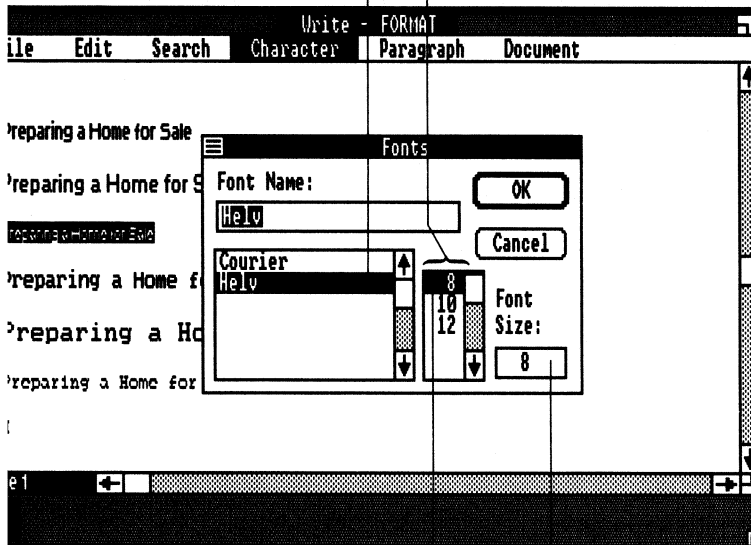
2. Choose Fonts from the Character Menu.

You will see this dialog box:

Select a font name in the list box.
Write proposes the font used
in the current selection.

These sizes are recommended
for the selected font.

3.5 Fonts Dialog Box



Select a font size or...
...type a font size.
Write displays the current font size.

3. Choose the Ok button to carry out the command.

If you enter a font size that cannot be printed on the current printer, Write does not change the size of the text displayed on the screen.

If the current selection has more than one font or font size assigned, the Fonts dialog box does not propose a font name or size. You can leave either of these items blank to indicate “no change.” This is useful if you want to change the font size for a selection that contains various fonts, or change the font name for text that appears in various sizes.

As you assign fonts from the dialog box to your text, the font names displayed on the Character Menu change to reflect the fonts you use most often.

Adding a font name to the list

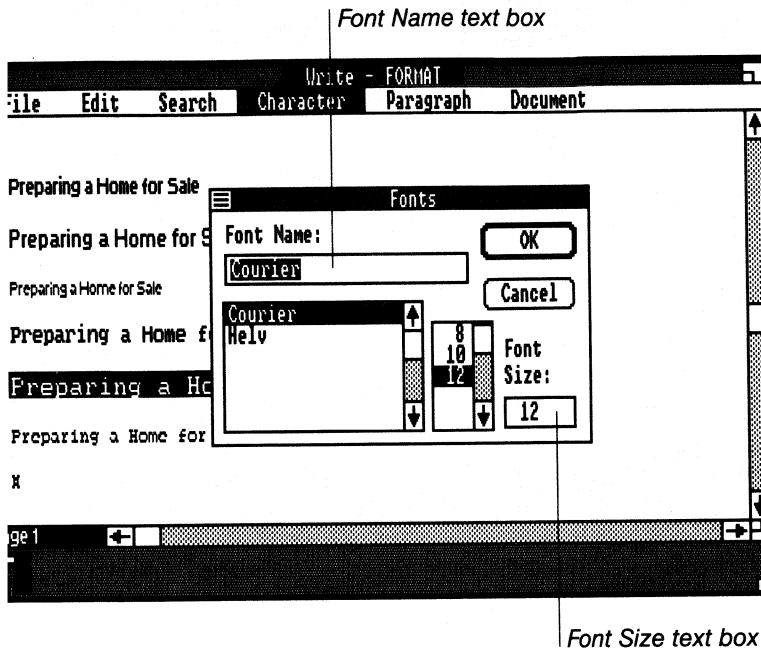
You can add a font name to the list in the Fonts dialog box and then assign that font to text in your document. This is useful if you plan to print the document on a printer other than the current printer.

For example, perhaps the Epson® FX-80 is the only printer installed in your Windows system. But a co-worker uses Windows with a NEC 3550, and you plan to print the document on that system. You can add NEC 3550 font names to the Fonts dialog box and assign them to text in your document. Then you can print the document in the fonts you want on the NEC 3550. You can still print the document on your Epson FX-80, or on another printer; if the Spooler doesn’t recognize a font name, it selects an available font and continues printing.

As an alternative, you could install the NEC 3550 (or any other printer) in Windows using Windows Setup or the Control Panel. Then you could change to that printer before you format the document in Write. For more information, see “Changing the Printer” in Chapter 5, “Printing a Document.”

add a font name to the list:

Choose Fonts from the Character Menu.



3.6 Font Name and Font Size Text Boxes

Type the name of a font in the Font Name text box.

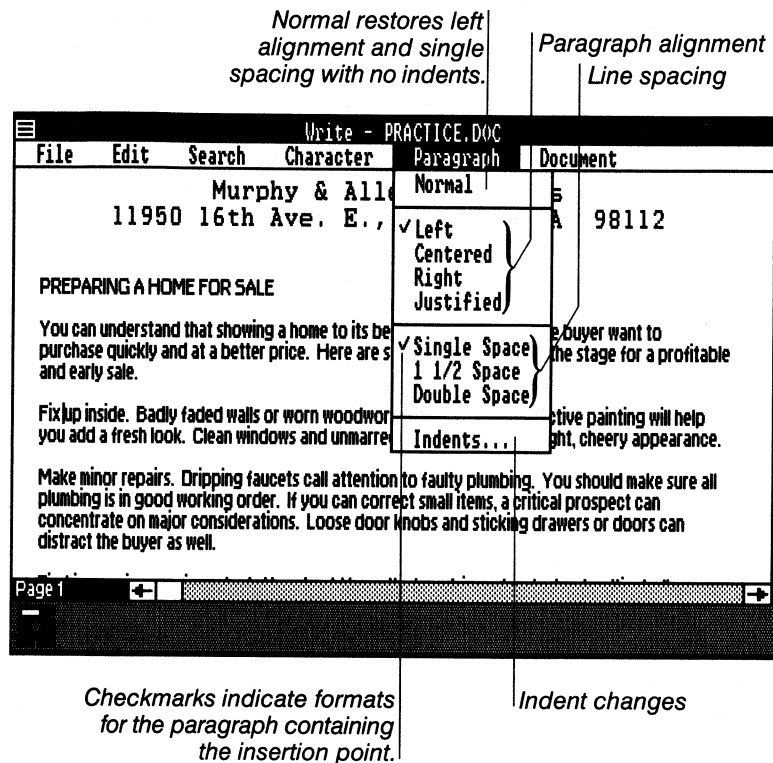
Type the size of the font in the Font Size text box.

Choose the Ok button to carry out the command.

Formatting Paragraphs

ne commands in the Paragraph Menu control the alignment, facing, and indents of lines in each paragraph.

3.7 Paragraph Menu



Before choosing a command from the Paragraph Menu, position the insertion point inside the paragraph you want to format. Or, you can format more than one paragraph at a time. To do this, make a selection that spans all the paragraphs you want to format. The command affects all the paragraphs that are included in the selection.

Starting a new paragraph

Starting a New Paragraph

To start a new paragraph:

- ① Position the insertion point where you want to start the paragraph.
- ② Press the ENTER key.

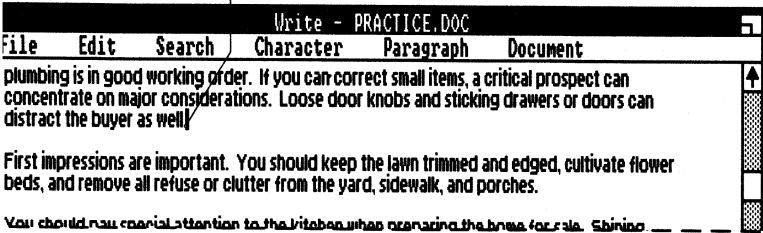
If you want a blank line between paragraphs, press the ENTER key twice.

Every time you press the ENTER key, Write inserts a paragraph mark in the document and starts a new line. There is no visible

aracter for the paragraph mark, so you cannot see it on the
reen. But you can select, delete, copy, and move a paragraph
rk just as you do other characters.

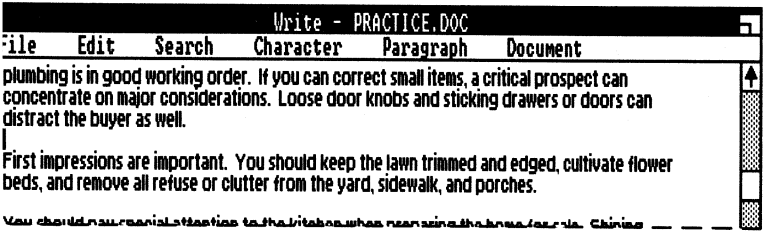
r example, in PRACTICE.DOC, the blank lines between para-
phs were created by pressing the ENTER key twice: once to start
ew line and again to leave that line blank. So there are two
agraph marks after each paragraph. You can select an individual
agraph mark as you would select any single character. Or, you
n make a selection that includes text and paragraph marks.

Paragraph mark selected

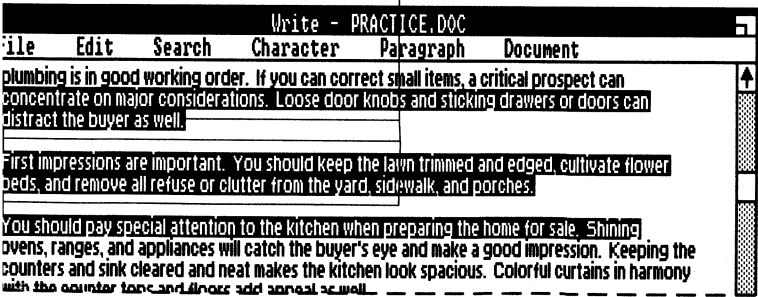


3.8 Paragraph Marks

Paragraph mark selected



Paragraph marks included in selection



When you copy or move a paragraph, include the paragraph mark in the selection to keep the paragraph formats with the paragraph.

A new paragraph starts out with the same formats as the previous paragraph. For example, if you are typing a paragraph that is double-spaced and justified and you press the ENTER key, the following text you type will be double-spaced and justified.

To remove a paragraph break:

- 1 Place the insertion point at the beginning of the paragraph following the break you want to remove.
- 2 Press the BACKSPACE key.

If your paragraphs have a blank line between them, press the BACKSPACE key twice.

Changing paragraph alignment

Changing Paragraph Alignment

You can align a paragraph on the left margin, the right margin, or both margins (justified), or you can center it between the margins.

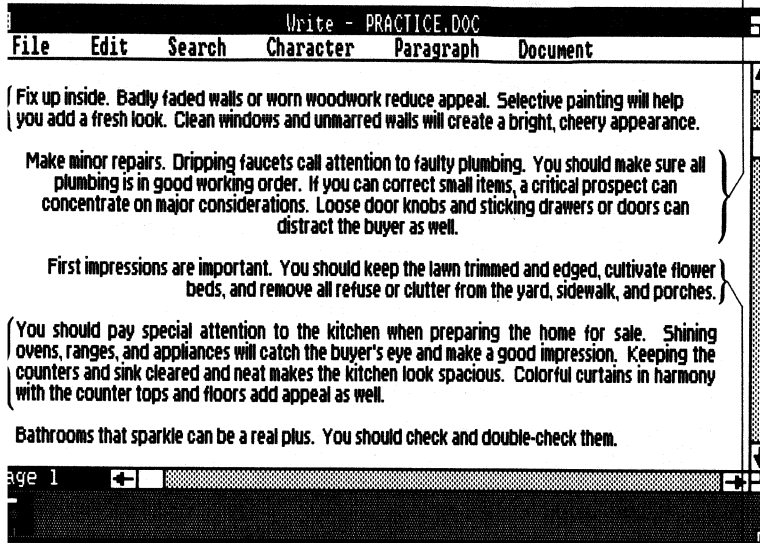
To change paragraph alignment:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Choose one of the alignment commands from the Paragraph Menu: Left, Centered, Right, or Justified.

The Left command aligns a paragraph flush left on the margin.

The Centered command centers each line in the paragraph.

3.9 Paragraph Alignment Examples



The Justified command adjusts spaces so text fills the line to both margins.

The Right command aligns a paragraph flush right on the margin.

Changing Paragraph Line Spacing

Changing paragraph line spacing

You can change the line spacing in a paragraph to single spacing, 1 1/2 spacing, or double spacing.

change line spacing:

Place the insertion point inside the paragraph you want to change.

Choose one of the line spacing commands from the Paragraph Menu: Single Space, 1 1/2 Space, or Double Space.

3.10 Paragraph Spacing Examples

1 1/2 space
1/4 inch between lines

Write - PRACTICE.DOC

File	Edit	Search	Character	Paragraph	Document
				Normal	
(Make minor repairs. Dripping faucets call attention to plumbing is in good working order. If you can concentrate on major considerations. Loose doors distract the buyer as well.				✓ Left	You should make sure all potential prospects can view lawns or doors can
				Centered	
				Right	
				Justified	
(First impressions are important. You should keep lawns, beds, and remove all refuse or clutter from the yard.				Single Space	edged, cultivate flower beds.
				✓ 1 1/2 Space	
				Double Space	
You should pay special attention to the kitchen with its ovens, ranges, and appliances will catch the buyer's eye and make a good impression. Keeping the counters and sink cleared and neat makes the kitchen look spacious. Colorful curtains in harmony with the counter tops and floors add appeal as well.				Indents...	for sale. Shining

Page 1

Single space
1/6 inch between lines

Double space
1/3 inch between lines

Changing paragraph indents

Changing Paragraph Indents

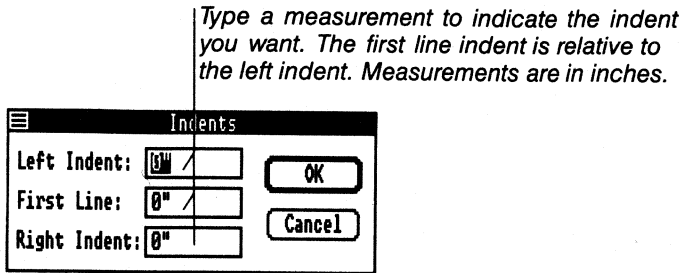
You can indent a paragraph from the left or right margin, and you can indent the first line of a paragraph. Note that indenting is not the same as moving the margin itself. To change the margins for the printed page, see "Changing the Page Layout" later in this chapter.

change paragraph indents:

Place the insertion point inside the paragraph you want to change.

Choose Indents from the Paragraph Menu.

You will see this dialog box:



3.11 Indents Dialog Box

Type a measurement in inches for any indent you want to change.

Choose the Ok button to carry out the command.

You can also create a hanging indent with the Indents command. In a paragraph with a hanging indent, the first line extends farther to the left than the rest of the paragraph.

create a hanging indent:

Place the insertion point inside the paragraph you want to change.

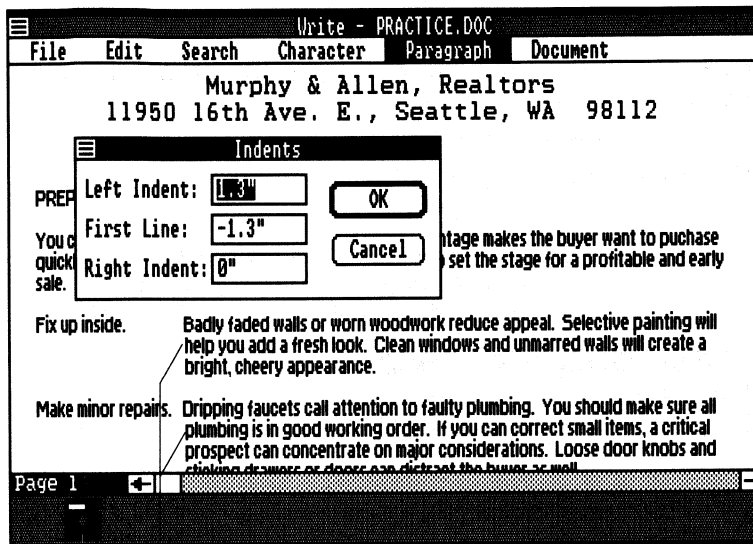
Choose Indents from the Paragraph Menu.

Enter a positive number for the measurement of the left margin indent.

Enter a negative number for the measurement of the first line indent.

Creating a hanging indent

3.12 Paragraphs with Hanging Indent



Hanging indent

- 5 Choose the Ok button to carry out the command.

Formatting Paragraphs with the Ruler

If you have a mouse, you can also change paragraph formats with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document Menu.

To display the Ruler:

- ☐ Choose Ruler On from the Document Menu.

To hide the Ruler:

- ☐ Choose Ruler Off from the Document Menu.

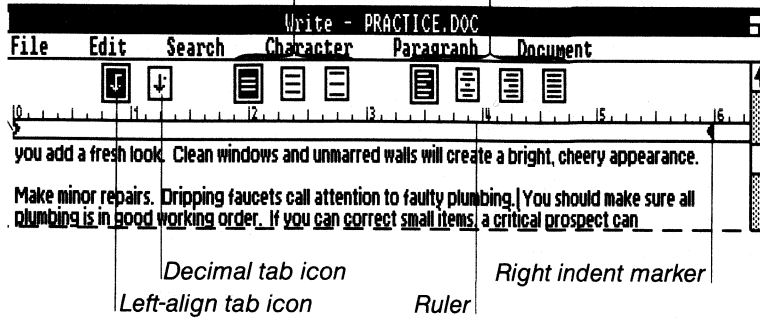
Displaying or hiding the Ruler

ft indent marker and first
e indent marker (one on
o of the other)

Line spacing icons

Alignment icons

3.13 The Ruler



change paragraph alignment with the Ruler:

Place the insertion point in the paragraph you want to change.
Click one of the paragraph alignment icons above the Ruler.

Changing alignment with the Ruler

change line spacing with the Ruler:

Place the insertion point in the paragraph you want to change.
Click one of the line spacing icons above the Ruler.

Changing line spacing with the Ruler

change indents with the Ruler:

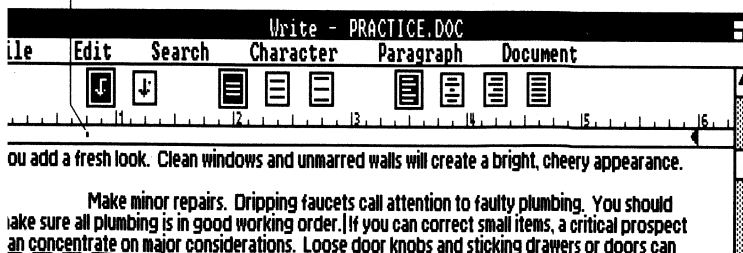
Place the insertion point in the paragraph you want to change.
Drag one of the indent markers to a new position.

Changing indents with the Ruler

te that the left indent marker and the first line indent marker
superimposed before you move one of them.

ft indent marker

First line indent marker



3.14 First Line and Left Indent Markers

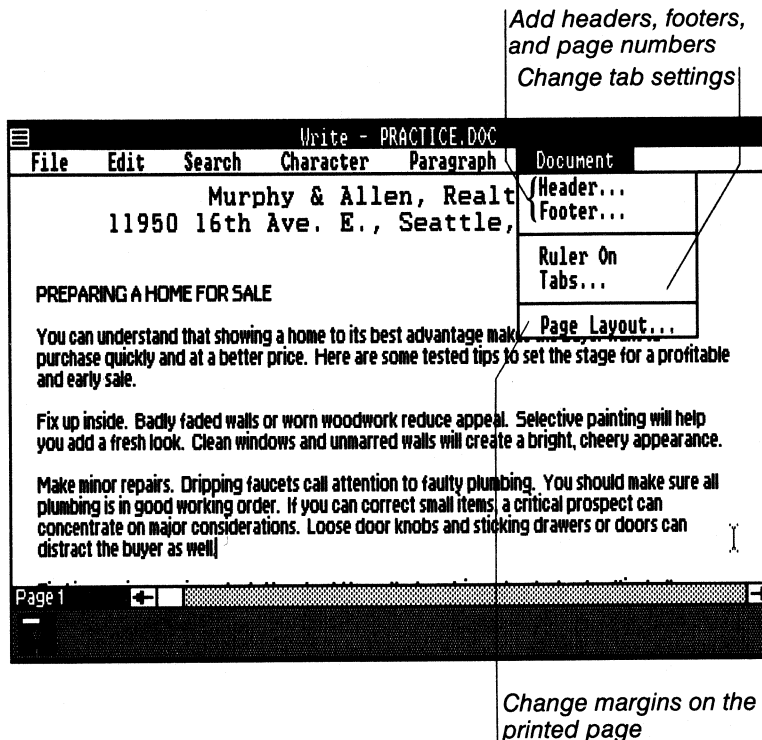
The indents you create with the Ruler are reflected in the Indent dialog box.

You can also change tab settings with the Ruler. For more information, see “Setting Tabs with the Ruler” later in this chapter.

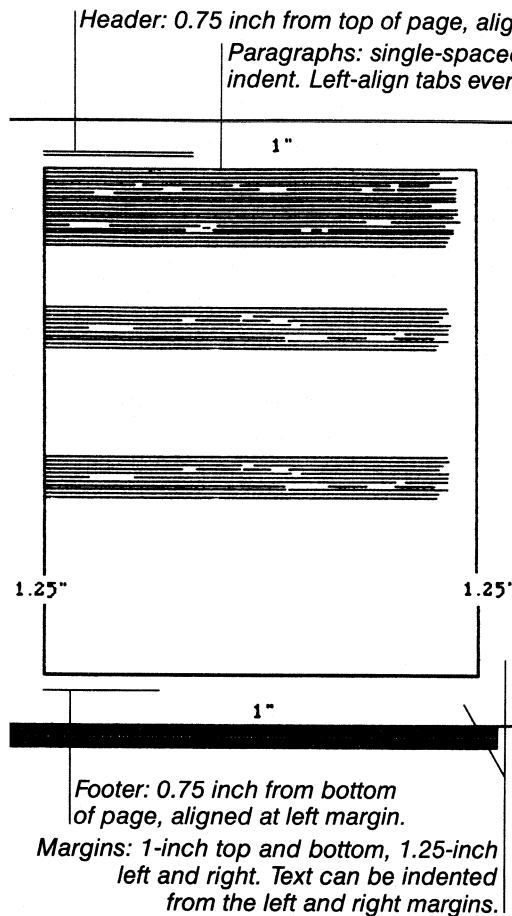
Formatting a Document

The commands in the Document Menu control formats that apply to the document as a whole.

3.15 Document Menu



When you start a new document, the formats are automatically set as follows:



3.16 Preset Formats

Headers and Footers

A header is text that appears at the top of every page, and a footer is text that appears at the bottom of every page. Use the Header and Footer command from the Document Menu to:

- Enter the text you want for the header or footer.

- Include page numbers in the printed document.

- Include the header or footer on the first page.

- Change the distance between the header or footer and the top or bottom of the page.

You do not see headers and footers in the document until you print the document. You can have one header and one footer in each document.

Adding a Header or Footer

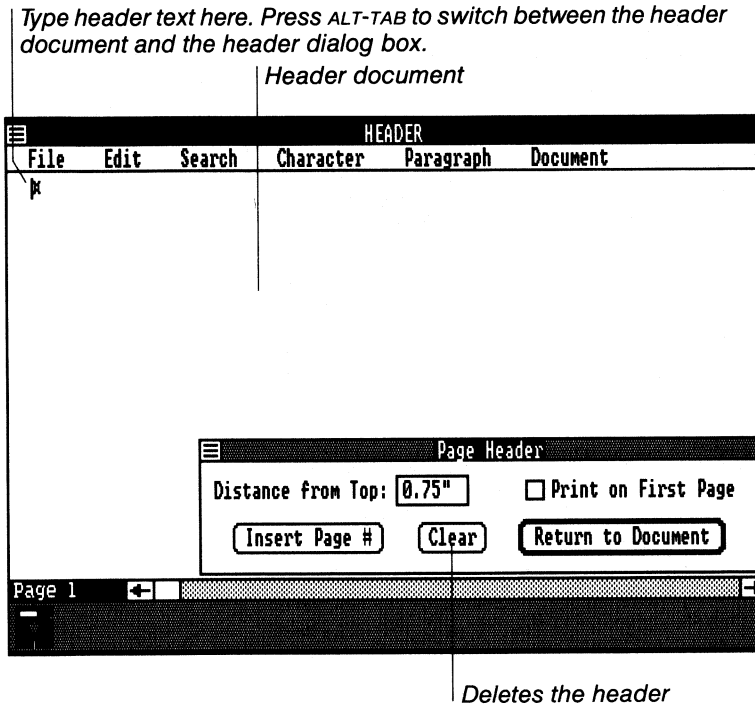
Adding a Header or Footer

To add a header or footer:

- 1 Choose Header or Footer from the Document Menu.

You will see the Header or Footer document and the Header or Footer dialog box:

3.17 Header Document and Dialog Box



- 2 Type the text for the header or footer in the Header or Footer document.

You can format the text as you would any other text.

- 3 Press ALT-TAB to select the Header or Footer dialog box, or click the mouse inside the dialog box.

Type a measurement in the Distance from Top box if you want to change the distance between the header and the edge of the page.

For a footer, this measurement is Distance from Bottom.

Select the Print on First Page check box if you want the header or footer to appear on the first page of the printed document.

Otherwise, Write does not print the header or footer on the first page.

Choose the Insert Page # button to have page numbers in the printed document.

When you choose the Insert Page # button, Write inserts the special text “(page)” at the insertion point in the Header or Footer document. The special text becomes consecutive page numbers when you print your document.

To carry out the command and return to your document, press the ESC key at any time, or choose the Return to Document button in the Header or Footer dialog box.

Note Pressing the ESC key or choosing the Return to Document button saves the text, formatting, and editing you entered in the Header or Footer document. You cannot use the ESC key in a Header or Footer document to erase all your changes. You can, however, use the Undo command in the Header or Footer document as you would in any document.

Adding Page Numbers Only

add page numbers only:

Choose Header from the Document Menu if you want page numbers printed at the top of the page; choose Footer if you want them at the bottom.

Move the insertion point to where you want the page number to appear on the line.

Press ALT-TAB to activate the Header or Footer dialog box, or click the mouse inside the dialog box.

Choose the Insert Page # button. This button inserts the special text “(page)” in the Header or Footer document. The special text becomes consecutive page numbers on the printed page.

Choose the Return to Document button to carry out the command.

Adding page numbers only

Aligning a header or footer

Aligning a Header or Footer

Normally, Write aligns the header and footer with the left margin on the printed page. You may want your header or footer aligned with the right margin or in the center of the page. You can change the alignment of a header or footer just as you would change the alignment of any other paragraph.

To change the alignment of a header or footer:

- 1 Position the insertion point inside the header or footer text.
- 2 Choose Left, Right, or Centered from the Paragraph Menu.

Now Try This

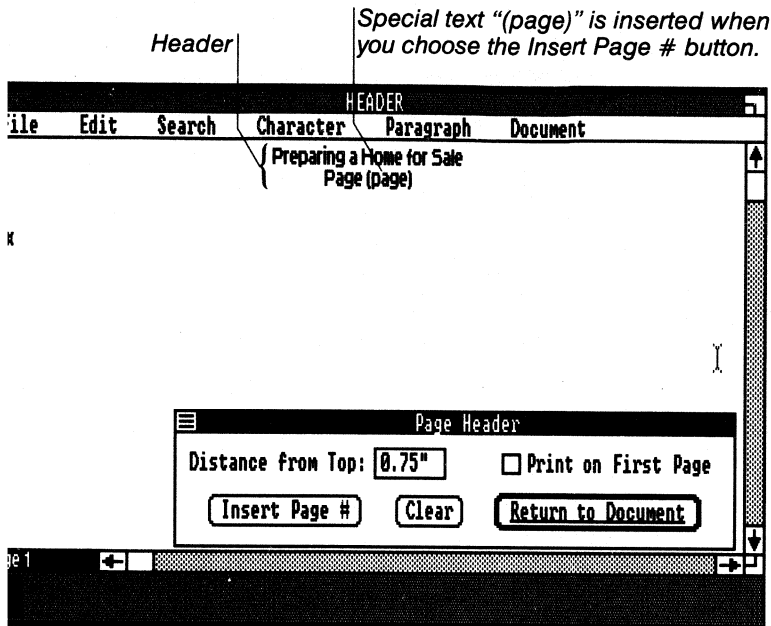
Add a header to PRACTICE.DOC, and format it so that it appears centered, 0.75 inch from the top of each page except the first page.

- 1 Open PRACTICE.DOC. Choose Header from the Document Menu.
- 2 Choose Centered from the Paragraph Menu.

Now the text you type will be centered as you type it.

- 3 Type *Preparing a Home for Sale* in the Header document and press the ENTER key.
- 4 Type *Page* and press the SPACEBAR.
- 5 Press ALT-TAB to select the Header dialog box.
- 6 Press the TAB key twice so the blinking underscore is in the Insert Page # button.
- 7 Press the SPACEBAR.

Write inserts the special text “(page)” at the insertion point in the Header document.



3.18 Header Example

Press SHIFT-ALT-TAB to select the Header document again.

Press the ENTER key twice to leave a blank line between the header and the text when you print the document.

Press the ESC key to save the header and return to PRACTICE.DOC.

printing PRACTICE.DOC so you can see the header on each page.

Setting Tabs

Setting tabs

You can easily set tabs for lists or tables with Write. Use the Tabs command from the Document Menu, or use the Ruler. A tab can be a left-align tab or a decimal tab. Use left-align tabs to form a column of items aligned on the left. Use decimal tabs to form a column of numbers aligned on their decimal points.

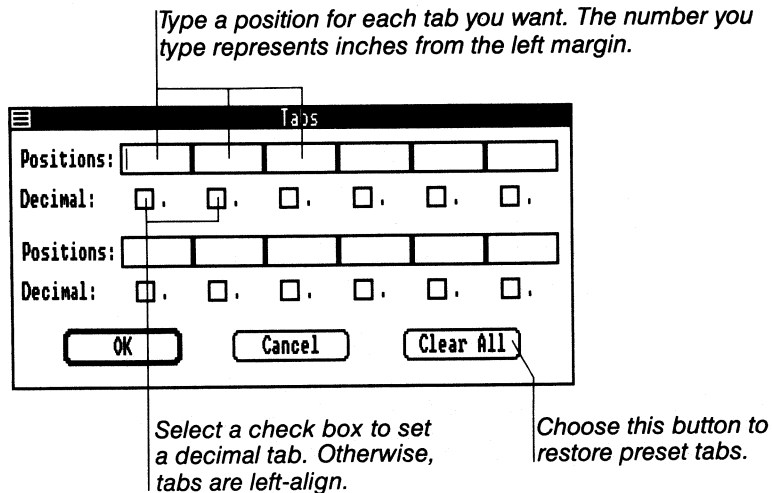
Tabs are preset at every half inch. The preset tabs are left-align tabs. They do not appear in the Tabs dialog box or on the Ruler. Tabs that you set override the preset tabs. You can set up to 16 tabs.

To set tabs:

- 1 Choose Tabs from the Document Menu.

You will see this dialog box:

3.19 Tabs Dialog Box



- 2 To change a tab, select the position and type a number in inches.
- 3 To delete a tab, select the position and press the DELETE key.
To delete all tabs at once, choose the Clear All button.
- 4 Choose the Ok button to carry out the command.

The tabs you set with the Tabs command are reflected on the Ruler.

Decimal tabs

Decimal Tabs

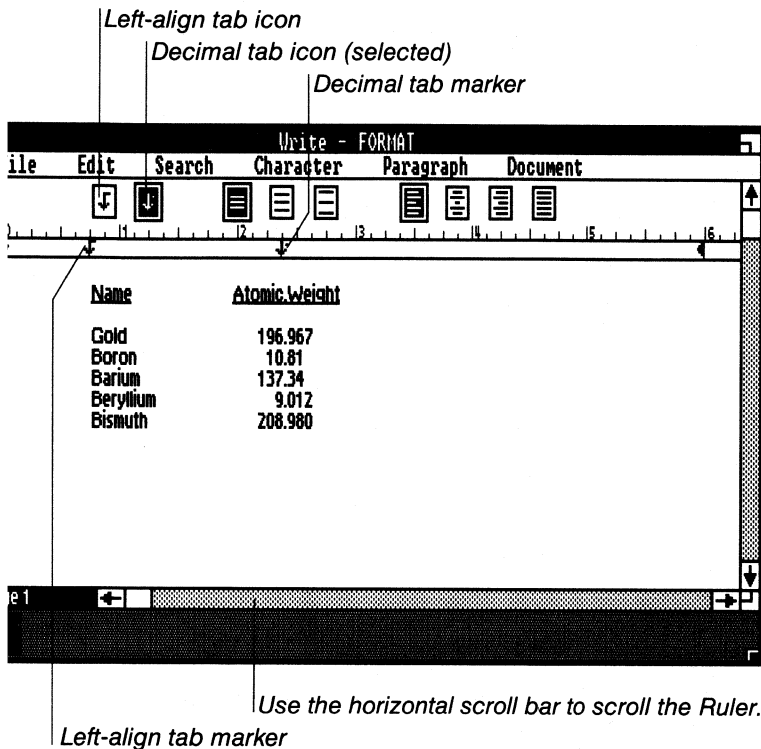
A decimal tab is a special tab stop that aligns text on the decimal point. When you type text at a decimal tab stop, the characters you type are inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point. If you don't type a decimal point at a decimal tab stop, all the text you type will be right-aligned at the tab stop. Thus, you can use a decimal tab as a right-align tab if you want to.

Setting Tabs with the Ruler

If you have a mouse, you can also set tabs with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document Menu.

To set tabs with the Ruler:

1. Choose Ruler On from the Document Menu.



Setting tabs with the Ruler

3.20 Tab Settings on the Ruler

Click the tab icon you want to use: left-align or decimal.

Click the Ruler where you want to set a tab, or drag an existing tab marker to a new position.

To hide the Ruler, choose Ruler Off from the Document Menu.

The tabs you set with the Ruler are reflected in the Tabs dialog box.

To remove a tab with the Ruler:

- Drag the tab marker down and off the Ruler.

Changing the page layout

Changing the Page Layout

The page layout is the arrangement of text on the page when you print your document. Use the Page Layout command to:

- Change Write's margins for the printed page.
- Specify a starting page number other than 1 for the printed document.

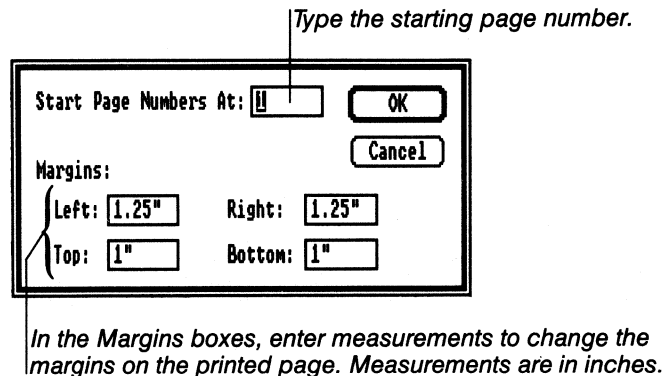
In a printed document, indented text is indented from the margins you set with the Page Layout command.

To change the page layout:

- 1 Choose Page Layout from the Document Menu.

You will see this dialog box:

3.21 Page Layout Dialog Box



- 2 In the Start Page Numbers At box, type the number at which you want page numbers to start, if different than 1.
- 3 In the Margins boxes, type the margins you want.
- 4 Choose the Ok button to carry out the command.

If you enter a starting page number, Write adjusts the page numbers displayed in the lower-left corner of the window. Write also uses the adjusted page numbers for the Go To Page command from the Search Menu.

Pasting from Other Applications

u can paste text and graphics from other Windows applications
o your Write documents. Pasting makes it easy to enhance
cuments visually and to insert text without retyping it.

this chapter:

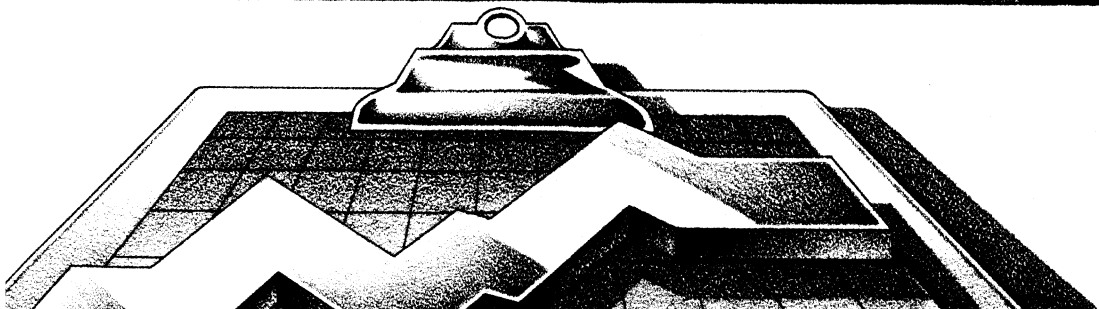
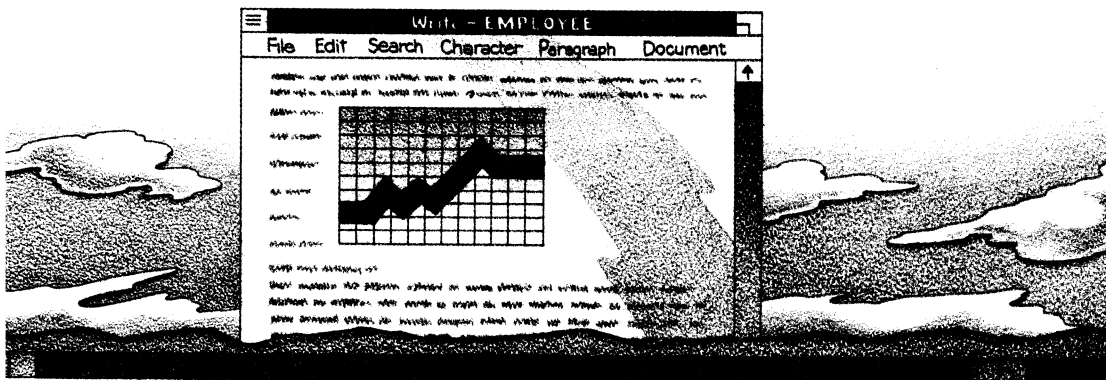
The Clipboard

Four examples of pasting information into Write

Moving and sizing a picture in Write

Pasting from Write into other applications

Using Write with Microsoft Word



You can paste information from any application that runs with Windows, whether it is a WIN application or a standard application. For general guidelines about running standard applications, see Chapter 9, "Techniques for Standard Applications," in the *Microsoft Windows User's Guide*. In particular, the section "Transferring Information" tells you how to move and copy information between Windows applications.

Note If you have a computer with 512K of memory or less, you will probably run only one application at a time. You can still paste from another application into Write; it is not necessary to run the two applications simultaneously. Windows holds the information you copy and paste on the Clipboard. Windows saves the Clipboard even after you quit the application you copied from.

The Clipboard

The Clipboard

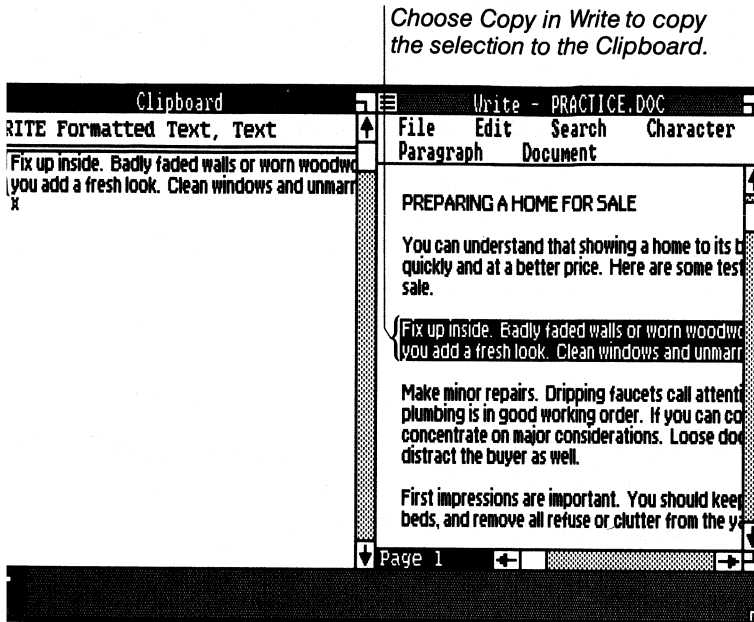
The Clipboard holds the information you want to paste. You have probably already used the Clipboard to move and copy text within a Write document.

You can run the Clipboard any time during a Windows session to see what is on it. This is useful if you want to check the content of the Clipboard before you paste.

To run the Clipboard:

- 1 Open the MS-DOS Executive window.
- 2 Select and run CLIPBRD.EXE.

4.1 Viewing the Clipboard



Run CLIPBRD.EXE to view the contents of the Clipboard.

The Clipboard contains the most recent information you cut or copied from a Windows application. The next Paste command pastes this information into an application. The contents of the Clipboard remain until you cut or copy new information, or end a Windows session. The following examples show how to paste different kinds of data from various applications into Write. The examples are:

Pasting graphics from Windows Paint (a WIN application).

Pasting spreadsheet data from Microsoft Multiplan® (a standard application that runs in a window).

Pasting a chart from Lotus® 1-2-3® (a standard application that does not run in a window).

Pasting text from Microsoft Access (a standard application that does not run in a window).

This is a small sampling of the applications you can paste from. To paste from other applications, follow the example that comes closest to your situation.

Pasting graphics from Windows Paint

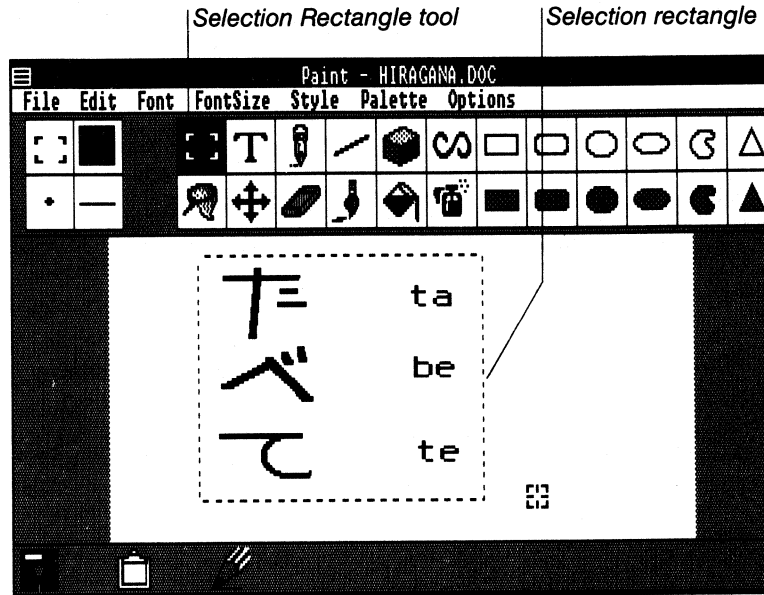
Pasting Graphics from Windows Paint

Windows Paint is a drawing tool that is a WIN application; that is it was designed especially to run with Microsoft Windows. You can paste all or part of a Paint canvas into a Write document.

To paste from Paint:

- 1 Open a Paint window with the canvas you want to copy from
- 2 Pick up the Selection Rectangle tool, and select the area of the canvas you want to paste into Write.

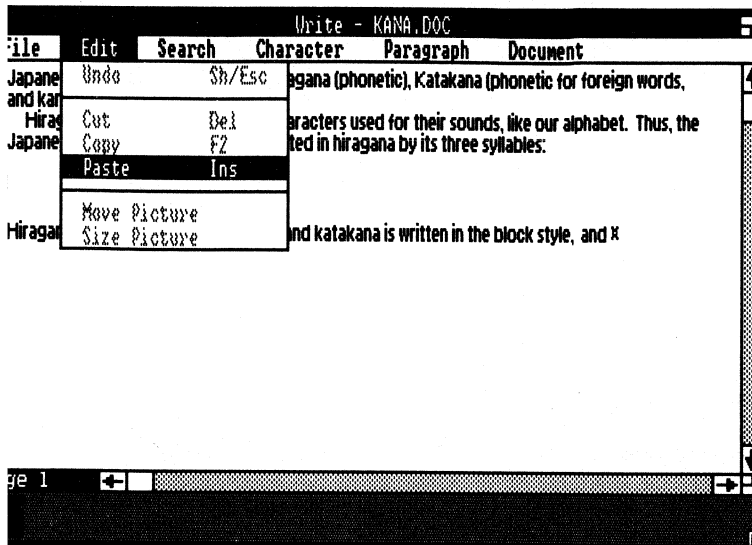
4.2 Selection Rectangle in Paint



- 3 Choose Copy from the Edit Menu.
This copies the selection to the Clipboard.
- 4 Open a Write window with the document you want to paste into.
- 5 Move the insertion point to where you want to insert the graphics from Paint.

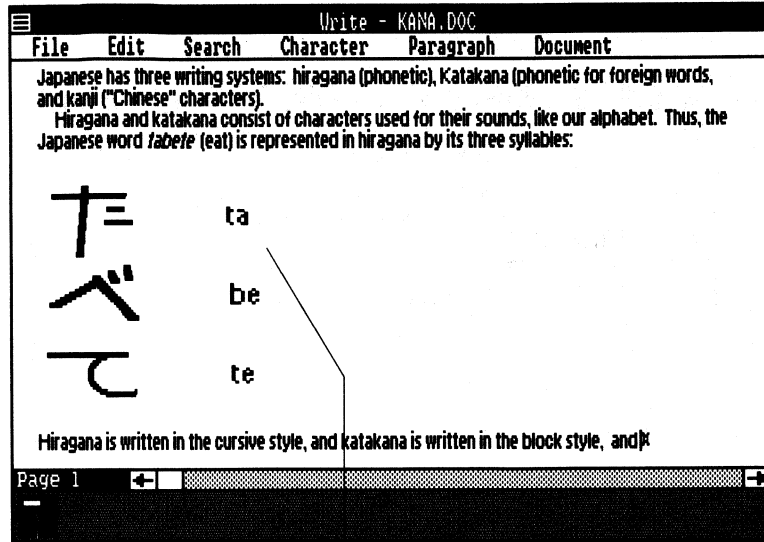
When you choose the Paste command, the graphics will be inserted from the Clipboard at the insertion point.

4.3 Pasting at the Insertion Point



Choose Paste from the Edit Menu to insert the graphics into the document.

4.4 Graphics Pasted from the Clipboard



Graphics pasted from the Clipboard

Note Choosing Paste need not be your first action after opening the document. But it is wise to paste immediately, before you choose the Cut or Copy command and inadvertently change the contents of the Clipboard.

You can also use Paint to enhance text or graphics from other applications before pasting into Write. See “Pasting from Write into Another Application” later in this chapter.

Pasting data from Microsoft Multiplan

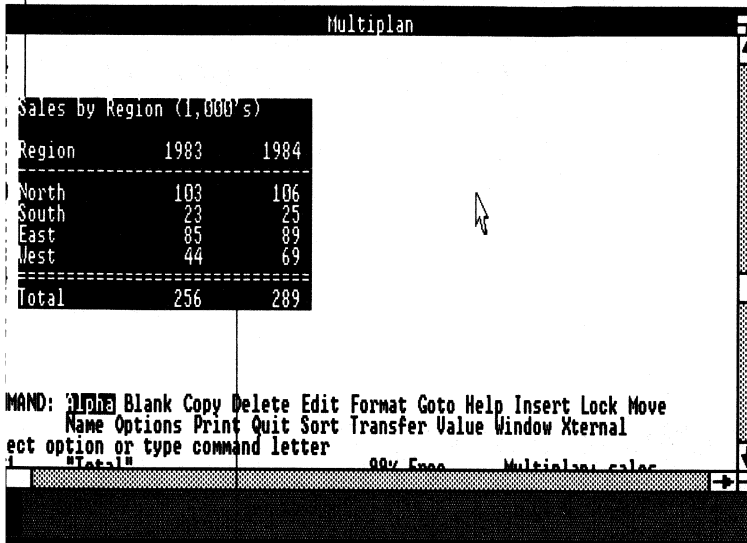
Pasting Data from Microsoft Multiplan

Multiplan runs with Windows as a standard application in a window. You can use the System Menu to mark the area you want to paste.

To paste from Multiplan:

- ❶ Open a Multiplan window with the worksheet you want to paste from.
- ❷ Choose Mark from the System Menu.
- ❸ Select the area you want to copy, as shown in Figure 4.5.

Use the *DIRECTION* keys to move to the beginning of the selection.



4.5 Selecting Part of a Multiplan Worksheet

Use *SHIFT-DIRECTION* to select an area. With the mouse, drag over the area you want to select.

Choose Copy from the System Menu.

This copies the selection to the Clipboard.

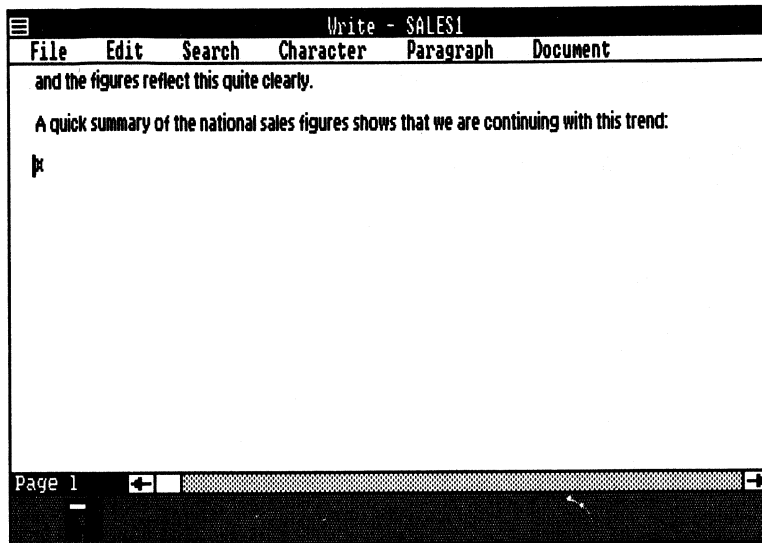
Choose the Multiplan Quit command to close the application.

Open a Write window with the document you want to paste into.

Move the insertion point to where you want to insert the data.

If your document is in a proportional-space font such as Helv, it's a good idea to change to a fixed-space font such as Courier before pasting spreadsheet data. This assures that your columns of figures will line up in your Write document.

4.6 Before Pasting Multiplan Data

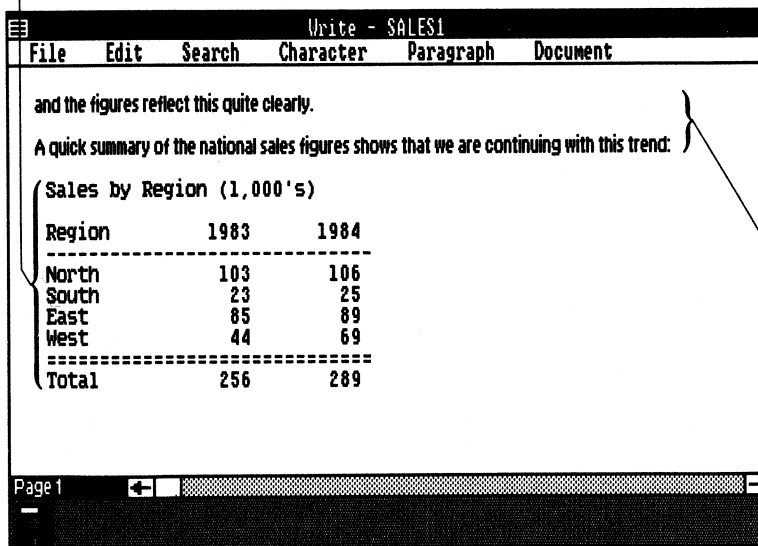


- 8 Choose Paste from the Edit Menu to insert the data into the document.

If you changed to a fixed-space font, change back to the proportional-space font before you continue typing.

4.7 After Pasting Multiplan Data

Data pasted from Multiplan is in Courier.



The rest of the document is in Helv.

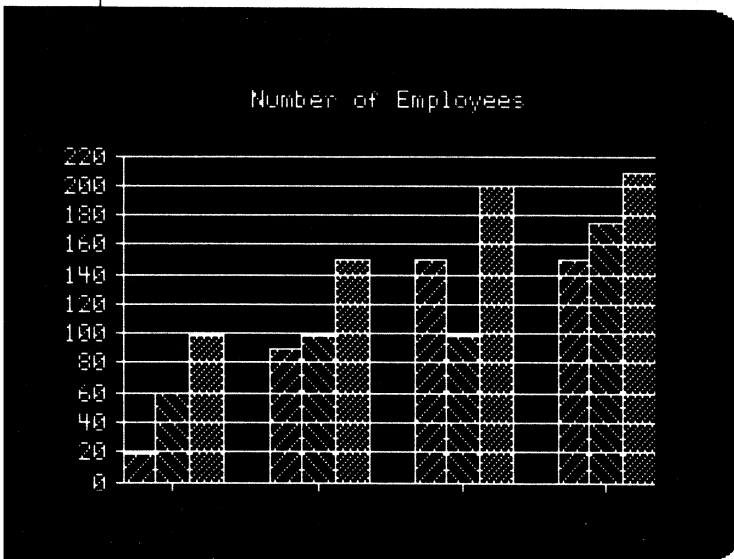
Pasting a Chart from Lotus 1-2-3

You can run Lotus 1-2-3 as a standard application with Windows. Lotus 1-2-3 does not run in a window, so you will not use the System Menu mark or copy a selection. Instead, you will copy the entire screen to the Clipboard by pressing ALT-PRINTSCREEN.

Copy a chart from Lotus 1-2-3 to the Clipboard:

Start Lotus 1-2-3 from the MS-DOS Executive and open the chart you want to copy.

Press ALT-PRINTSCREEN to copy the screen to the Clipboard.



Pasting a chart from Lotus 1-2-3

4.8 Copying a Lotus 1-2-3 Chart to the Clipboard

Press ALT-PRINTSCREEN to copy the screen to the Clipboard.

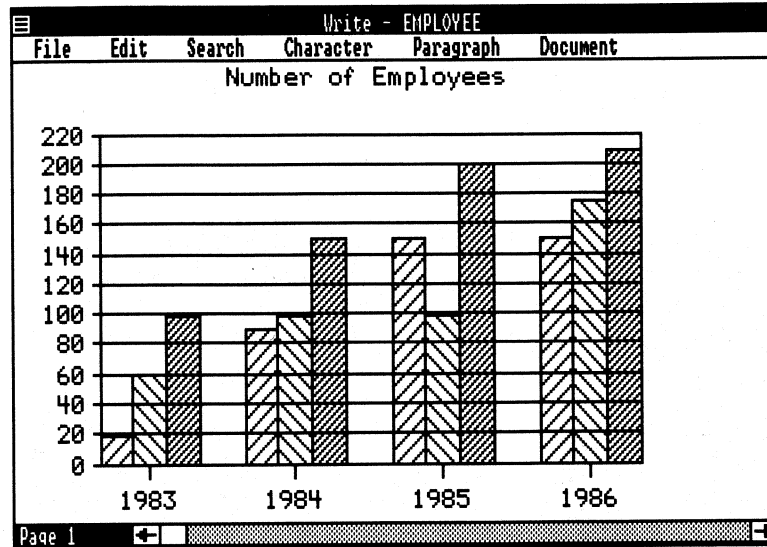
Choose the Quit command in Lotus 1-2-3 to close the application.

When you paste the chart from Lotus 1-2-3 into Windows, the chart is drawn in white on a black field. The original chart that is on the Clipboard is black on a white field, because Windows inverts graphic images when you copy them with ALT-PRINTSCREEN.

To paste the chart into Write:

- 1 Open a Write document and move the insertion point to where you want to insert the chart.
- 2 Choose Paste from the Edit Menu to insert the chart.

4.9 Lotus 1-2-3 Chart Pasted into Write



Note The chart will be the same size it was in Lotus 1-2-3. Do not size this chart as you would size other pictures in Write. The large area copied from the Lotus 1-2-3 screen makes sizing the chart difficult in Write.

Pasting text from Microsoft Access

Pasting Text from Microsoft Access

Microsoft Access is a communications program used to connect information services and electronic mail services. Because Access runs with Windows, you can paste information you receive from these services into your Write documents.

Perhaps you subscribe to Dow Jones News/Retrieval® or CompuServe® Information Service. If you are writing a memo based on news received from a service, you could paste the new screen right into your document. Or, you could paste some electronic mail you received from a co-worker.

› paste information from Microsoft Access:

Start Access from the MS-DOS Executive and log on to the mail or information service you want to use.

Electronic mail message

4.10 Copying Electronic Mail to the Clipboard

From: Marko
Subject: Personnel Report
To: Andreal

Thanks for the fine personnel report on the Alpha, Beta, and Delta project teams. You and your staff are to be congratulated for their careful handling of these projects, especially during the last six months.

The report itself is exemplary. I am forwarding copies to the following people:

Fran Fielding, Corporate Accounting
George Constance, Actuarial Office
Robert Mondragon, Southwest Regional Office
Sandy Finch, Vice President, Finance

Thanks again, and congratulations.

MC

SESSION

Access: ERM 00:14:17 L1W1

*Press ALT-PRINTSCREEN to copy
the screen to the Clipboard.*

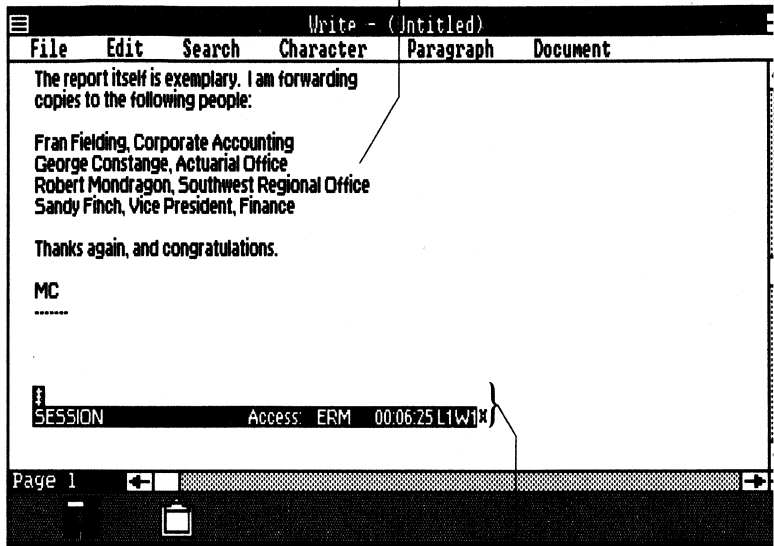
*Microsoft Access, running
with Windows*

- | When the information you want to paste is on the screen, press ALT-PRINTSCREEN to copy the text to the Clipboard.
- | Log off the service and choose Quit to close Access.
- | Open a Write document and move the insertion point to where you want to insert the information.
- | Choose Paste to insert the information.

the information contains text you don't want in your document, you can edit or delete it just as you would any other text.

4.11 Electronic Mail
Pasted into Write

*Electronic mail message pasted
into Write document*



*Delete any pasted text you
don't want in your document.*

Moving and Sizing a Picture in Write

After you paste a picture or graph into Write, you can select it and move, copy, or paste it just as you would text. The picture is always pasted into the document at the left margin. You can move the picture horizontally with the Move Picture command. You can change the size of the picture with the Size Picture command. The Move Picture and Size Picture commands are active while a picture is selected.

Moving a Picture

You can move a picture horizontally with the Move Picture command from the Edit Menu. You can move the picture with the keyboard or the mouse.

th the Keyboard

move a picture with the keyboard:

Move the insertion point to the left of the picture and press SHIFT-RIGHT to select the picture.

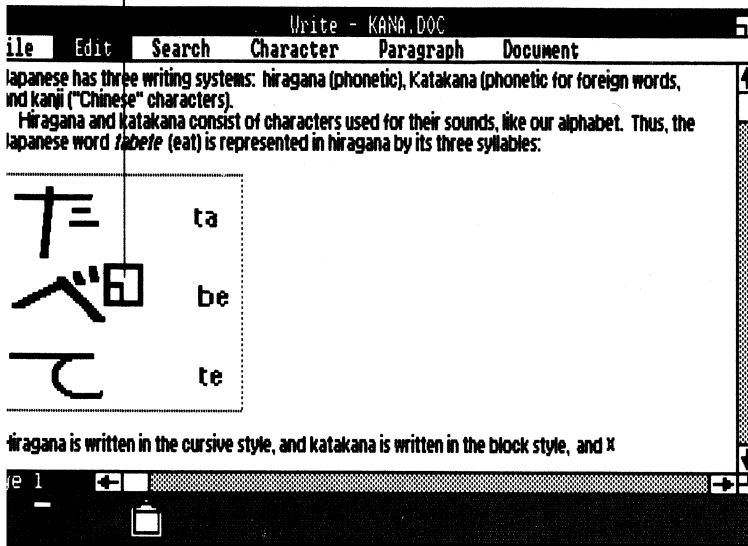
Choose Move Picture from the Edit Menu.

An icon appears in the center of the picture and a dotted frame surrounds the picture.

Moving a picture with the keyboard

Use the RIGHT and LEFT keys to move the picture frame. Then press the ENTER key.

4.12 Using DIRECTION Keys to Move a Picture



Press the RIGHT or LEFT direction key to move the dotted frame.

When the frame is where you want it, press the ENTER key.

Or, press the ESC key to leave it where it was.

With the Mouse

Moving a picture with the mouse

To move a picture with the mouse:

- ❶ Click the picture to select it.
- ❷ Choose Move Picture from the Edit Menu.
An icon appears in the center of the picture and a dotted frame surrounds the picture.
- ❸ Without pressing the mouse button, move the mouse right or left to move the dotted frame.
- ❹ When the frame is where you want it, click the mouse button.
Or, press the ESC key to leave it where it was.

Sizing a Picture

You can enlarge or reduce a picture in Write with the Size Picture command from the Edit Menu. You can size the picture with the keyboard or the mouse.

With the Keyboard

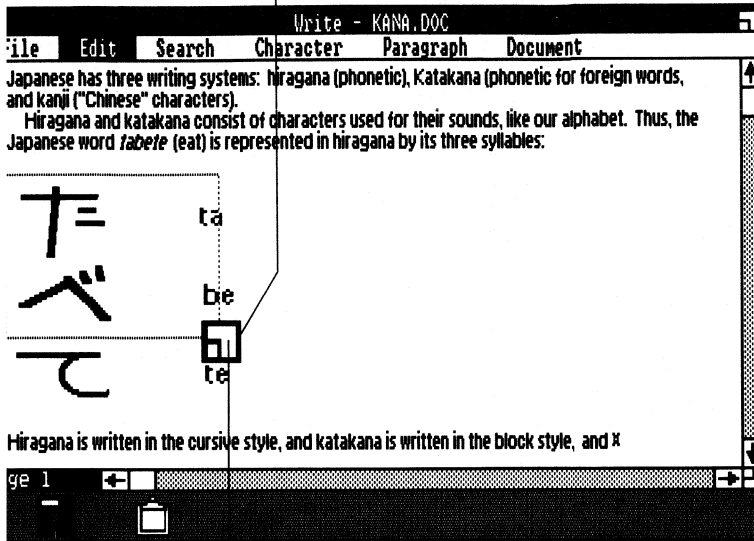
Sizing a picture with the keyboard

To size a picture with the keyboard:

- ❶ Move the insertion point to the left of the picture and press SHIFT-RIGHT to select the picture.
- ❷ Choose Size Picture from the Edit Menu.
An icon appears in the center of the picture and a dotted frame surrounds the picture.

Use the **LEFT**, **RIGHT**, or **DOWN** keys to move to the edge of the frame. To size in two dimensions, move to a corner.

4.13 Using DIRECTION Keys to Size a Picture



Use the **DIRECTION** keys to size the picture.

Press the **LEFT**, **RIGHT**, or **DOWN** key to move the icon to the bottom or side of the dotted frame. To size in two dimensions, move the icon to a lower corner of the dotted frame.

Press a **DIRECTION** key to enlarge or reduce the frame.

For example, if the icon is in the lower-right corner, pressing the **UP** key reduces the height of the dotted frame, and pressing the **LEFT** key reduces the width.

When the frame is the size you want, press the **ENTER** key.

Or, press the **ESC** key to go back to the original size.

With the Mouse

to size a picture with the mouse:

Click the picture to select it.

Choose **Size Picture** from the **Edit** Menu.

An icon appears in the center of the picture and a dotted frame surrounds the picture.

Sizing a picture with the mouse

- 3 Without pressing the mouse button, move the icon to the bottom, left, or right edge of the frame.

At the edge of the frame, move the icon in the direction you want to enlarge or reduce the picture.

- 4 When the frame is the size you want, click the mouse button.
Or, press the ESC key to go back to the original size.

Pasting from Write into another application

Pasting from Write into Another Application

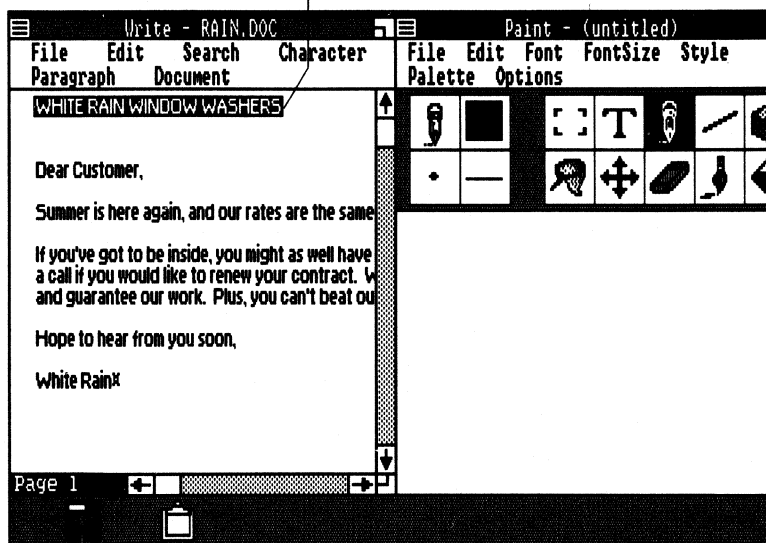
You can paste text and graphics from your Write documents into other applications. The following example shows you how to paste text into Paint. You may want to do this to make certain text, such as a title or letterhead, more elaborate. Then you can paste the text back into your Write document.

To paste from Write into Paint:

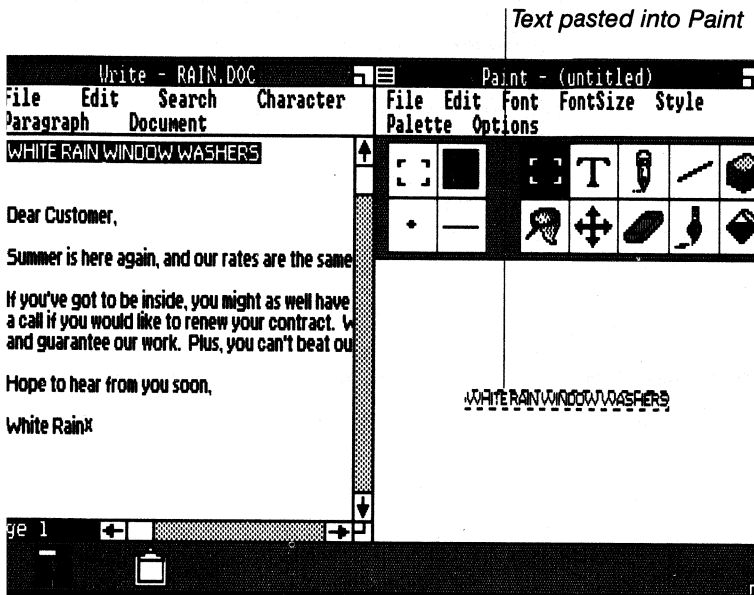
- 1 Open two windows on the screen: a Write window with a document and a Paint window with a clean canvas.
- 2 Select the text in the Write document that you want to paste into Paint.

4.14 Text Selected in Write Document

Copy text to the Clipboard.



Choose Copy from the Edit Menu.
 Select the Paint window.
 Choose Paste from the Edit Menu.

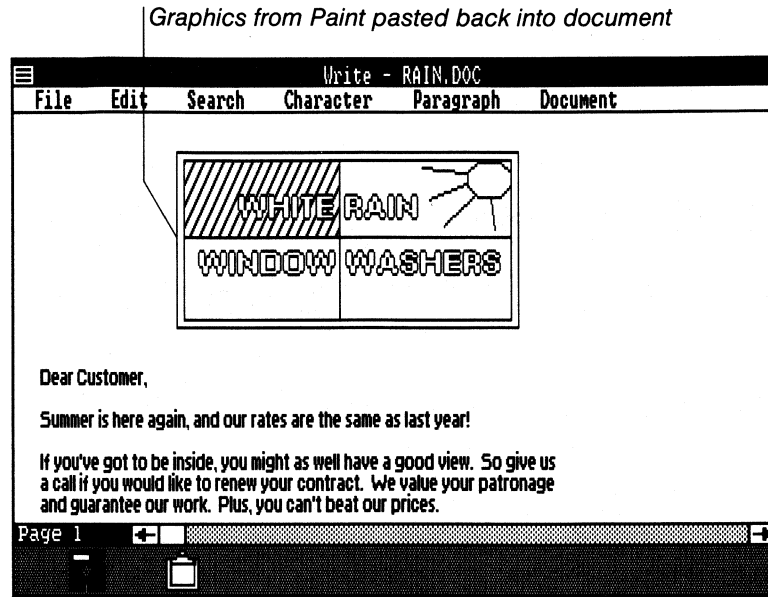


4.15 Text Pasted into Paint

Now you can use the Paint tools to make the text really exciting. Use your imagination and experiment. If you want to start over, use the canvas and paste the text again.

When you finish designing the text, you can paste it back into the Write document. See "Pasting Graphics from Windows Paint" earlier in this chapter for instructions.

4.16 Text Graphics Pasted Back into Write



Using Write with Microsoft Word

Write is highly compatible with Microsoft's in-depth word processing program, Word. You can share documents between these two writing programs and get the benefits of both.

Microsoft Word is a word processor for people who handle long documents or need advanced capabilities. With Word, you get special features such as mail merge, spelling checker, footnotes, glossaries, style sheets, and automatic hyphenation.

Write offers the advantages of combined text and graphics and the ability to paste information from other applications. It is the perfect writing program for busy people who need to get short documents out quickly. Write is also very easy to learn because it uses the standard Windows interface.

If you are using both Write and Word, or if you have access to Write and Word documents, you will find the two products complement each other. You can move a Write document into Word and use advanced features, such as mail merge, with that document. You can move a Word document into Write and paste in graphics and text from Paint and other applications in Windows.

th word processors are very flexible in their treatment of fonts, t they do not use the same fonts. A document transferred into ite can use only the fonts available with Write. A document nsferred into Word can use only the fonts available with Word.

Using a Word Document in Write

use a Word document in Write, open the document with the en command in Write. You can begin immediately to edit the rt, paste graphics from the Clipboard, or perform other Write ks with the document.

cause Word has more ways to treat text than Write does, some ects of the document will change. Check the list below to see w Write will handle your Word document.

If the Word document has more than one division, Write uses only the division formats of the first division. Write discards automatic page numbers, but keeps the starting page number, if you specified it. Write does not acknowledge any margin settings made in the Word document; instead it uses the margins that are set for the current printer in Write. Write changes Word's division marks into page breaks and discards any division formats assigned after the first division.

If the first division of the Word document has a header and if the header is the first paragraph in the document, it becomes the header in the Write document. The same is true for the footer (or for both, if they are the first two paragraphs). Headers and footers that are not the first two paragraphs are discarded. Headers and footers from later divisions are discarded.

Note If you are using Version 1.0 of Microsoft Word, Write discards all headers and footers.

Write displays footnotes from the Word document as paragraphs at the end of the document. Write displays automatic footnote references as asterisks. If you entered your own footnote references in Word, Write retains them.

Write uses the tab settings from the first paragraph of the Word document. These tab settings apply to the entire Write document.

Write keeps the paragraph formats from Word, except extra space between paragraphs. If paragraphs have line spacing greater than double spacing (such as triple spacing), Write changes it to double spacing.

Using a Word document in Write

- Write keeps new-line characters.
- Write keeps the bold, italic, and underline character formats. Write discards the strikethrough, double underline, and upper case formats and displays the text as normal text. Write displays a smaller font for small caps, but does not capitalize the text. Write keeps superscripts and subscripts.
- Write changes nonbreaking spaces to “ÿ” and nonbreaking hyphens to “ä.” Write discards optional and automatic hyphens.
- Write discards formatting that was done with Word style sheets. If you want to keep the formatting, change style sheet formatting to direct formatting before you transfer the document to Write.

To change style sheet formatting to direct formatting:

- 1 Select the entire document in Word.
- 2 Press ESC, F, C to open the Format Character menu.
- 3 Choose a character format that was NOT used in your document, such as Strikethrough or Double Underline, and choose No for that format.

- 4 Press the ENTER key.

This converts the character formatting done with style sheets to direct formatting. When you apply direct formatting to all the characters, Write breaks its connection with the character formats on the style sheet.

- 5 Press ESC, F, P to open the Format Paragraph menu.
- 6 Choose a paragraph format that was NOT used in your document, such as Keep Follow, and choose No for that format.
- 7 Press the ENTER key.

This converts the paragraph formatting done with style sheet to direct formatting. When you apply direct formatting to all the paragraphs, Write breaks its connection with the paragraph formats on the style sheet.

- 8 Save the document.

Now you can transfer the document to Write without losing the formatting.

Using a Write Document in Word

Using a Write document in Word

When you use a Write document in Word, open the document as you would open any document with Word. You can begin immediately to use all the features of Word with the document.

Word keeps the character, paragraph, and document formats you assigned to the Write document. If you add Word-only features, such as footnotes or divisions, these will be changed if you open the document again with Write. See the above section, "Using a Word Document in Write."

te If your Write document contains graphics, delete them before transferring the document to Word. If you do open a document with graphics in Word, do not attempt to edit the graphics or print the document with Word. The Word program is not intended for use with graphics.

Printing a Document

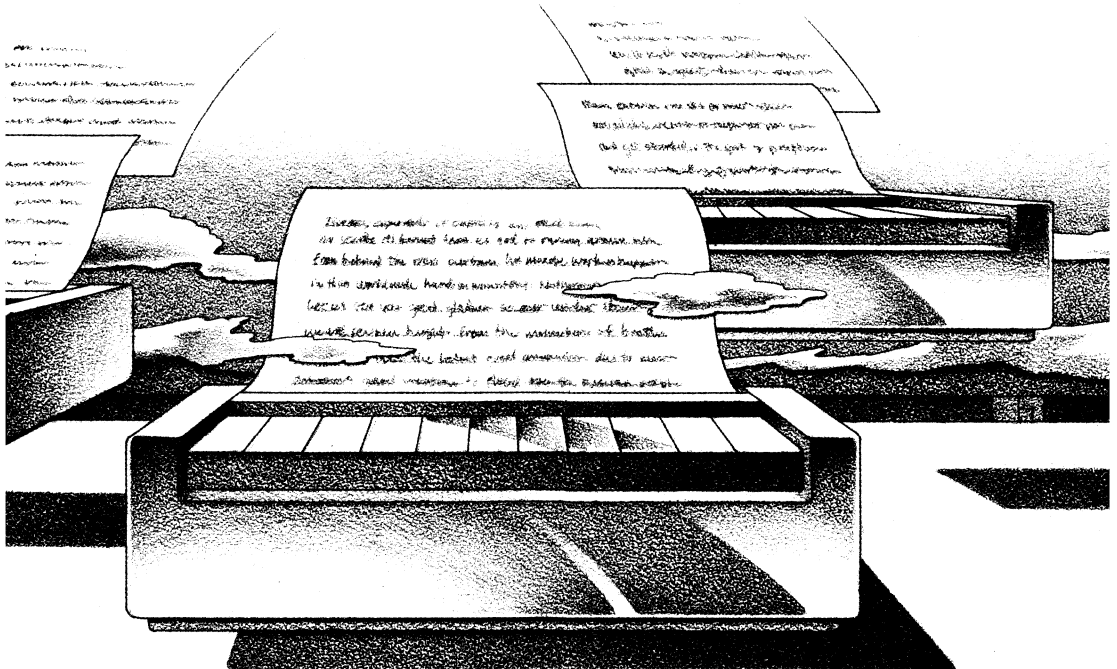
When you are ready to print a document, use the Print command in the File Menu to send the document to the printer. If you want to see where Write will break the pages before you print, use the Repaginate command to paginate the document. Write also has a Change Printer command that lets you switch to a different printer before you start printing.

In this chapter:

Using the Print command

Paginating

Changing the printer



Using the Print Command

When you print a document, you can specify the number of copies and the range of pages you want to print. Write proposes printing one copy of the entire document. If you want to change the preset margins before you print the document, use the Page Layout command. For more information, see “Changing the Page Layout” in Chapter 3, “Formatting Your Work.”

Printing a document

To print a document:

- 1 Choose Print from the File Menu.

You will see this dialog box:

5.1 Print Dialog Box

If the current printer has a draft mode, you will see this option. Select the check box if you want to print the document in draft mode.

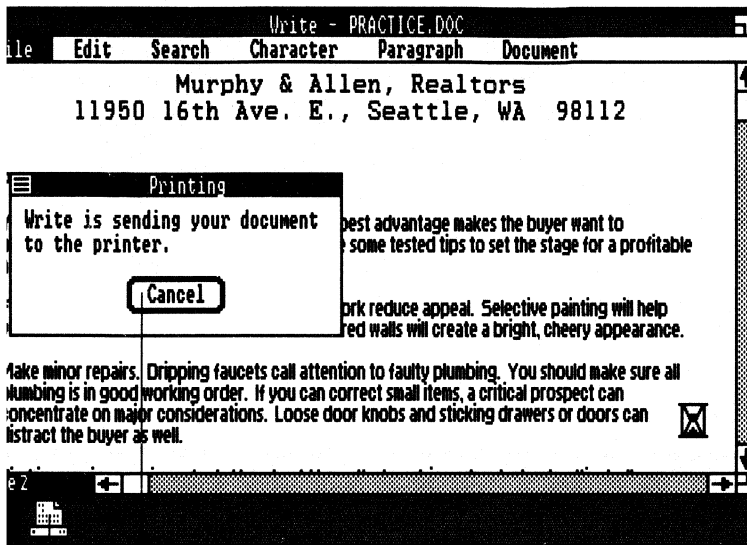
To print more than one copy, type the number of copies here.

The screenshot shows a standard Mac OS-style dialog box with a double border. Inside, the 'Copies' label is followed by a small square icon and a text field containing the number '1'. To the right is an 'OK' button. Below this is a 'Draft Quality' label with an unchecked checkbox. To the right is a 'Cancel' button. Underneath is the 'Page Range:' label, followed by a radio button selected next to 'All'. Below that is another radio button next to 'From:' followed by a text field, and 'To:' followed by another text field. The dialog box is positioned over a background that includes the explanatory text from the previous block.

To print a range of pages, select this option and type the page numbers in the From box and the To box.

- 2 Select the options you want in the dialog box.
- 3 Choose the Ok button.

u will see this message:



Choose this button to cancel printing.
Printing a document starts the Spooler.

pause or cancel the print job after Write has sent the document to the printer, you use the Controls Menu in the Spooler.

Expand the Spooler icon.

You will see a dialog box with a listing of the jobs in the print queue.

Select the name of the document you want to pause or cancel. Choose Pause or Terminate from the Controls Menu.

resume printing after a pause, choose Resume from the Controls Menu.

For more information, see Chapter 8, "Using the Spooler," in the *Microsoft Windows User's Guide*.

5.2 Printing Message

Pausing or canceling printing

Paginating

Paginating is the process of breaking a document into pages. Write paginates a document for you automatically when you print it. Write controls pagination so that a single line in a paragraph is not printed by itself at the top or bottom of a page.

If you know you want a new page to start at a specific place, you can insert a page break.

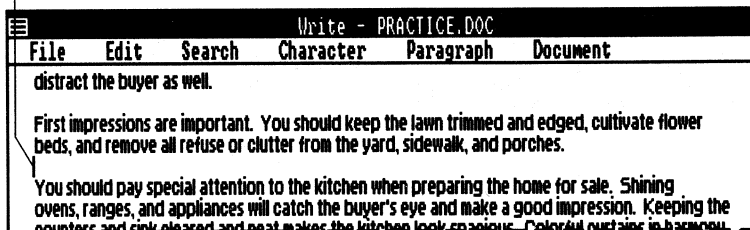
To insert a page break:

- 1 Position the insertion point where you want the page break to occur.
- 2 Press CTRL-ENTER.

Inserting a page break

5.3 Inserting a Page Break

Press CTRL-ENTER to insert a page break here.

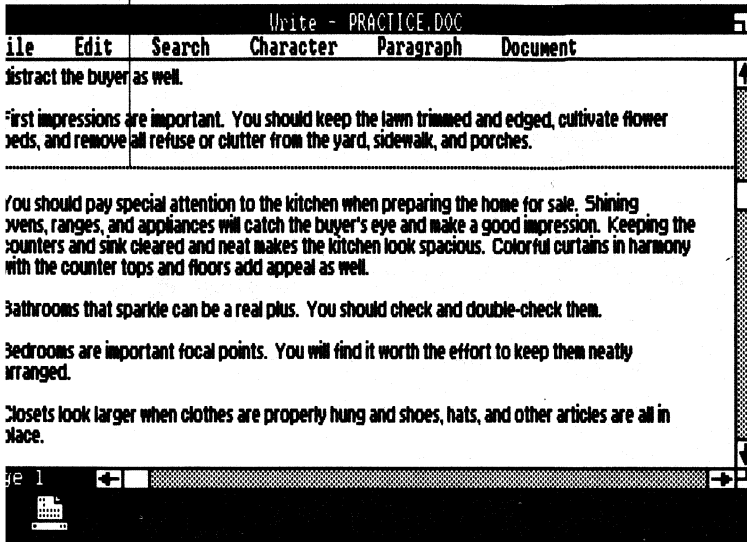


Paginating a document

You can use the Repaginate command on the File Menu to paginate a document. Then you can preview the page breaks on the screen before you print the document. The Repaginate command has an option called Confirm Page Breaks. It lets you approve or move each page break Write proposes during pagination.

After pagination, two arrows (») in the left margin indicate the first new line of each page. The page breaks that you move or insert yourself show as a dotted line across the document, followed by the two arrows. The dotted line can be selected, deleted, or copied just like any other character.

A dotted line indicates an inserted page break.



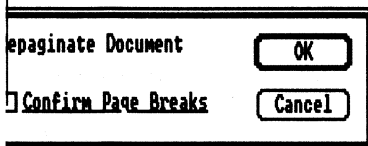
5.4 Page Break

paginate a document:

Choose Repagate from the File Menu.

You will see this dialog box:

Select the check box if you want to approve each page break during pagination.



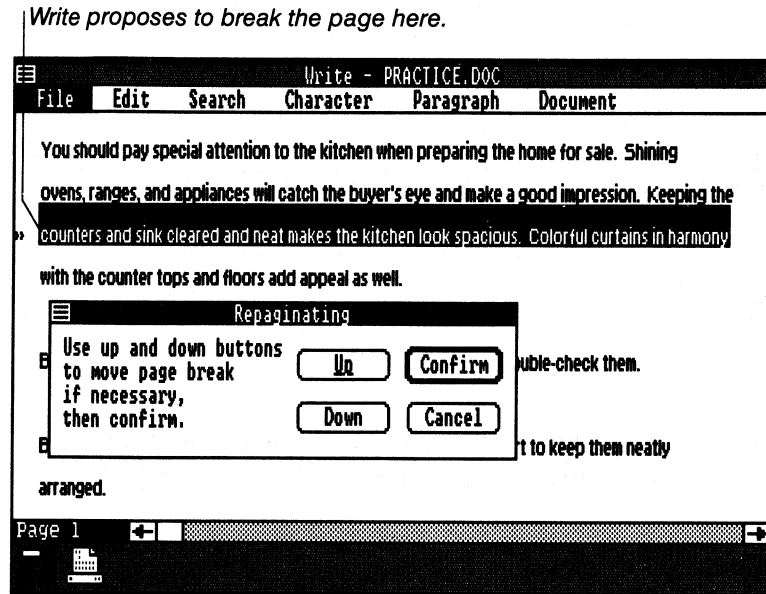
5.5 Repagate Dialog Box

Select the Confirm Page Breaks check box if you want to approve each page break during pagination.

Choose the Ok button.

If you elected to confirm page breaks, you will see this dialog box at each page break:

5.6 Confirming Page Breaks



Note You cannot move a page break down from where Write proposes it. If you do not like the page break, you must move it up. Use the Down button if you move the page break up too far and want to move it back.

The Repaginate command does not change a page break you inserted with CTRL-ENTER. However, while you are confirming page breaks, Write stops at each page break you have inserted and asks if you want to keep or remove it.

After a document has been paginated, you can jump to a specific page with the Go To Page command from the Search Menu. This is a quick way to scroll through a long document once it has been paginated. See "Going to a Specific Page" in Chapter 2, "Editing a Document."

Changing the Printer

Changing the printer

ite prints your documents on the current printer. The current ter is the printer you installed in Windows. If you have alled more than one printer, you can change to a different ter in Write with the Change Printer command. The printer i change to then becomes the current printer.

e Change Printer command lists all the printers you installed Windows during setup and with the Add New Printer command he Control Panel.

i can change printers in order to print on a different printer, or : to format your document for a different printer. The printer i change to need not be physically connected to your com- er, but it must be installed in Windows.

en you change printers, the appearance of your document y change on the screen. This is because Write applies the fonts l character formats available with the current printer. These nges may affect the line breaks and page breaks in the docu- nt. If you change printers and want to see the new page breaks, the Repaginate command.

change the printer:

Choose Change Printer from the File Menu.

You will see a dialog box with a list of the installed printers.

Select the name of the printer you want to change to.

Choose the Ok button.

ie new printer has options for the mode of operation, you will another dialog box. Select the options you want to use with printer and choose the Ok button.

Command Summary

ite commands help you create, edit, format, and print your documents. You choose commands from the menus on the menu bar at the top of the Write window.

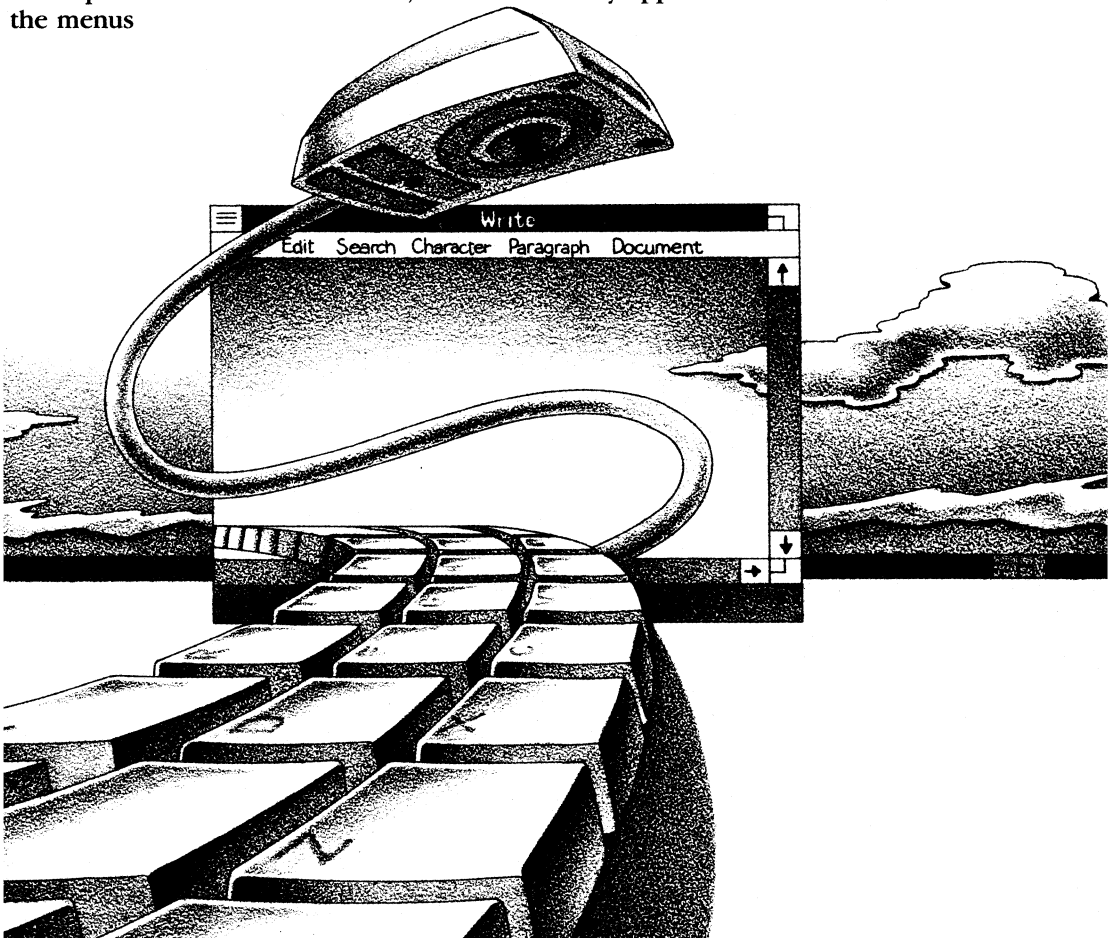
this chapter:

Choosing commands with the keyboard

Choosing commands with the mouse

Shortcut command keys

Descriptions of all the commands, in the order they appear on the menus



Choosing commands with the keyboard

Choosing Commands with the Keyboard

There are several keyboard techniques you can use to open menus and choose commands. Use the techniques that you find most convenient.

To choose a command:

- 1 Press the ALT key and the first letter of a menu to open the menu.

For example, pressing ALT-F opens the File Menu.

- 2 Press the first letter of a command on the menu.

For example, pressing N chooses the New command on the File Menu. If two commands have the same first letter, press the letter twice to select the second command.

- 3 Press the ENTER key to carry out the command.

If the command needs more information, you will see a dialog box.

To close a menu without carrying out a command:

- Press the ESC key.

To use a shortcut:

Here is a quicker way to carry out a command with the keyboard:

- 1 Press and hold down the ALT key.
- 2 Press a letter key to open a menu, but do not release the ALT key.
- 3 Press a letter key to select a command, and release both keys to carry out the command.

This shortcut method is the same as selecting the command and then pressing the ENTER key.

To go from menu to menu:

- 1 Open any menu.
- 2 Press the LEFT or RIGHT key to open the next menu.

choose a command from the System Menu:

Press ALT-SPACEBAR to open the System Menu.

Press the first letter of a command to select it.

Press the ENTER key to carry out the command.

⌘ shortcut method also works for the System Menu.

Choosing Commands with the Mouse

Choosing commands with the mouse

Our mouse has more than one mouse button, use only the left button with Write.

choose a command:

Point at a menu and press the mouse button.

Drag the mouse to select the command you want.

Release the mouse button to carry out the command.

If the command needs more information, you will see a dialog box.

choose a command from the System Menu:

Point at the System Menu box and press the mouse button.

Drag the mouse to select a command.

Release the mouse button to carry out the command.

close a window with the mouse:

Double click the System Menu box.

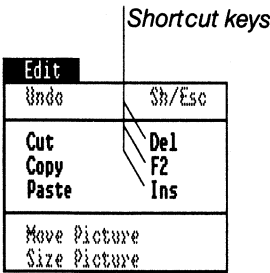
⌘ can also close any dialog box that has a System Menu by double clicking the System Menu box on the dialog box.

Shortcut command keys

Shortcut Command Keys

Some commands have shortcut keys. Pressing a shortcut key is the same as choosing the command. For example, pressing the F2 key carries out the Copy command from the Edit Menu. The shortcut key names are displayed next to the commands on the menus. Not all commands have shortcut keys, but the most commonly used commands do.

6.1 Shortcut Keys on the Edit Menu



With shortcut keys, you bypass opening the menu and choosing the command, and immediately carry out the command. You will find shortcut keys convenient, whether you have a keyboard system or a mouse system.

For this command	Press this key
Undo	SHIFT-ESC
Cut	DELETE
Copy	F2
Paste	INSERT
Repeat Last Find	F3
Go To Page	F4
Normal (Character)	F5
Bold	F6
Italic	F7
Underline	F8
Reduce Font	F9
Enlarge Font	F10

ie System Menu

System Menu is common to all Windows applications and contains commands for manipulating the windows themselves. To display the System Menu by pressing ALT-SPACEBAR or by clicking the System Menu box with the mouse.

Size

The Size command changes the size of a window. Choosing the Size command displays a size icon on the screen. You move the size icon with the DIRECTION keys or the mouse. You will see a dotted line when you move the icon to the window border. Continue moving the icon until the dotted line conforms to the window size you want. Then carry out the command by pressing the ENTER key or releasing the mouse button.

If you have a mouse, you can also change the size of a window with one of the size boxes in the upper- or lower-right corner of the Write window. Point to a size box and press the mouse button. Drag the size box past the window border, then drag until the window is the size you want and release the mouse button.

Move

Use the Move command to move a window to another position on the screen. You can also use the Move command to expand and shrink a window. The advantage of using the Move command to expand a window is that you can position the new window wherever you want.

When you select a window and choose Move, the icon for that window appears in the middle of the window. Press the DIRECTION keys to move the window in the direction you want. Each time you press a DIRECTION key, the window icon moves to the nearest window center or window border. Press the ENTER key to open the window on the location you chose.

If you have a mouse, there are two ways to move a window. You can choose the Move command and move the window icon with the mouse. Then click the mouse button to open the window on the location you choose.

Alternatively, you can bypass the Move command by pointing to a window's title bar and pressing the mouse button. The mouse pointer comes to the window icon and you can drag it to a new location. Release the mouse button to open the window in the location you choose.

You cannot move a zoomed window.

Icon

Icon

The Icon command shrinks the selected window into an icon and places the icon in the icon area.

The Icon command also expands a selected icon into a window. The Icon command automatically expands the icon as soon as you carry out the command. The window opens in the column just above where the icon was in the icon area.

Zoom

Zoom

The Zoom command expands the selected window to full screen even if it was an icon. Choosing this command again unzooms the window, that is, returns it to the original size and position.

Close

Close

The Close command closes the application running in the selected window and removes the program from memory. To use the program again, you run it from the MS-DOS Executive window.

The File Menu

Use the File Menu commands to create, save, and print your Write documents. Both the Open and New commands let you save any changes to the current document before proceeding.

New

New

The New command clears the window and opens a new, untitled document with the preset format and tabs. The document remains untitled until you give it a name with the Save command. For more information, see page 5.

Open

Open

The Open command opens the document you select from the Open list box. If there is a current document, Write closes it.

You can also open different directories and disk drives with the Open command. Disk drives and directories are shown in square brackets in the list box. If you open a disk drive, the list box displays the documents and directories that are on the disk in the drive. If you open a directory, the list box displays the documents and subdirectories that are in that directory. For more information, see pages 6-7.

ve

Save command saves the document on the current disk in the current directory. If the document is untitled, you assign a name with the Save command. You can also change the name with the Rename command.

You can save to a subdirectory by preceding the document name with the subdirectory name, *JOBS* for example.

If you have a hard disk, you can save to a different disk by preceding the document name with the drive name, *B:* for example.

The Save command has options for saving a backup copy and for saving a document without formatting. For more information, see pages 8-11.

Print

The Print command paginates the document and sends it to the current printer. The Print command automatically runs the Windows Spooler, and the Spooler icon appears on the screen. The Print command has options for the number of copies you want to print and for printing a selected page range. Write is preset to print one copy of the entire document. The Print command is disabled (gray) if you have not installed a printer using Windows Setup or the Add New Printer command in the Control Panel. For more information, see pages 82-83.

Change Printer

The Change Printer command changes the current printer. You select the printer you want from a list box. The list box has the names of the printers you have installed in Windows. The appearance of your document on the screen may change when you choose Change Printer because Write always formats the document for the current printer. For more information, see page 87.

Repaginate

The Repaginate command paginates the document so you can preview the page breaks before printing. Write indicates page breaks by placing » in the left margin. While Write is repaginating, you must approve or change page breaks with the Confirm Page Breaks dialog. For more information, see pages 84-86.

Save**Print****Change Printer****Repaginate**

The Edit Menu

The Cut and Copy commands in the Edit Menu are disabled (gray) until you select some text. The Move Picture and Size Picture commands are disabled until you select a picture (graphics).

Undo

Undo

The Undo command reverses your most recent action. The command name changes, depending on your most recent action: Undo Typing, Undo Formatting, or Undo Editing. If your most recent action was undo, the command changes to Undo, and you can use it to reverse the undo. For more information, see page 3.

Cut

Cut

The Cut command removes selected text or graphics from the document and puts it in the Clipboard. Pressing the DELETE key is the same as choosing Cut. For more information, see pages 20-2 and 23-24.

Copy

Copy

The Copy command copies selected text or graphics to the Clipboard. Pressing the F2 key is the same as choosing Copy. For more information, see pages 24-26.

Paste

Paste

The Paste command inserts the contents of the Clipboard at the insertion point. Pressing the INSERT key is the same as choosing Paste. The contents of the Clipboard can be from a Write document or from another Windows application. For more information, see pages 21-26 and Chapter 4, "Pasting from Other Applications."

Move Picture

Move Picture

The Move Picture command puts a move icon in the selected picture and a dotted frame around the picture. Move the icon with the LEFT and RIGHT keys or with the mouse until the dotted frame is positioned where you want the picture. Then press the ENTER key or click the mouse button to set the new position. Or, press the ESC key to return to the original position. For more information, see pages 70-72.

Size Picture

The Size Picture command puts a size icon in the selected picture and a dotted frame around the picture. Use the DIRECTION keys or the mouse to move the size icon to the edge of the dotted frame. When you move to a corner, you can size in two dimensions. Move the size icon until the dotted frame is the size you want the picture to be. Then press the ENTER key or click the mouse button to set the new size. Or, press the ESC key to return to the original size. For more information, see pages 72-74.

Size Picture

The Search Menu

The Find command starts searching for text at the insertion point at the end of the selection and goes to the end of the document; then it goes to the beginning of the document and continues searching to the insertion point or to the end of the selection. The Change command searches like the Find command. But, when you have characters or words selected, Change searches only within the selection. You can use a question mark as a wildcard character in the search. For example, head? might find "head," "heal," and "heap." The Find and Change commands both have the Whole Word and Match Upper/Lowercase options. Select the Whole Word checkbox to assure that Write does not find the search text embedded in other text, such as "main" in "remainder." Select the Match Upper/Lowercase checkbox to find only those occurrences with the same capitalization as the search text. Otherwise, Write ignores capitalization while searching.

Find

Find

The Find command searches for a specific piece of text and selects it. The Find dialog box stays on the screen while Write searches. You can choose the Find Next button to continue searching. To close the Find dialog box, press the ESC key. For more information, see pages 26-28.

Repeat Last Find

Repeat Last Find

The Repeat Last Find command continues the search for the text from the last Find or Change command. You can continue the search with Repeat Last Find even after you have closed the Find or Change dialog box. Pressing the F3 key is the same as choosing Repeat Last Find. For more information, see pages 28-29.

Change

Change

The Change command searches for a specific piece of text and selects and/or changes it. The Change dialog box stays on the screen while Write searches. You can choose the Find Next button or the Change then Find button to continue searching and changing. You can choose the Change All button to change all occurrences of the text automatically. If you make a selection before choosing the Change command, the command operates only within the selection. To close the Change dialog box, press the ESC key. For more information, see pages 29-31.

Go To Page

Go To Page

The Go To Page command scrolls to a specific page number. Write assigns page numbers when you print the document or paginate it with the Repaginate command. Pressing the F4 key is the same as choosing Go To Page. For more information, see pages 19-20.

The Character Menu

To change the appearance of characters, select them before choosing a command from the Character Menu. If you do not make a selection, the command applies to the next text you type. Otherwise, the text you type has the character formats of the text immediately preceding it.

Character formats do not appear on the screen if they are not supported by the current printer.

The formats assigned to the selected text have a checkmark by them on the menu. Choosing a command that is already checked unchecks it and removes the formatting.

For more information, see pages 34-41.

Normal

Normal

The Normal command removes all character formatting except font and font size changes from your text. Pressing the F5 key is the same as choosing Normal. For more information, see page 34.

ld

: Bold command changes the character style to boldface. Pressing the F6 key is the same as choosing Bold. For more information, see page 35.

lic

: Italic command changes the character style to italic. Pressing the F7 key is the same as choosing Italic. For more information, see page 35.

derline

: Underline command underscores text. Pressing the F8 key is the same as choosing Underline. For more information, see page 35.

perscript

: Superscript command raises characters above the baseline of the text. The superscript appears in a smaller size. For more information, see pages 35-36.

bscript

: Subscript command lowers characters below the baseline of the text. The subscript appears in a smaller size. For more information, see pages 35-36.

nt Names

to three font names appear on the Character Menu, depending on the current printer. Choose a font name to assign that font to the printer. Write changes the names and their order on the menu ending on the fonts you use most often. For more information, see pages 36-37.

duce Font

Reduce Font command reduces the size of a font to the next smaller size. If a smaller size is not supported by the current printer, there is no visible change on the screen. Pressing the F9 key is the same as choosing Reduce Font. For more information, see pages 37-38.

Bold

Italic

Underline

Superscript

Subscript

Font Names

Reduce Font

Enlarge Font

Enlarge Font

The Enlarge Font command increases the size of a font to the next larger size. If a larger size is not supported by the current printer, there is no visible change on the screen. Pressing the F10 key is the same as choosing Enlarge Font. For more information, see pages 37-38.

Fonts

Fonts

The Fonts command displays all the fonts and sizes available for the current printer. You can select a font and size from the lists and assign them to text. Or, you can enter a font name and size for a different printer and assign them to text. For more information, see pages 39-41.

The Paragraph Menu

The commands in the Paragraph Menu change the formats of a paragraph that contains the insertion point, or of all of the paragraphs in the current selection. When you start a new paragraph by pressing the ENTER key, it begins with the same formats as the preceding paragraph. For more information, see pages 41-50.

Normal

Normal

The Normal command restores the preset paragraph formats: left-aligned, single-spaced, unjustified, with no indents. For more information, see page 42.

Left

Left

The Left command aligns the paragraph flush left on the margin. For more information, see pages 44-45.

Right

Right

The Right command aligns the paragraph flush right on the margin. For more information, see pages 44-45.

Centered

Centered

The Centered command centers each line of the paragraph inside the current margins. For more information, see pages 44-45.

Justified

The Justified command justifies the paragraph. It fills in the spaces between words to align the paragraph on the left and right margins. For more information, see pages 44-45.

Single Space

The Single Space command sets the line spacing with one-sixth inch between lines. If the line includes different font sizes, the line spacing will vary to accommodate the tallest character in the line. For more information, see pages 45-46.

1 1/2 Space

The 1 1/2 Space command sets the line spacing with one-quarter inch between lines. For more information, see pages 45-46.

Double Space

The Double Space command sets the line spacing with one-third inch between lines. For more information, see pages 45-46.

Indents

The Indents command sets the distance that lines are indented from the margin. You can indent from the left and right margin, and you can indent the first line of a paragraph. Note that the Indents command does not change the margin itself. To change margins, you use the Page Layout command. For more information, see pages 46-48.

The Document Menu

The commands in the Document Menu affect the entire document. Headers, footers, and page numbers are displayed only on printed pages, not in your document on the screen. For more information, see pages 50-58.

Header

The Header command opens the Header document and dialog box. The text you type in the Header document becomes the running header when you print the document. The dialog box options let you include page numbers, change the distance of the

Justified

Single Space

1 1/2 Space

Double Space

Indents

Header

header from the top of the page, and print the header on page one. For more information, see pages 51-55.

Footer

Footer

The Footer command opens the Footer document and dialog box. The text you type in the Footer document becomes the running footer when you print the document. The dialog box options let you include page numbers, change the distance of the footer from the bottom of the page, and print the footer on page one. For more information, see pages 51-55.

Ruler On/Off

Ruler On/Off

The Ruler On command displays the Ruler at the top of the window. If you have a mouse, you can use the Ruler to set tabs and paragraph formats. The Ruler Off command hides the Ruler. For more information, see pages 48-50 and 57-58.

Tabs

Tabs

The Tabs command sets tabs. You can set left-align tabs or decimal tabs. Write has preset tabs set at every half inch. The preset tabs do not appear in the Tabs dialog box or on the Ruler. For more information, see pages 55-56.

Page Layout

Page Layout

The Page Layout command changes the margins for the printed page and changes the starting page number. The preset page layout leaves a 1-inch margin at the top and bottom of the page, and a 1.25-inch margin at the left and right of the page. For more information, see page 58.

ppendix

onts and the Current Printer

is appendix describes how Write uses fonts with different types of printers.

The fonts provided with Windows are Courier, Helv, and TMSRMN. Courier is a fixed-space font, and Helv and TMSRMN are proportional-space fonts. Whether you can use a particular font with your Write documents depends on the printer(s) you have installed in Windows.

the Current Printer

When you start Write, the current printer is the printer you specified when you installed Windows. If you installed more than one printer in Windows, you can change to a different printer in Write with the Change Printer command. The printer you change to becomes the current printer, and Write formats the document for that printer. Write also sends the document to that printer when you choose the Print command. For more information on the Change Printer command, see "Changing the Printer" in Chapter "Printing a Document." For more information on installing printers, see Chapter 7, "Using the Control Panel," in the *Microsoft Windows User's Guide*.

When you change printers, you may notice a change in the font names on the Character Menu and in the Fonts command dialog box. You may also notice that Write displays the text in your document in a different font. This is because Write uses the fonts that are available with the current printer. Read the appropriate section below for information on dot matrix or daisy wheel printers, or on the Hewlett-Packard® LaserJet printer.

te On some two-drive floppy disk systems, you may not be able to use all three of the fonts provided with Windows, even though your printer supports all three fonts. To see which fonts you have, look at the font names listed on the Character Menu.

For information on deleting one font and adding another, see “Adding and Deleting Fonts with the Control Panel” in this appendix.

Dot matrix printers

Dot Matrix Printers

If the current printer is a dot matrix printer, such as the Epson FX-80 or the IBM® Graphics Printer, the list box in the Fonts command dialog box displays font choices available. Font names other than Courier, Helv, and TMSRMN may be in the list box if you installed additional fonts from the Windows Control Panel, or if the current printer is an Epson.

Daisy wheel printers

Daisy Wheel Printers

If the current printer is a daisy wheel printer, such as the NEC 3550, the list box in the Fonts command dialog box displays the names of fonts (print wheels) that are available for that printer. During printing, the Windows Spooler prompts you to change the print wheel if it encounters a font change in the document.

Hewlett-Packard LaserJet printer

Hewlett-Packard LaserJet Printer

If the current printer is the Hewlett-Packard LaserJet, look at your font cartridge to see which fonts are available. When you use the Fonts command to specify font sizes, be sure to specify a size that is on your font cartridge.

Adding and Deleting Fonts with the Control Panel

Normally, you use the fonts that were installed automatically with Windows. However, you may want to use the Control Panel to add or delete a font if:

- You obtain a new font for your Windows system and you want to install it.
- You have a two-drive floppy disk system that does not let you use all three Windows fonts so you need to delete one font to add another one.

te If you have a hard disk system, you will probably not need add or delete fonts. If you do want to add or delete a font, you select and run `CONTROLEXE` in the directory in which you installed Windows. Then you choose Add New Font or Delete Font from the Installation Menu, select a font name in the list box, and choose the Ok button. If you are adding a font, you must insert the disk with the font before you choose the Ok button.

Adding a Font with a Two-Drive System

Adding a font with a two-drive system

When you add a font, you put it on the Windows System disk in drive B.

add a font from the Windows Control Panel:

If you are using Write, close the Write window.

Insert the Windows Desktop Applications disk in drive A.

From the MS-DOS Executive window, select drive A.

Select and run `CONTROLEXE`.

Choose Add New Font from the Installation Menu.

You will see a dialog box asking you to insert a disk with the font you want to add.

Insert the Utilities disk in drive A and choose the Ok button.

You will see a dialog box with a list of the available fonts.

Select the font you want to add and choose the Ok button.

You will see a dialog box asking where you want Windows to put the font.

Type *b:* and choose the Ok button.

Windows puts the font on the System disk in drive B.

When Windows is finished installing the font, remove the Utilities disk.

If you were using Write, put the Write disk back into drive A and select and run `WRITE.EXE` in the MS-DOS Executive window.

Write will show the new font in the list box for the Fonts command.

Deleting a font with a two-drive system

Deleting a Font with a Two-Drive System

To delete a font from the Windows Control Panel:

- 1 If you are using Write, close the Write window.
- 2 Insert the Windows Desktop Applications disk in drive A.
- 3 From the MS-DOS Executive window, select drive A.
- 4 Select and run CONTROLEXE.
- 5 Choose Delete Font from the Installation Menu.
You will see a dialog box with a list of available fonts.
- 6 Select the font you want to delete and choose the Ok button.
You will see a dialog box asking which disk you want to delete the font from.
- 7 Type *b:* and choose the Ok button.
Windows deletes the font from the System disk in drive B.
- 8 If you were using Write, select and run WRITE.EXE in the MS-DOS Executive window.

Note Other applications running with Windows, such as Card-file, normally use the Courier font. If you delete Courier, Windows substitutes its system font in those applications. With the system font, the font on your screen may not match the font used by your printer.

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Microsoft® Windows Paint User's Guide

Version 1.0

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Introduction

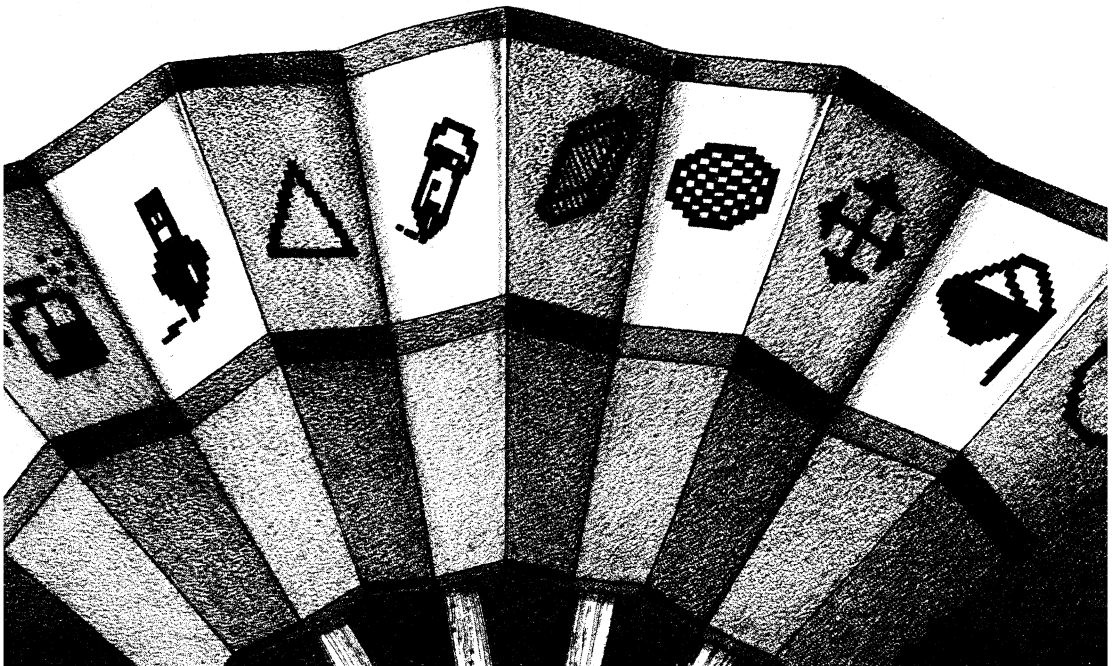
Microsoft® Windows Paint is a drawing tool designed for use with Microsoft Windows. With Paint you can create, enhance, save, and print artwork.

Paint helps you create art that best suits your needs. Whether you're creating flow charts or freehand illustrations, you will find all the tools you need on Paint's Tools and Shapes Palette. Special commands such as Zoom In, Copy, and Invert make it easy to enhance your work. You can even transfer text and graphics from other programs to Paint for easy alteration and enhancement, or paste Paint graphics to use in other applications, such as Cardfile.

You needn't memorize complex commands or instructions. With Paint you can create art as quickly as you can point with a mouse and press a key.

**Paint is a useful
drawing tool**

That's easy to use



About This Guide

This guide shows you how to get started with Paint and provides a quick reference to Paint's tools, shapes, and commands. Once you understand these basics, you'll be able to experiment with Paint on your own.

Using this guide

- Chapter One, "Getting Started," tells you how to start Paint and introduces you to basic Paint operations.
- Chapter Two, "Learning More," gives step-by-step instructions on adding shapes and text to your canvas. This chapter also introduces editing commands.
- Chapter Three, "Tools and Shapes Summary," describes Paint's tools and shapes.
- Chapter Four, "Command Summary," describes the function and use of each Paint command.
- Appendix A, "Special Key Actions," describes how to use the CONTROL and SHIFT keys to modify certain Paint operations.
- Appendix B, "Using Paint with the Keyboard," lists the keyboard command structure for users who have no mouse.

Preliminaries

Before using Paint, become familiar with your computer, its operating system, and Microsoft Windows. If you have questions about these basics, refer to the appropriate user's guide for more information.

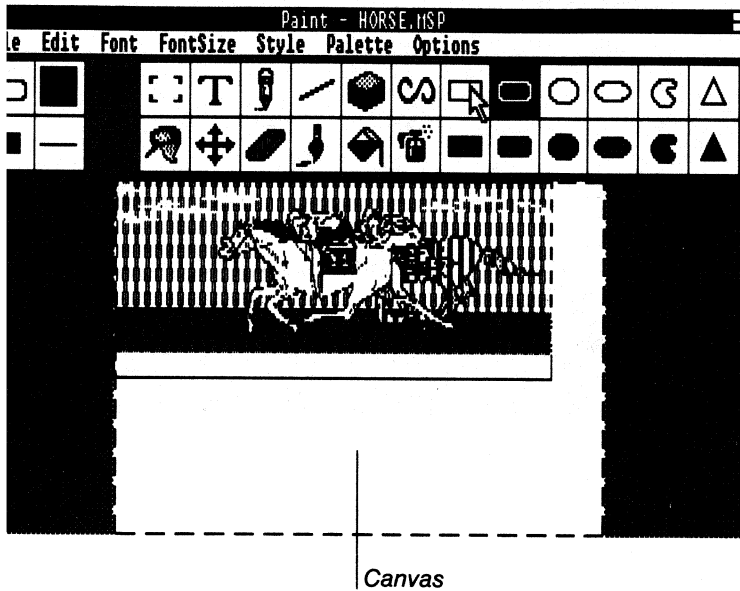
Next

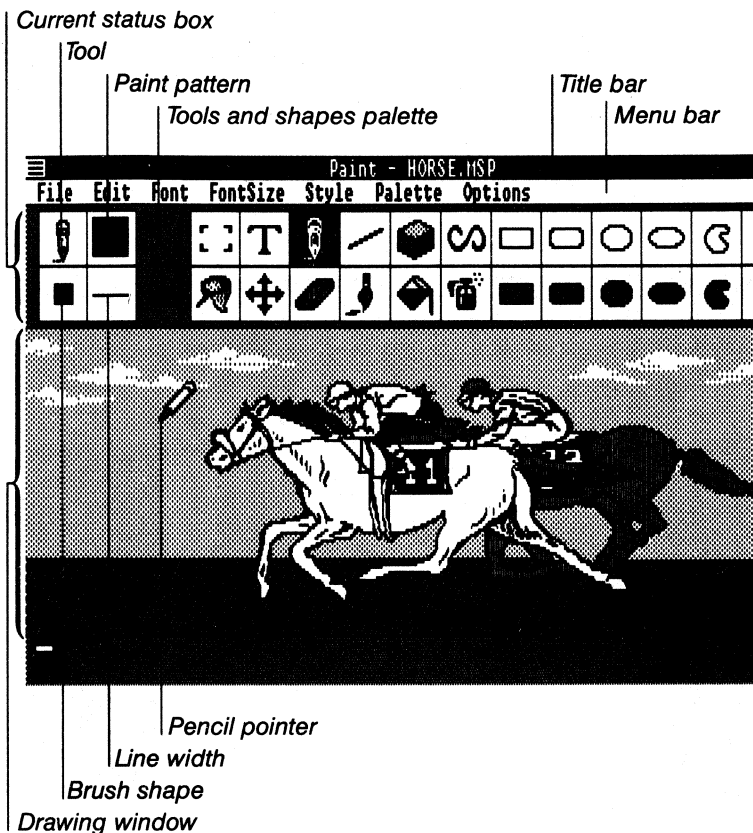
To gain maximum benefit from this guide, read "Some Definition and Making a Work Disk." Then read the first two chapters of the manual to become acquainted with some of Paint's tools.

Some Definitions

The following definitions may be helpful as you begin to use it:

The *canvas* is the entire area available for a drawing, and matches the maximum printable surface area of your printer.





- The *drawing window* frames the portion of a canvas that appears on the screen.
- The *title bar* contains the title of your canvas.
- The *menu bar* contains the names of Paint's command menu.
- The *tools and shapes palette* contains the implements you use to draw and refine your artwork.
- The *current status box* shows the tool, paint pattern, brush shape, and line width that Paint will use when you draw.
- The *pointer* is the indicator you use to select menus, commands, tools, and shapes. The pointer changes shape in the drawing area whenever you pick up a tool or use a shape.
- The term *drag* means to press the mouse button while moving the mouse on a flat surface.

Making a Work Disk

If you're using a two-drive system, make a work disk for your Paint program before beginning your Paint session. You will be able to store several Paint canvasses on this disk—far more than you could on a disk containing other files. To create a work disk:

Start Windows.

The MS-DOS® Executive window appears on your screen.

Put a blank disk in drive A.

Format it by choosing Format Data Disk from the MS-DOS Executive's Special Menu. When the dialog box appears, select drive A and click the OK button.

Put the Windows Desktop Applications disk in drive A. This disk contains your Paint program.

Select the drive A icon in the MS-DOS Executive window to display the directory listing.

Select PAINT.EXE from the directory listing.

Choose the Copy command from the File Menu and type *B:* in the second text box.

Put the newly formatted disk in drive B.

Choose the OK button to copy the file.

Getting Started

s chapter contains the essential information you need to

Start Paint

Choose a drawing tool

Sketch a drawing on a canvas

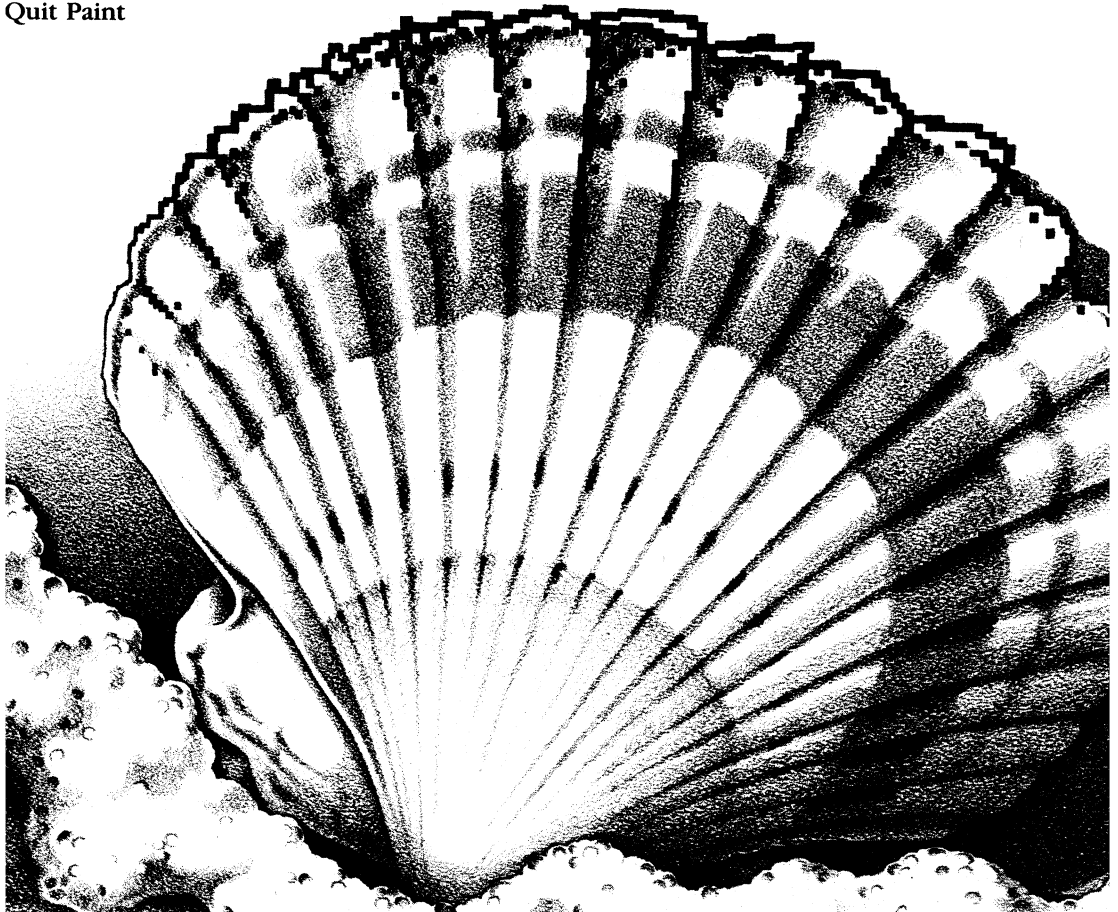
Erase mistakes

Save a canvas

Use Paint's palettes

Print a canvas

Quit Paint



Although Paint is designed for use with a mouse, it can also be used from the keyboard. See Appendix B, "Using Paint with the Keyboard," for information on this method.

Starting Paint

Before starting Paint, you need to install Microsoft Windows with the Setup procedure. Refer to the *Microsoft Windows User Guide* for more information.

Starting Paint on a Two-Drive System

Starting Paint

- 1 Start Windows.
- 2 Insert your Paint work disk into drive A.
- 3 Select drive A from the drive icons in the MS-DOS window.
- 4 When the directory listing for drive A appears, point to PAINT.EXE.
- 5 Double click the mouse button.

Starting Paint on a Hard Disk System

- 1 Start Windows in your Windows directory. The file PAINT.E should appear in the directory listing. If it doesn't, change directories to the directory containing it.
- 2 Point to PAINT.EXE.
- 3 Double click the mouse button.

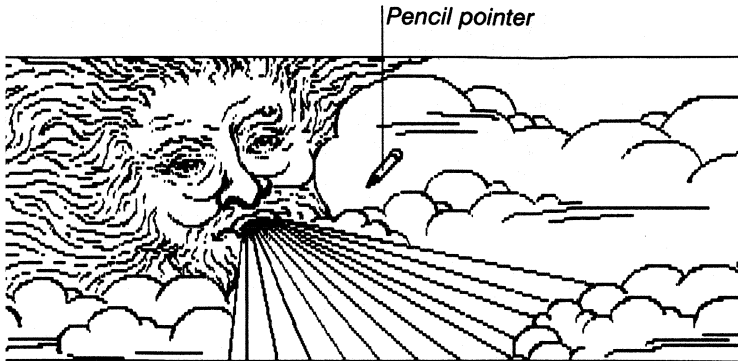
Paint creates an untitled canvas and opens the drawing window over it.

Drawing

You can make simple sketches using Paint's Pencil.

Drawing with the Pencil

- 1 Move the pointer into the drawing window.
- 2 Drag the Pencil within the drawing window to sketch, for example, Old Man Winter.



Selecting Another Drawing Tool

modify your artwork, pick up another drawing tool from the
ols and shapes palette and use it on your canvas.

Move the pointer onto the Brush.

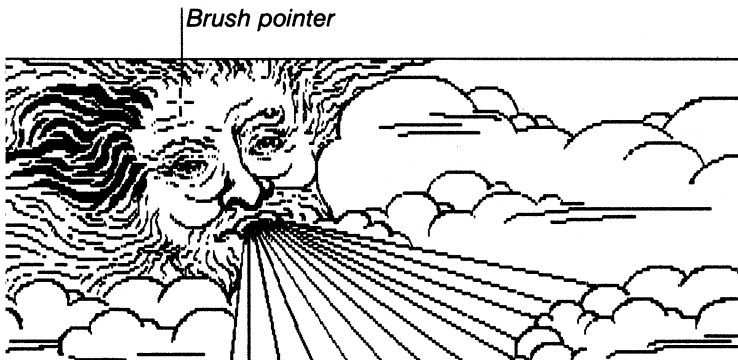
Click the mouse button.

The Brush appears in the current tool status box.

Move the pointer into the drawing window.

Drag the pointer to give Old Man Winter dark hair.

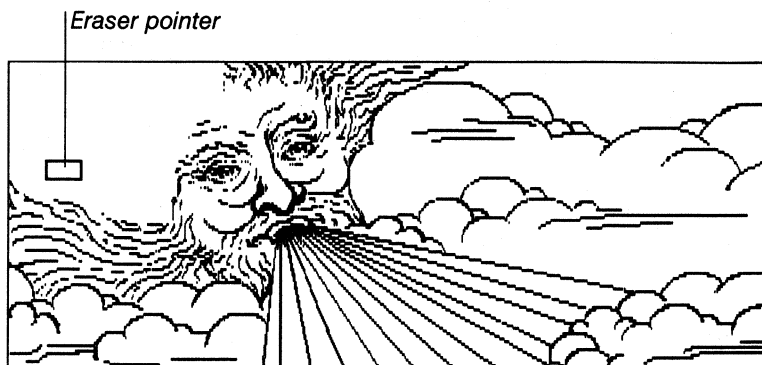
Picking up the Brush



You can erase mistakes and parts of the drawing that you no longer want by using the Eraser.

Using the Eraser

- 1 Pick up the Eraser.
- 2 Drag the Eraser pointer to erase some of Old Man Winter's hair.

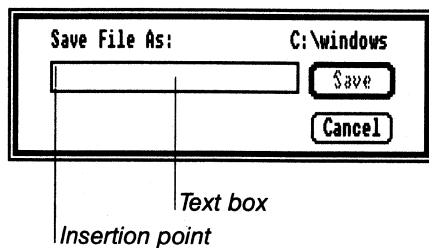


Saving a canvas

Saving a Canvas

Use the Save As command to save the contents of your canvas.

- 1 Select the Save As command from the File Menu.
A dialog box prompts you to name your canvas. The text box is empty because your canvas is untitled.



- 2 Type a name for your canvas. Paint adds an .msp extension if you don't provide one.
- 3 Click the Save button.

ie Save As command writes the contents of your canvas to
ur disk.

nce you have created Paint files that have an .msp extension,
u have a new way to start Paint: just double click the .msp
ename in the MS-DOS Executive window; both Paint and the
e will be loaded.

Using Paint's Palettes

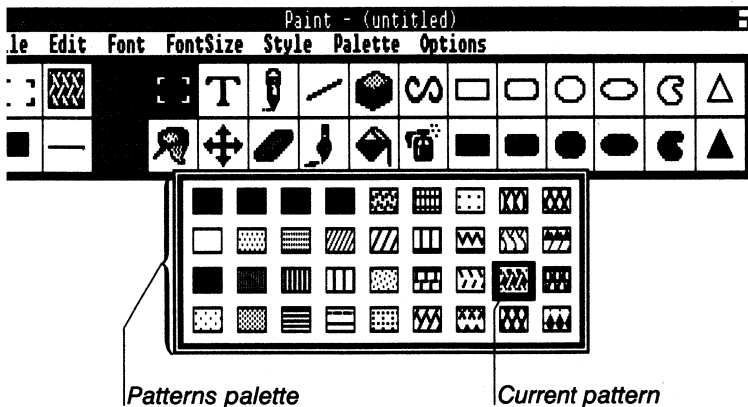
u specify Patterns, Line Widths, and Brush Shapes in Paint by
aking selections from the Palette Menu.

r example, to change the current Paint pattern:

Select Patterns from the Palette Menu.

The pattern palette appears in the drawing window, with the
current pattern highlighted.

Using palettes



Click the pattern you want.

The pattern palette vanishes and the new pattern appears
in the current pattern status box.

nce you bring a palette to the screen, you must make a selection
efore you can return to your canvas. If you decide not to change
e selection, just click the item currently highlighted.

Printing

Use the File Menu's Print command to print a Paint canvas. Make sure your printer is connected and turned on.

Printing a canvas

- ☐ Choose Print from the File Menu.

Paint prints your canvas.

The orientation of your canvas on your printer depends on the printer setup. You use the Setup Menu in the Control Panel to adjust printer setup. See the *Microsoft Windows User's Guide* for more information.

Quitting Paint

Use the System Menu's Close command to end a Paint session and close the drawing window.

Quitting

- ☐ Choose Close from the System Menu.

If your canvas has changed, Paint prompts you to save the changes before quitting.

Learning More

s chapter shows you how to add shapes, text, and patterns to
ir canvas. You will also learn to use Paint's selection tools and
eral of Paint's editing commands.



Drawing Shapes

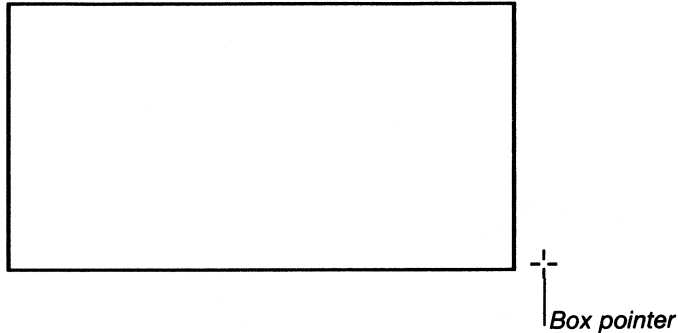
Drawing a box

Suppose you want to make the legend for a weather map.

- 1 Pick up the Box tool.

When you move the pointer to the drawing window, it becomes a cross.

- 2 Press and hold the mouse button to mark a corner, then drag the cross diagonally to create a legend box.

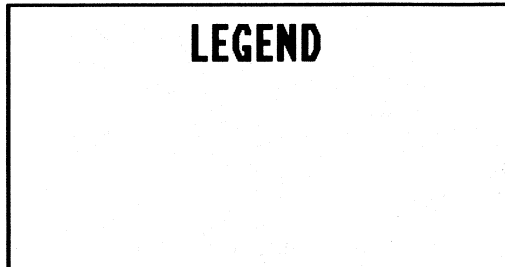


Adding Text

Adding text

Use the Text tool to add text to the legend.

- 1 Pick up the Text tool and move the pointer into the drawing window.
- 2 Click to mark where you want your text to begin.
- 3 Type the heading *LEGEND* near the top of the box.



Adding Patterns to Your Canvas

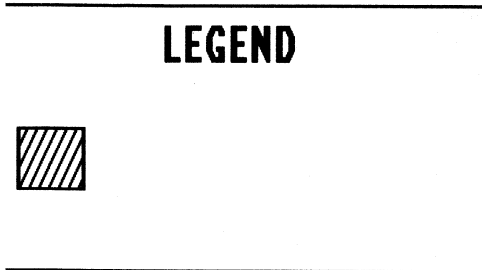
Use the filled Box and Fill tools to add symbolic patterns to the legend.

Choose the Patterns command from the Palette Menu, and select a pattern to represent rain.

Pick up the filled Box tool and draw a symbol box for rain.

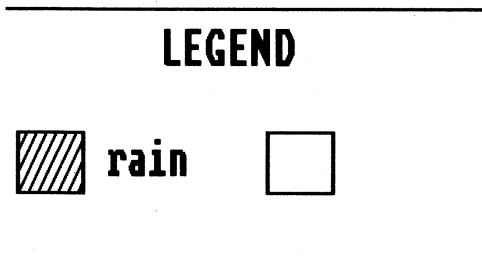
The pattern fills the box as soon as you release the mouse button.

Drawing a filled box



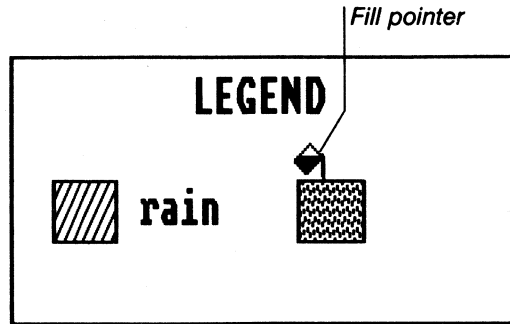
Pick up the Text tool, mark a spot next to the box, and type *rain*.

Pick up the empty Box tool and draw another symbol box.



Filling a shape

- 1 Choose the Patterns command from the Palette Menu, and select a pattern to represent hail.
- 2 Pick up the Fill tool, place the tip of the pouring paint in the empty box, and press the mouse button.
The hail pattern fills the box.



- 3 Pick up the Text tool, mark a spot next to the box, and type *hail*.



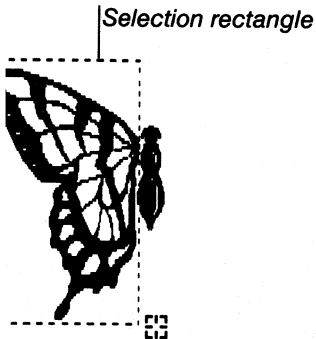
Editing a Selection

order to use the Edit Menu commands, you must define areas your canvas with the Selection Rectangle and Selection Nets.

Draw the left wing of a butterfly.

Pick up the Selection Rectangle tool, and select the wing by enclosing it within the Selection Rectangle. (Selection Rectangles are drawn just like boxes.)

Making a selection



Choose Copy from the Edit Menu.

This copies the selected area to the Clipboard.

Choose Paste from the Edit Menu.

This places the Clipboard contents on the canvas, inside a Selection Rectangle.

Move the pointer into the Selection Rectangle. The pointer will change to an arrow, indicating that you can drag the selection.

Drag the Selection Rectangle to the right side of the drawing window. Release the mouse button.

u now have two left wings on your screen: the original drawing
1 the copy within the Selection Rectangle, which will be
anced in the following procedure.

Editing with Special Effects

You can use the special effects commands from the Edit Menu to enhance the selected area of your drawings.

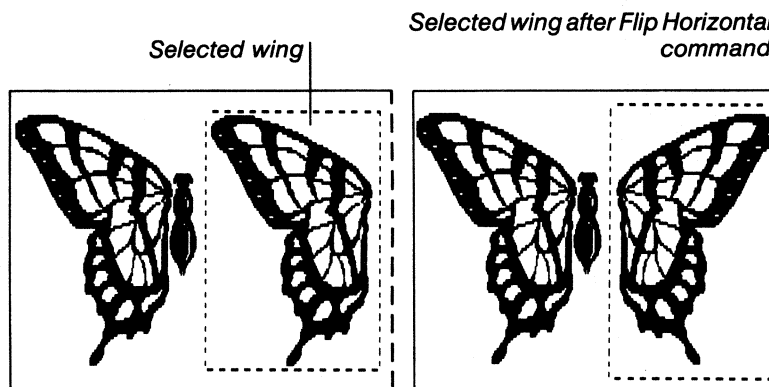
In this session, you will use the Flip Horizontal command to change the selected wing into a right wing. See “The Edit Menu” section of Chapter Four, “Command Summary,” for descriptions of other special effects commands.

The Selection Rectangle should still appear around the copy of the left wing.

Special effects

- 1 Choose Flip Horizontal from the Edit Menu.

The selected wing flips from left to right, creating the right wing.



- 2 Drag the right wing into position. Move the cursor out of the Selection Rectangle, and click the mouse button.

When you click the mouse button, the Selection Rectangle disappears and the copy is pasted onto your canvas.



Editing in Detail

to perform detailed editing on a part of your drawing, use the **Zoom In** command and the **Pencil**.

Pick up the **Pencil** and click to mark where you want to edit. The **Pencil** makes a mark at the point where you click: white on black, black on white.

Choose **Zoom In** from the **Options** Menu.

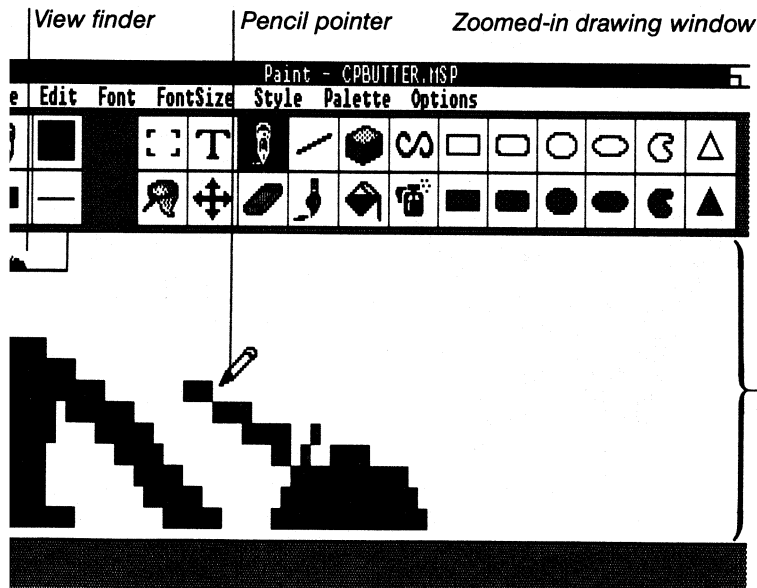
Paint zooms in to where you last released the mouse button. This view of the screen is called a *zoomed-in drawing window*.

Click to remove or add paint. Drag to make changes on a broader scale.

The results of your editing appear in the upper-left corner of your screen.

Marking the target area

Magnified editing



When you are done, choose **Zoom Out** from the **Options** Menu.

The regular drawing window reappears.

Scrolling the Canvas

The Scroll tool lets you move the canvas under the drawing window. In this session you will use the Selection Net tool, the Scroll tool, and the Copy command to copy your butterfly to another part of the canvas.

Making a selection

- 1 Pick up the Selection Net, and select the butterfly. (The Selection Net works like the Pencil; draw completely around the area you wish to select.)

Images selected with the Selection Net appear highlighted.

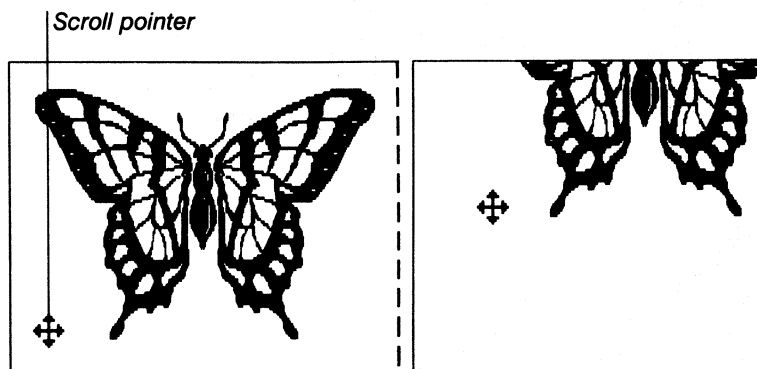
- 2 Choose Copy from the Edit Menu to copy the selection to the Clipboard.

Scrolling

- 3 Pick up the Scroll tool and move it to the bottom of the drawing window.

- 4 Drag the Scroll pointer upward.

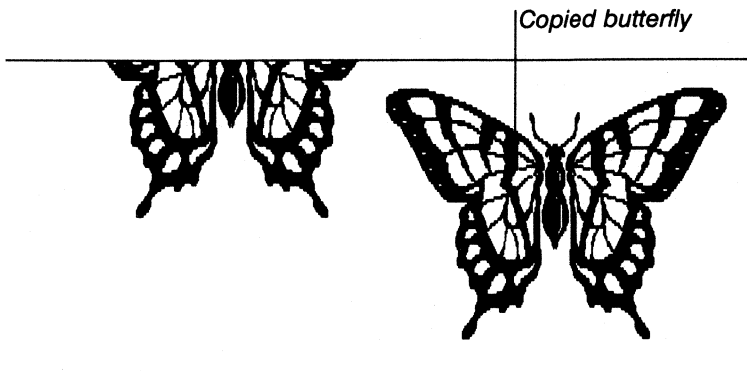
The butterfly scrolls up as the lower part of your canvas appears. The hourglass pointer appears, in this instance, whenever Paint is in the process of adjusting the appearance of the window.



Paste the copy of your drawing on the canvas by choosing Paste from the Edit Menu.

Drag the selection to the desired location, and click the mouse button outside of the Selection Net to paste the copy on the canvas.

Pasting



Other Tools and Shapes

Any of the remaining tools and shapes are used like those already described:

Line

Click to draw straight lines.

3D

Click along the axes that appear to create shapes with a three-dimensional appearance.

Curve

Click to draw a line segment, then click on one side of it. Paint turns the segment into a curve.

Brush

Click to spray paint in the current pattern.

Rounded Box, Circle, Oval

Drag to draw the shape.

Freehand Polygon

Drag to draw. Paint closes the image with a straight line when you release the mouse button.

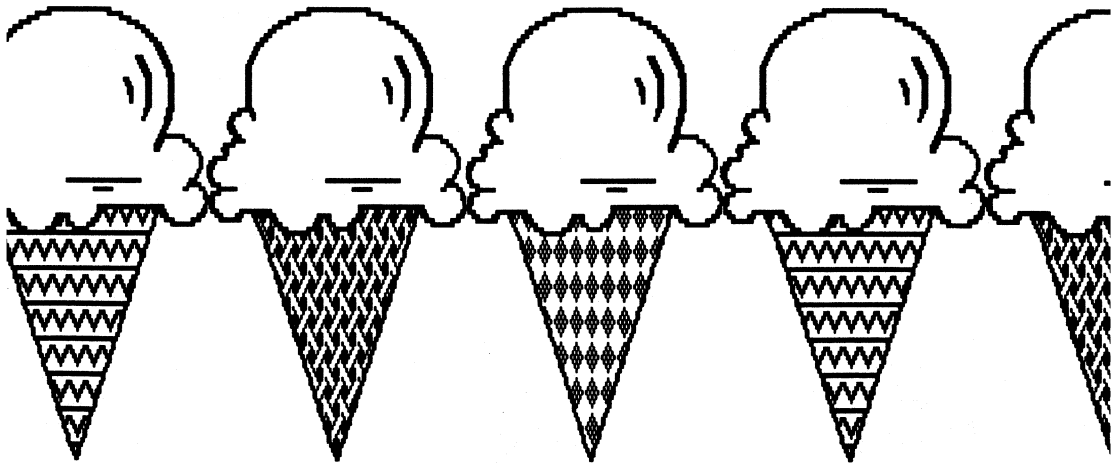
Polygon

Click to mark corners of the image. Paint draws the lines. Double click at the final corner.

An Invitation

The following chapters contain information about Paint's tools, shapes, and commands. As you read through this material, take time to experiment so you can experience the power of Paint.

Tools and Shapes Summary



3 Tools and Shapes Summary

This chapter describes the functions of Paint's tools and shapes.

Tools



Selection Rectangle

Defines a rectangular area for editing.



Selection Net

Defines a nonrectangular area for editing.



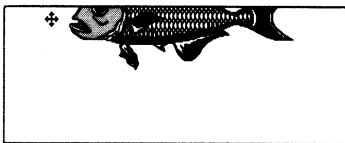
Text

Enters text in the selected font, size, and style.



Scroll

Slides the canvas under the drawing window.



Pencil

Draws a thin line.



Eraser

Erases the features of a drawing along the pointer path.



Line

Draws a straight line.



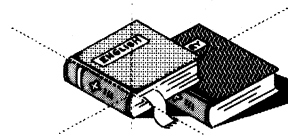
Brush

Paints in the current pattern.



3-D

Displays axes to follow in creating 3-D drawings.



Fill

an enclosed area with current pattern.



Curve

tes a curved line.



Airbrush

ys paint in the current ern.



Shapes



Box

Draws a box with square corners.



Rounded Box

Draws a box with rounded corners.



Circle

Draws a circle.



Oval

Draws an oval.



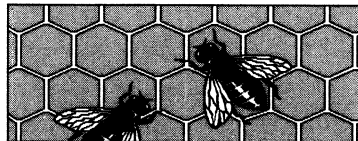
Freehand Polygon

Draws shapes that are closed with a straight line upon release of the mouse button.



Polygon

Draws a polygon.



Command Summary

The Paint commands that help you create, illustrate, and edit your drawings appear in menus. You access menus through the menu bar near the top of the Paint window.

This chapter describes each command menu in the order it appears in the menu bar.



The File Menu

New
Open...
Save
Save As...
Print

Use the File Menu commands to create, save, and print your canvasses.

Note Both the OPEN and NEW commands let you save any changes to the current canvas before proceeding.

New Clears the drawing window, then opens a new canvas. The status of the selected tool, pattern, brush shape, and line width is unchanged.

Open Opens the drawing window over a previously created canvas. The status of the selected tool, pattern, brush shape, and line width is unchanged.

A dialog box prompts you to either choose a title from the list box or type the title of the canvas you want.

Save Saves the current canvas on disk, under the existing name. Prompts for a name if the file is untitled.

Save As Saves the current canvas on disk. Used to save new, untitled canvasses, or to save a new version of a canvas under a different name. The original version will remain unchanged.

Print Prints the canvas. The Print command is disabled if you have not installed a printer through the Setup program or on the Control Panel.

The Edit Menu

Undo
Erase
Cut
Copy
Paste
Clear
Invert
Trace Edges
Flip Horizontal
Flip Vertical

The Edit Menu

Except for Erase, Undo, and Paste, all of the Edit Menu commands require that you first select what you want to edit. Use either the Selection Rectangle or Selection Net tools to select an area.

Several commands on the Edit Menu are disabled until you select an area for editing.

Undo Cancels the most recent drawing action or series of editing actions performed on a selected area. Choosing Undo a second time restores these actions.

Erase Erases the contents of the drawing window.

You can also double click the Eraser to erase the drawing window.

t Removes selected material from the canvas, and places it on Clipboard. (Refer to the *Microsoft Windows User's Guide* for information on the Clipboard.)

py Copies selected material to the Clipboard.

ste Copies the Clipboard contents into a selection box on the drawing window. The items you paste will remain selected (and visible) until you click outside the selected area, make another selection with the Selection Rectangle or the Selection Net, or begin to draw again.

u can paste the contents of the Clipboard as many times as you want.

er Erases the selected item from the drawing window.

Special Effects

ert Changes the appearance of the selected area: turns black to white, and white to black.

The following special effects are reserved for selections made with the Selection Rectangle:

ice Edges Traces the edges of the patterns, text, and shapes within a selected area.

p Horizontal Flips the selected area from left to right.

p Vertical Flips the selected area from top to bottom.

The Font Menu

The Font Menu commands to choose the text typeface. The Font Menu command list varies according to the fonts installed on your system disk.

u can change the typeface of a text sequence until you click again within the drawing window or select another tool.

The Font Menu

Font

The FontSize Menu

The FontSize Menu commands to set the size of your text.

u can change the font size of a text sequence until you click again within the drawing window or select another tool.

The FontSize Menu

FontSize

The Style Menu

✓ Plain
Bold
Italic
Underline
Outline
Strikeout

✓ Align left
Align center
Align right

✓ Opaque
Transparent

The Style Menu

Use the Style Menu commands to modify the appearance of text.

You can change the style of a text sequence until you click again within the drawing window or select another tool.

Plain is the default typeface.

Plain

Underline

Bold

Outline

Italic

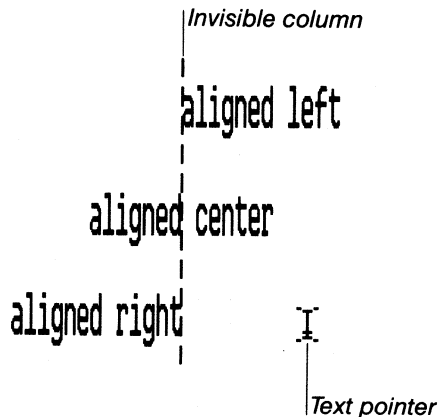
~~Strikeout~~

Align Left The default setting. Aligns rows of text using an invisible column in the drawing window as a left margin; your text moves to the right as you type.

Click the text pointer to mark the location of the invisible column.

Align Center Centers text evenly on both sides of the invisible column.

Align Right Aligns text using the column as a right margin; your text moves to the left as you type.



aque The default setting. Provides a solid white background text.

insparent Lets the current background pattern show through it.

The Palette Menu

Use the Palette Menu commands to choose paint patterns, line widths for shapes, and brush shapes. Use the Palette Tools command to choose Paint's tools when they are concealed by another drawing window.

To select from a palette, click the desired display.

The Palette Menu

Patterns...
Line Widths...
Brush Shapes...
Tools...

The Options Menu

Use the Options Menu commands to control the alignment and placement of your drawings, edit with greater detail, and enhance the appearance of patterns in the patterns palette for the current session.

Zoom In Zooms in on your canvas at the point where you last released the mouse button. Zoom In also returns a zoomed-out drawing window to its normal size.

The zoomed-in drawing window has a view finder in the upper left corner. You view the effects of magnified editing on your canvas in this area.

You can also double click the Pencil to zoom in, or return from a zoomed-in drawing window to the normal drawing window.

Zoom Out Displays the entire canvas with the current drawing window outlined. Zoom Out also returns a zoomed-in drawing window to its normal size.

You can also double click the Scroll tool to zoom out to the full canvas or return from the full canvas to the normal drawing window.

No Grid The default setting. Turns off any active grid.

Fine Grid, Medium Grid, Coarse Grid Lays an invisible grid on the drawing window. Lets you easily align shapes and lines.

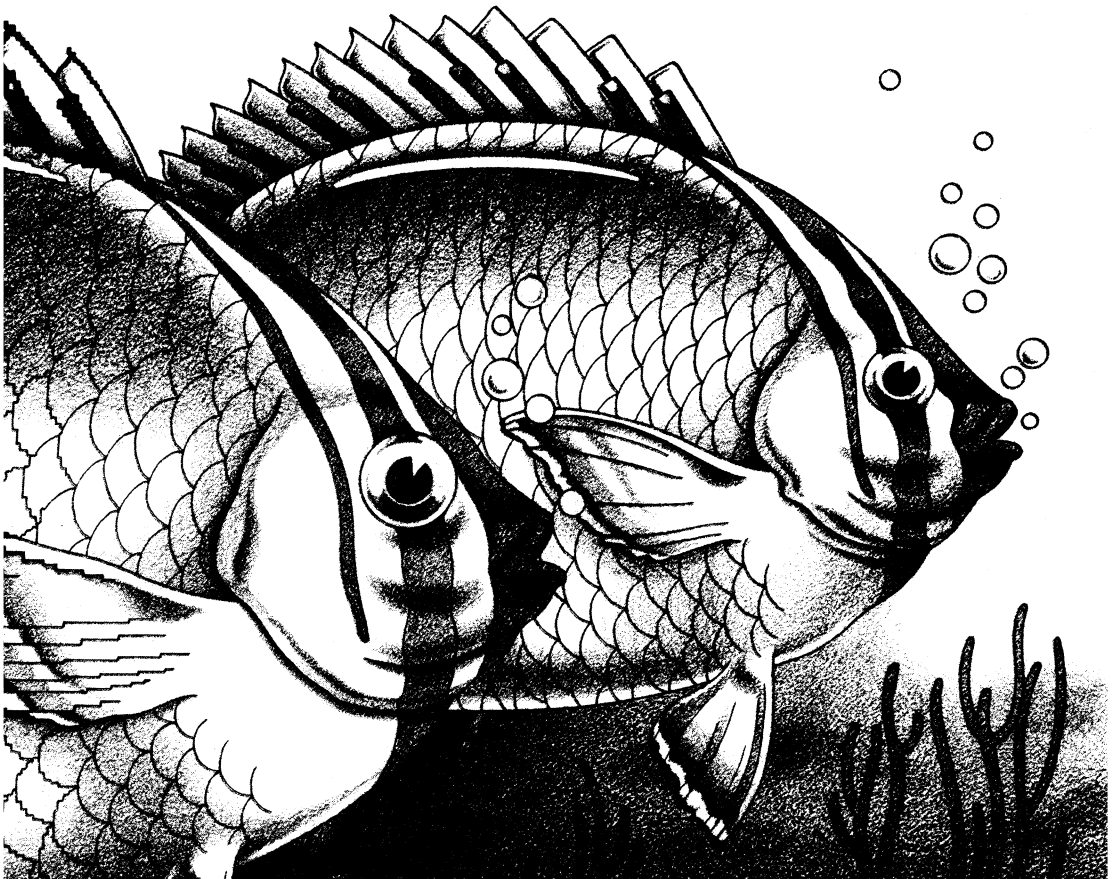
Edit Pattern Opens a dialog box to allow revision of the current pattern.

The Options Menu

Zoom In
Zoom Out
✓ No Grid
Fine Grid
Medium Grid
Coarse Grid
Edit Pattern...

Appendix A Special Key Actions

This appendix describes how to use the CONTROL and SHIFT keys with the mouse to enhance or restrict some of Paint's functions.



The CONTROL Key

Copying a selection

Copying a Selection

Hold down the CONTROL key and drag a selection; Paint creates a copy of the selection, and the original remains in place.

The SHIFT Key

Creating multiple copies

Creating Multiple Copies

Hold down the SHIFT key and drag a selection; Paint leaves copies of the selection along the pointer path.

Scrolling a zoomed-in canvas

Scrolling a Zoomed-In Canvas

Hold down the SHIFT key in the zoomed-in drawing window and drag the mouse.

Appendix B

Using Paint with the Keyboard

This appendix describes how you can use the keyboard to

- Select tools and shapes

- Draw lines and shapes

- Draw curves

- Draw polygons

- Use the fill tool

- Make selections

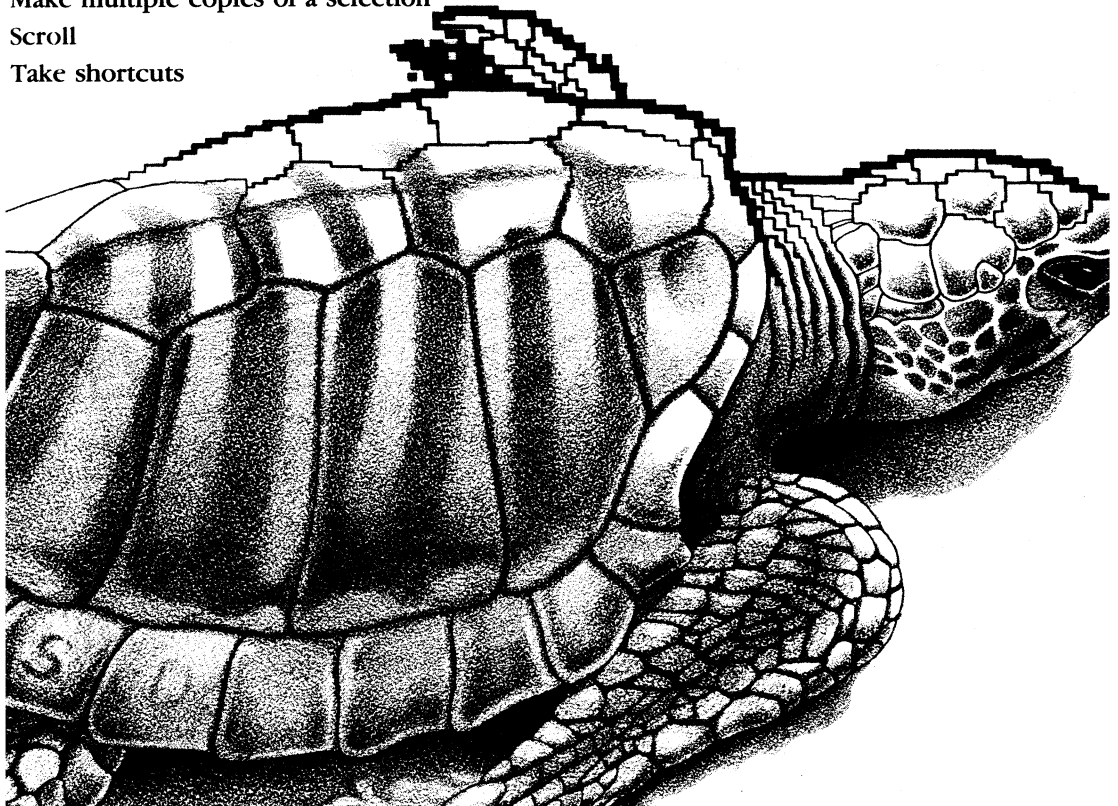
- Move selections

- Copy selections

- Make multiple copies of a selection

- Scroll

- Take shortcuts



You should already know how to use the keyboard to choose commands from menus. For more information on this topic, refer to the *Microsoft Windows User's Guide*.

Three main mouse actions have direct counterparts on the keyboard. The following list may be helpful as you perform the lessons in this manual:

To	Press
Click	SPACEBAR
Double click	ENTER
Move the pointer	A DIRECTION key

The following key sequences allow you to perform tasks from the keyboard. Note that

- A hyphen (-) between key names (for example, SHIFT-TAB) means you press both keys simultaneously and hold them down throughout the action.
- You must select the proper tool before performing the sequence.

Selecting tools and shapes



Selecting Tools and Shapes

Use TAB and SHIFT-TAB to make a selection from the tools and shapes palette.

Note You can hold down the SHIFT-CONTROL keys, and press a DIRECTION key to move the highlight and select a tool or shape.

Drawing lines and shapes



Drawing Lines and Shapes

Hold down the SPACEBAR, and press a DIRECTION key to draw lines with the Pencil, Line, Freehand Polygon, Brush, Air Brush, 3-D, and Shapes. Release SPACEBAR to stop.

Drawing Curves

Hold down SPACEBAR, and press a DIRECTION key to draw a line. Move the pointer to one side of the line, and press SPACEBAR to mark the peak of the curve. When you release SPACEBAR, Paint draws the curve.

Drawing curves



Drawing Polygons

Press SPACEBAR to mark each corner and a DIRECTION key to move from one corner to the next. Paint draws the lines. Press ENTER to close the final corner to close the polygon.

Drawing polygons



Using the Fill Tool

Press a DIRECTION key to move the pointer over the shape. Press SPACEBAR to fill the interior.

Using the fill tool



Making a Selection

Hold down SPACEBAR, and use a DIRECTION key to make a selection.

Making a selection



Moving a Selection

Press a DIRECTION key to move the pointer into the Selection Rectangle or netted area. Then hold down SPACEBAR, and use a DIRECTION key to move the selection.

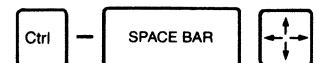
Moving a selection



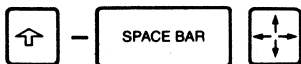
Copying and Moving a Selection

Hold down CONTROL-SPACEBAR, and use a DIRECTION key to move a copy of the selection.

Copying and moving a selection



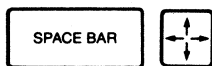
Making multiple copies



Making Multiple Copies

Hold down SHIFT-SPACEBAR, then use a DIRECTION key to move a selection and leave multiple copies on the canvas.

Scrolling



Scrolling

Hold down SPACEBAR, and use a DIRECTION key to scroll the screen.

You can “scroll” a zoomed-out canvas by using a DIRECTION key to move the outline of the drawing window. When you return to the regular drawing window, the outlined section of canvas appears.

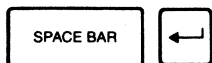
You can scroll the canvas under a zoomed-in drawing window by holding down SHIFT-SPACEBAR and using a DIRECTION key. The Scroll pointer replaces the Pencil pointer during the scrolling action. Move the pointer to scroll the canvas.

Short cuts



You can activate the Zoom In, Zoom Out, and Erase commands by pressing ENTER when you select a particular tool.

Zoom In



Select the Pencil, then mark the target area for editing by pressing SPACEBAR. Press ENTER to zoom in for editing. Press ENTER again to return to the regular drawing window.

Zoom Out



Zoom Out

Select Scroll and press ENTER to zoom out for a full view of the canvas; press ENTER again to return to the regular drawing window.

Erase

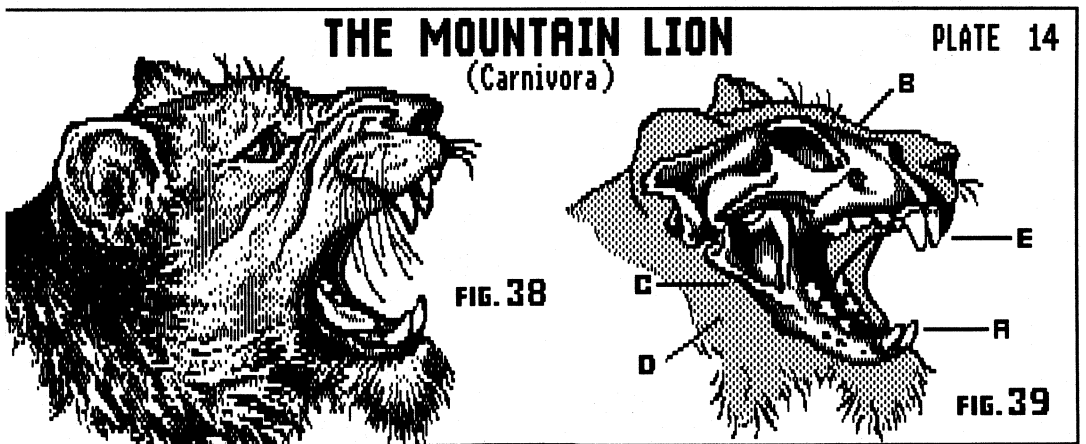
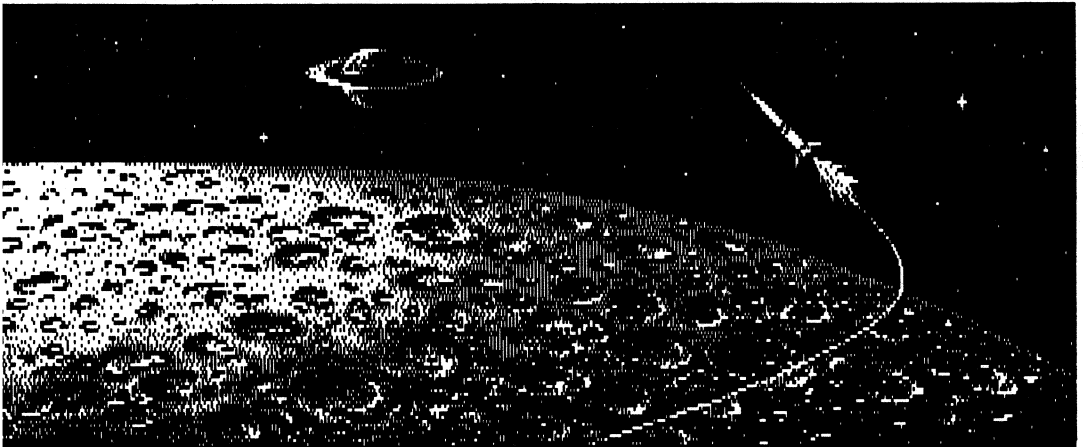


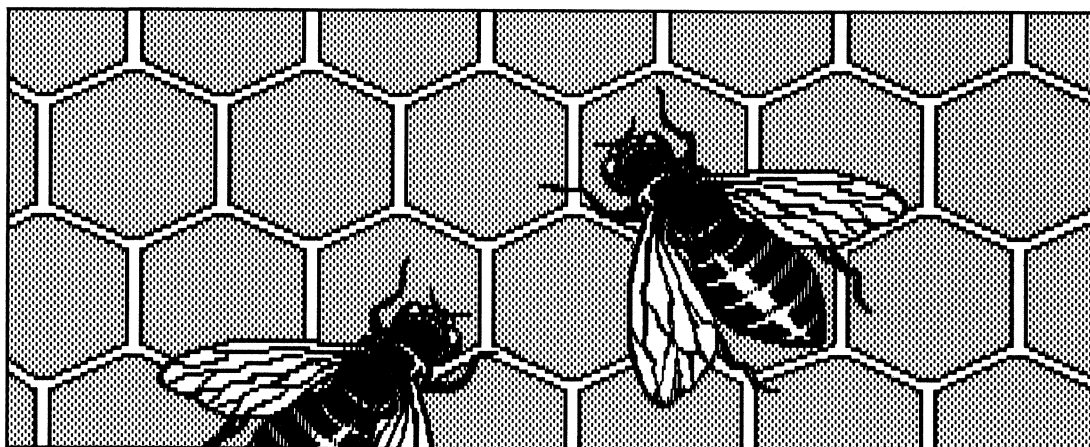
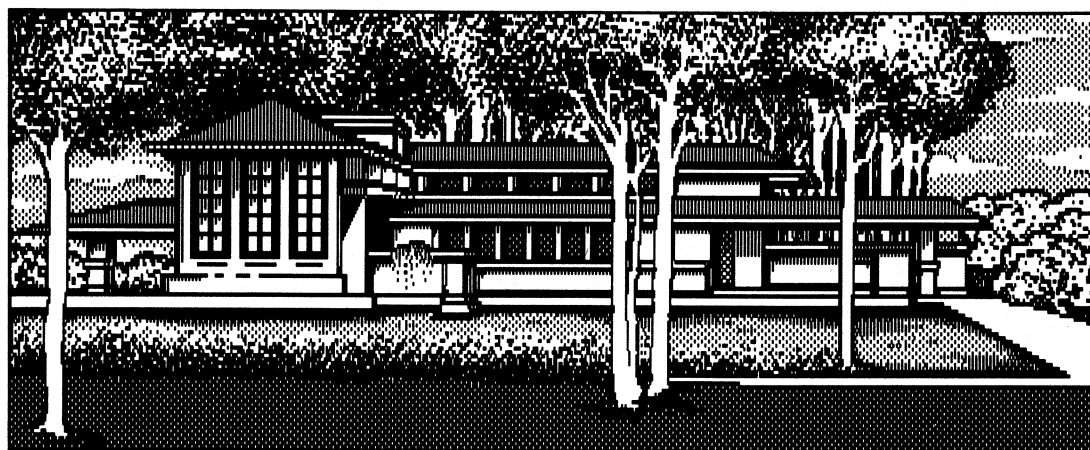
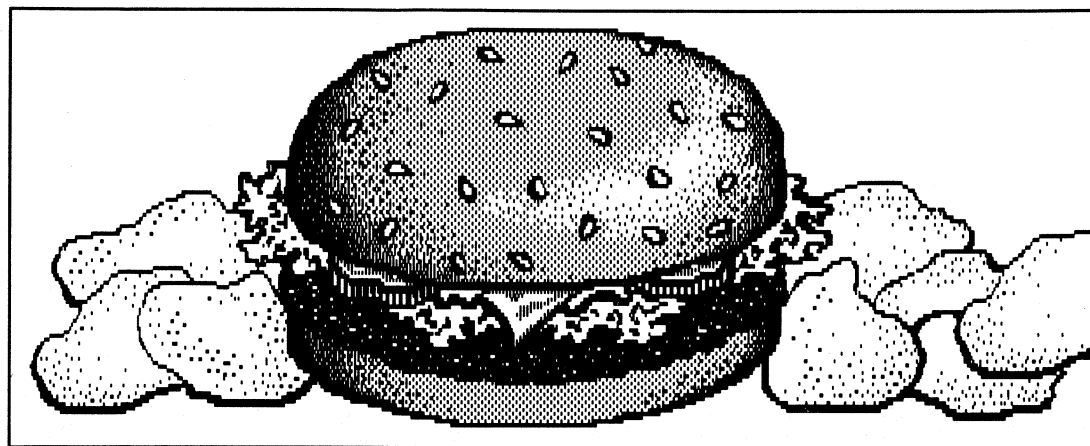
Erase

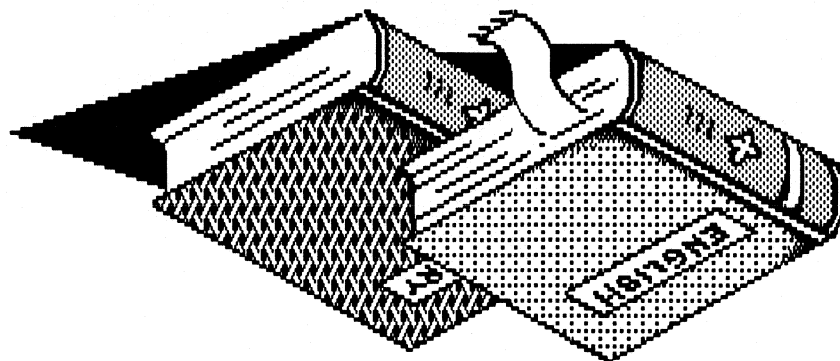
Select the Eraser and press ENTER to erase the entire drawing window.

allery

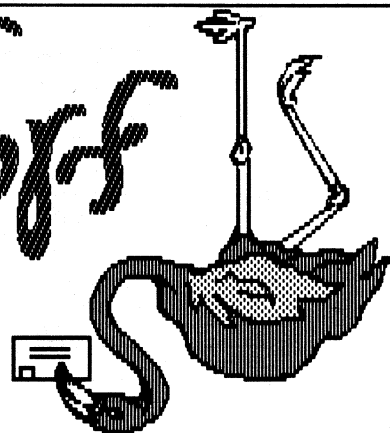
e is a sample of the type of artwork you can create with *Microsoft Windows Paint*.



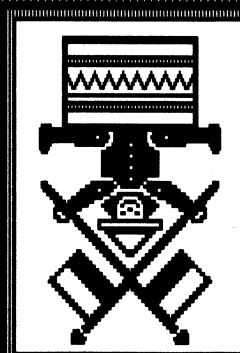


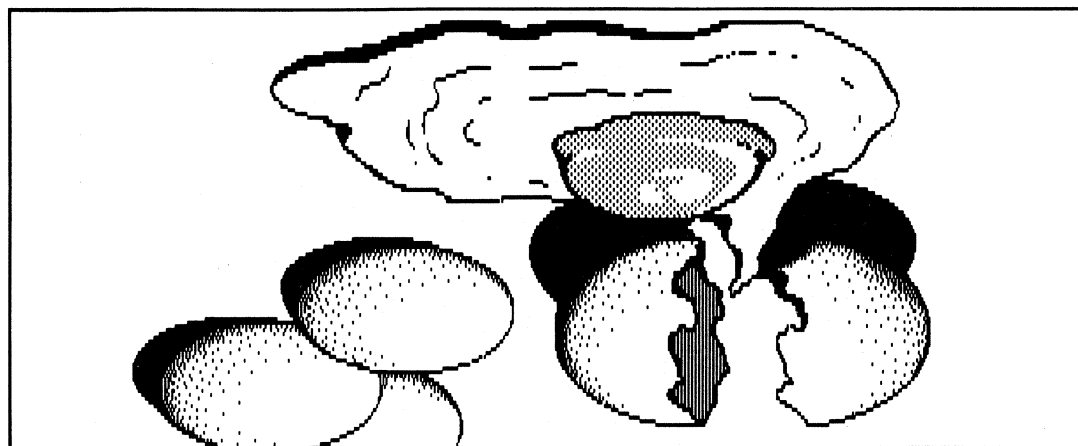
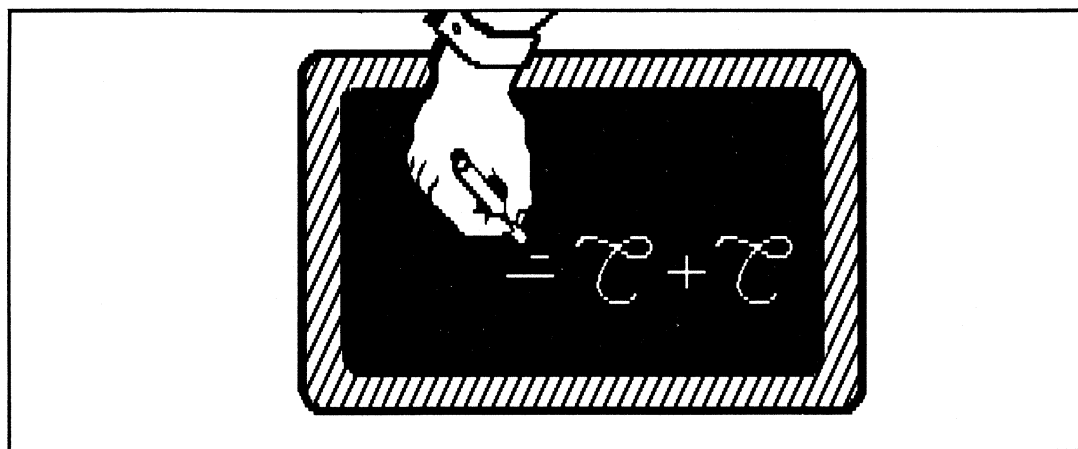
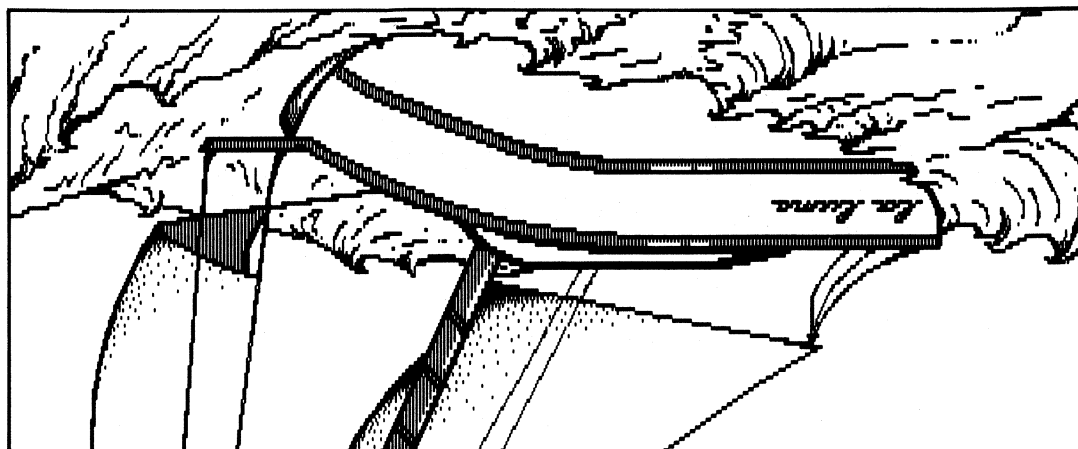


*Edmund
G. Brown*



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Microsoft Windows update

Please note the following changes and additions to the Microsoft Windows manuals.

Important special note

Using Windows on an IBM[®] PC AT or COMPAQ[™] 286 with MS-DOS[®] 3.00

If you are running Windows with MS-DOS 3.00 on an IBM PC AT or COMPAQ 286, you may observe some jerkiness of the mouse pointer. This problem has been corrected in MS-DOS 3.1.

The IBM VDISK utility *(Windows User's Guide, Appendix C)*

It is recommended that you not use the IBM VDISK utility to set up extended memory as a RAM disk. Instead, use the RAMDrive program included on the Windows Setup Disk.

Excessive disk swapping

(Windows User's Guide, Chapter 9)

Windows lets you run multiple programs at the same time by managing the memory each application uses. When you have very low memory, Windows may excessively "swap" data from your disk. (You will notice the disk light going on and off repeatedly, and your system will run slower than usual.) If this occurs, close any applications you do not need. This will give Windows more memory to manage your remaining applications.

Using Microsoft Multiplan_® with Windows

There are two ways you can run Microsoft Multiplan with Windows: You can run Multiplan in a window, or you can set it up so that Windows gives Multiplan the entire screen. This lets you switch between Multiplan and Windows. To run Multiplan in a window, use the Multiplan PIF file (MP.PIF) supplied with Multiplan 2.0:

1. Run the Multiplan Install utility program (included on the Multiplan Install disk).
2. Select the Windows option from the Installation Menu.

To have Windows give the screen to Multiplan, replace the Multiplan PIF file (MP.PIF) with the MP.PIF file in the PIF subdirectory included with the Windows software (or modify the existing PIF file with the PIF Editor, setting the Directly Modifies Screen option).

Using Microsoft Word with Windows

To run Microsoft Word with an Enhanced Graphics Adapter (EGA) card under Windows, use a PIF file named **WORDEGA.PIF**. (This file is included on the Windows Setup disk in the PIF subdirectory.) Copy this file to the directory that contains the Word program (**WORD.COM**) and rename it from **WORDEGA.PIF** to **WORD.PIF**. This file has the Word /C parameter set. This runs Word in character/text mode, allowing you to switch between Word and Windows. On systems without an EGA card, you can also use this PIF file to reduce the memory required when running Word with Windows.

If you prefer to run Word in graphics mode, you can use the PIF file **WORD.PIF** provided in the PIF directory.

Using Microsoft Word Files with Windows Write

Working with text files

If you use Windows Write to open a text file, you will be asked whether or not you want the file converted into Windows Write format. If that text file was created by a Windows application, do not convert it into Windows Write format. If it has not been created by a Windows application, you need to have it converted into Windows Write format.

Converting a Word file to Windows Write *(Windows Write User's Guide, Chapter 1)*

Windows Write has a built-in conversion utility to convert files formatted using Microsoft Word into Windows Write Format. If you try to load a Word file under Write, a dialog box will appear. The dialog box asks if you want the file converted into Windows Write format. You have the following options:

- Convert
- No Conversion
- Cancel
- Make Backup

If you choose to make a backup copy of your document, you will create a copy of the original file with the extension .BAK. This backup copy will have the same format as the original file, i.e., if the original file was a Word file, the backup copy will be in Word format while the copy you are working with under Write is now in Write format.

Caution If you have any special graphics formatting characters in your Word document, they will not be displayed correctly by Windows Write. You should make a backup copy of your document and then convert the document to Write format. If you see incorrect characters on the screen, you can erase them. Use the Windows package to create any graphics images that you want to go into your documents.

Saving a file with Windows Write *(Windows Write User's Guide, Chapter 1)*

When you save the file you are working with, you have the option of saving it in Microsoft Word format. When you choose the SAVE option from the FILE Menu, you will get a dialog box with the following options:

1. Make Backup
2. Text Only
3. Microsoft Word Format

If you have any graphics in your Write document (that includes any text created under Paint, or any other Windows graphics package) and you try to save it in Microsoft Word format, you will get a dialog box warning that the picture or graphics will be deleted. You have the option to cancel or save. If you choose to save the picture or graphics, it will not be saved as part of the document. If you want your picture or graphics saved, you need to make a backup of the document under a different name, and save it as a Windows Write document.

Options 1 and 2 are explained in the Windows Write User's Guide, Chapter 1. Option 3 will allow you to save that file in Microsoft Word format. To save a file as an unformatted Microsoft Word file, choose both options 2 and 3. Please refer to your Microsoft Word manual for more information on saving files with the "unformatted" option.

If you have any graphics in your Write document (that includes any text created under Paint, or any other Windows graphics package) and you try to save in Microsoft Word format, you will get a dialog box warning that the picture or graphics will be deleted. You have the option to cancel or save. If you choose to save the picture or graphics, it will not be saved as part of the document. If you want your picture or graphics saved, you need to make a backup of the document under a different name and save it as a Windows Write document.

Caution If you choose the Backup option when you open a file under Windows, DO NOT use the Make Backup option when you save the file. If you do, the original backup copy of the file will be erased. If you wish to make a backup, please save the file under another name.

Metric measurement support

Microsoft Windows Write has built-in support for metric or English measurements. To choose or change the measurement setting, go to the "Page layout" option in the Document Menu. Write will prompt you with a dialog box that has, in addition to the page formatting information, two radio buttons: one for Inch and the other for Cm. Choose the measurement system that you like.

Caution You need to do the conversion only one time. Once the text file has been saved as a Windows Write file, do not do this conversion again. If your file was saved under Microsoft Word format, you need to do the conversion when you load it again under Windows.

Using Shift-Print Screen with Windows

Windows does not change the operation of the SHIFT-PRINT SCREEN (PrtSc) keys, which are used to print images of standard applications. However, since Windows uses the graphics mode, before using Windows to print a screen you must install the DOS GRAPHICS.COM program. (Note that you should not press SHIFT-PRtSc unless you have a printer attached and on-line.) For more information on using SHIFT-PRtSc, consult your DOS manual.

Using Windows on a network

When installing Windows on Microsoft Networks or a compatible network, the installed files should be marked as READ-ONLY.

Using Windows with the Maynard Hard Disk

Early versions of the Maynard hard disk software may contain an error that prevents it from working correctly with Windows. It is recommended that you use only Version 2.4 or greater of the Maynard hard disk software.

Using BASIC and BASICA with Windows

The BASIC and BASICA programs automatically reset the communications port interrupt vectors when you quit the program. Because of this, the PIF files included with Windows (BASIC.PIF and BASICA.PIF) have the COM option set. When running BASIC with Windows, this prevents conflicts when you shut down BASIC before other communication programs. However, this also prevents you from running multiple copies of BASIC at the same time. If you wish to run more than one copy of BASIC, use the PIF editor to deselect the COM option.

Additional information

Setting International Options with the Control Panel

You use the Country Settings command from the Preferences Menu to tell Windows how you want to set dates, numbers, time of day, and other country variables. You can make changes to the following:

- Country Code, see your DOS manual for details.
- Number of significant decimal digits
- List separator symbol
- Date format, i.e., month-day-year, year-month-day, etc.
- Date separator
- Time format, i.e., 12 or 24 hours
- Time separator
- Trailing string, AM, PM, etc.
- Leading zero
- Currency symbol

To change country settings

1. Choose the Country Settings command from the Preferences Menu. You will see the Country Settings dialog box. This dialog box is divided into five separate sections or boxes:

Country names box

Time format box

Date format box

Number format box

Currency format box

2. In the Country names box, choose the name of the country of your choice. You can use your pointing device or the keyboard to make your choice. Your choice is now highlighted.
3. You will notice that the country settings have changed automatically, and are now set for the country you chose.
4. If you do not want to make any more modifications, click on the OK box. The changes will be saved, and they will become your default values. You can also use the TAB key to move to the OK box, and press Return to save changes.

To create new country settings

If the name of your country is not in the list box, you may want to create your own country settings. You need to do the following:

- 1.** Press the TAB key, or use your pointing device to move to the Time format box. Choose the time format you want, i.e., 12 or 24 hours. Move to the next field which is labeled Separator. Enter the time separator character of your choice. The next field is the Trailing String field. Enter the trailing string used in your country.
- 2.** Press the TAB key to move to the Date Format box. Choose the date format that you want. D here stands for day, M for month, and Y for year. The next field you move into is the date separator. Enter the date separator of your choice.
- 3.** Move to the Number format box. The first field is for the 1000 separator. Enter the symbol of your choice. The second field is the Decimal separator. Enter the symbol of your choice. The third field is the List separator. Enter the symbol of your choice. The fourth field is Decimal digits. Enter a number here for the number of decimal digits you prefer to see. The fifth field is Leading zero. Click on that box if you want a leading zero before your decimal numbers, or using the keyboard, move into that box, and hit the space bar once. You will see an X in the box if you choose a leading zero.
- 4.** Move to the Currency format box. You are now in the currency symbol field. Enter the currency symbol used in your country. Next field is the Prefix/Suffix field. Choose the field that corresponds to your currency.

You are now ready to save the changes. Go to the OK box, click on it, or simply press the return key. The changes that you have indicated will be made. Modifications will be made to WIN.INI to reflect the changes that were made.

You also have the option to cancel everything that you are doing by choosing the Cancel box. The Reset box allows you to return to your original settings.

Shortcut key for zooming windows or icons

You can zoom application windows (icons) by pressing ALT-ENTER. To reduce a zoomed window to its original size, press ALT-ENTER again.

Undo in Cardfile and Notepad

(Desktop Applications User's Guide, pages 4-8, 18-24)

There is an additional command on the Edit Menu, called the Undo command. Choosing Undo cancels the most recent edit you made. This must be done as the step immediately following the edit.

Word Wrap in Notepad

(Desktop Applications User's Guide, Chapter 1)

Notepad's wordwrap option "wraps" text automatically at the right edge of the window: When this option is set, you won't need to press the ENTER key at the end of each line.

To set up the wrap feature, choose Word Wrap from the Edit Menu. To cancel the wrap feature, choose Word Wrap again.

Using Terminal

Using Terminal's Break command

(Windows Desktop Applications Guide, pages 36-39)

There is an additional command in the Control Menu called the Break command. This may be used to send a signal to get the attention of a host computer or to interrupt program execution.

Setting lines in buffer on Terminal

(Desktop Applications Guide, page 34)

The manual states that you can set the number of lines in Terminal's buffer, which allows you to pause and review information that has been received. Selecting a large number in the Lines in Buffer setting allows you to review more information. However, if you are using Terminal and have the window set to display 80 characters by 25 lines (using the Text size option Small), you may wish to set the Lines in Buffer to 25. This will lessen the time it takes to resume after a Pause.

ANSI/VT52 terminal emulation in Terminal

To use your PC numeric keypad for ANSI(VT100)/VT52 Applications mode, you must first press the NUM-LOCK key. This will produce either numeric codes or application codes depending on the program being run on the host computer. The following table shows the keys you press in Windows to emulate ANSI(VT100)/VT52 keys:

<i>ANSI(VT100)/ VT2 key</i>	<i>Keypad key to press (with NUM-LOCK on)</i>
0	0 INS
1	1 END
2	2 Down Arrow key
3	3 Pg Dn Key
4	4 Left Arrow Key
5	5
6	6 Right Arrow Key
7	7 Home
8	8 Up Arrow Key
9	9 Pg Up Key
-	-
,	PRTSC*
.	. DEL
Enter	+

If NUM-LOCK is off, then the keypad arrows will produce cursor codes as shown in the following table. The table also shows Zenith terminal emulation for the other keys.

<i>Key code</i>	<i>Keypad key to press</i>
Insert character mode	0 INS
Insert Line1	1 END
Cursor down (VT100)	2 Down Arrow Key
Delete line	3 Pg Dn Key
Cursor left (VT100)	4 Left Arrow Key
Cursor right (VT100)	6 Right Arrow Key
Home	7 Home
Cursor up (VT100)	8 Up Arrow Key
Delete character	9 Pg Up Key

The ANSI(VT100)/VT52 function keys are supported by the following PC function keys. The keys can also be used to emulate keys on Zenith terminals.

<i>ANSI (VT100)/ VT52 key</i>	<i>Z19/Z29 key</i>	<i>PC key to press</i>
PF1	Blue/F6	F1
PF2	Red/F7	F2
PF3	White/F8	F3
PF4	F1	F4
	F2	F5
	F3	F6
	F4	F7
	F5	F8
	F9	F9
	HELP	F10

The following VT100 functions are not supported by Terminal:

- 132 column mode
- printer mode options
- smooth scrolling
- character attributes (except reverse video)
- split screen
- double height/double width characters
- graphic character set
- reverse video screen

European ISO 7-bit character sets emulation

In addition to the ANSI(VT100)/VT52 emulation, you may want to add support for an alternate character set. When you choose Terminal option from the Settings Menu, you get a dialog box with a list box containing the names of the alternate character sets available. The default for this is none. Choose the character set for your particular country only if you are hooked up to a computer service using that same character set emulation.

Setting the canvas size option in Windows Paint

(Paint User's Guide, page 25)

Windows Paint has two additional options on the Options Menu that let you set the canvas size to accommodate either the screen or the printer.

If you plan to print the pictures you create right away, choose the For Printer option. If you create pictures that you wish to transfer to another Windows application (or you do not have a printer), choose the For Screen option. Once you set the option and draw on the canvas, you cannot change the setting unless you choose the New command or open another canvas.

Setting up a .TMP file directory

You can specify where you want Windows to place the temporary (.TMP) files that your programs use. Simply add the following line to your MS-DOS AUTOEXEC.BAT file:

SET TEMP = *the fully qualified pathname of the desired directory*

For example:

SET TEMP=C:\TEMPDIR

where TEMPDIR is a directory you create on drive C.

If you don't specify an alternate directory, Windows places the .TMP files in the root directory.

Windows font files

(Windows User's Guide, pages 102, 135)

The Microsoft Windows Fonts disk includes type font files for a variety of output devices. The Setup program installs fonts automatically, based on your choices of graphics adapter and printer(s). You can override the automatic settings by adding or deleting fonts with the Control Panel. If you add a dot-matrix printer, you may want to check the list in the Add New Font option to see if you need to add a font for your printer.

Two types of fonts are provided: "raster" fonts and "stroke" (also known as "vector") fonts. Raster fonts are generally used only for devices such as the screen and dot matrix printers. They are available only in fixed sizes. Raster fonts look better and may be faster than stroke fonts when drawn on raster devices. Stroke fonts are typically used if your output is going to a plotter.

When you choose Add New Font (or Delete Font) from the Control Panel Installation Menu, you will be prompted to insert a disk or to specify where the font files are located. You will then see a list of the available fonts. The listing includes the font name, font sizes, and the set number.

The set number is based on the devices that the fonts are primarily designed to be used with:

Set #1 Stroke fonts. Can be used for screen, printer, or plotter devices of any resolution.

Set #2 Raster fonts. Primarily designed for the screen resolution of 640 x 200. Specifically, the IBM Color Graphics Adapter or compatible adapter card.

Set #3 Raster fonts. Designed for the screen resolution of 640 x 350. Specifically, the IBM Enhanced Graphics Adapter and the Hercules (TM) Graphics Card. These fonts are also used by the following printers:

- CITO 8510 (Portrait mode)
- Epson MX-80, FX-80, and compatibles (Landscape mode)
- IBM Graphics (Landscape mode)
- IBM Proprinter (Landscape mode)
- Okidata 92, 93, 192, 193 (Landscape mode)
- Star Micronics SG-10 (Landscape mode)

Set #4 Raster fonts. Designed primarily for printers in 60 dpi resolution:

- Okidata 92, 93, 192, 193, standard models (Portrait mode)

Set #5 Raster fonts. Designed for printers in 120 dpi resolution, including the following:

- Epson MX-80, FX-80, and compatibles (Portrait mode)
- IBM Graphics (Portrait mode)
- IBM Proprinter (Portrait mode)
- Okidata 92, 93, 192, 193, IBM compatible models (Portrait mode)
- Star Micronics SG-10 (Portrait mode)

In addition to the fonts described above, "devices" fonts may be listed by an application. These are the fonts that are provided by the device. For example, on print wheel printers, font names correspond to wheel names. These fonts may not be added or deleted with the Control Panel, but may be listed when the output device is selected. Since there may not be a corresponding raster font for the screen, Windows will usually substitute a screen font in the same class.

Note Because applications handle fonts differently, some applications may not list all available fonts.

Fonts have names that represent their different characteristics. Included on your Windows Utilities disk are:

Helv	(Raster font) A proportional font (characters have varying widths) without serifs ("sans serif").
Courier	(Raster font) A fixed width font (characters have uniform widths) with serifs.
Tms Rmn	(Raster font) A proportional font with serifs.
Roman	(Stroke font) A proportional font with serifs.
Modern	(Stroke font) A proportional font without serifs.
Script	(Stroke font) A proportional width font of slanted characters formed from nearly continuous curved lines.

The following fonts are not included on the Fonts disk, but you may see them in some applications. These fonts cannot be added or deleted.

System	(Raster font) A fixed width font designed for the screen.
Terminal	(Raster font) A fixed width font that is the same as the font your computer displays from DOS.

Options for advanced users

Note The following options for advanced users require editing the WIN.INI file. Since Windows keeps important system parameters in this file, edit carefully. Before you attempt to modify the WIN.INI file, make a backup copy; if you find that Windows does not run properly with the modified WIN.INI file, you can revert to your backup copy.

Changes to the WIN.INI file do not take effect until Windows is restarted. To put the changes into effect, quit Windows and start again.

Adding or changing View by Programs (*Windows User's Guide, Appendix A*)

In the MS-DOS Executive, when you choose the Programs command from the View Menu, the files listed have the extensions .EXE, .COM, and .BAT. You can add other file extensions or delete existing file extensions in the [windows] section of the WIN.INI file using the programs= line:

programs = extension

Note that the extension is typed without the period.

To remove a filetype from the list, simply delete the file extension from the programs = line.

Sending printer output to a file *(Windows User's Guide, Appendix A)*

You can send printer (or plotter) output to a file rather than to the printer by adding the filename to the [ports] section of the WIN.INI file. This is useful if you want to format a document for a printer that you do not have on your system. For example, in the following [ports] section, the OUTPUT.PRN file has been added:

```
[ports]
LPT1:=
LPT2:=
LPT3:=
COM1:=1200,n,8,1
COM2:=1200,n,8,1
OUTPUT.PRN=
```

When you restart Windows, you can assign a printer's output to this file. Run the Control Panel and choose the Connections command from the Setup Menu. The filename you added to the WIN.INI file will be listed along with the other ports. Select the printer you want to change in the Printer list box. Then select the filename in the Connections list box and choose Ok.

You can list up to eight entries (including your normal port listings) in the [ports] section. The file you specify is overwritten for each print job.

Using the RUN= option

In the [windows] section of the WIN.INI file, in addition to the load= entry you can also specify a run= line. This operates similarly to load= in that it causes specified applications to start automatically when you start Windows. The difference is that with run=, the programs are displayed as windows instead of icons.

When entering a run= line in WIN.INI, you can use commas to separate the applications you want to run. Windows then arranges the applications in columns, with each comma designating a column break. Applications placed before the first comma are displayed in column one, with the first application on top. Applications placed before the second comma in the run= line are displayed in the second column, and so on.

For example, if you want to automatically start up the Clock, Control Panel, and Clipboard, and have them displayed as windows, put the following entry in the [windows] section of the WIN.INI file:

run = clock, control, clipboard

The Clock will run in the first column, the Control Panel in the second, and the Clipboard in the third.

Customizing WIN.INI with international options

The instructions in this section are provided primarily for special Country Settings customization. The settings in your WIN.INI may differ from those shown here.

International settings in WIN.INI

[intl]

iCountry	= Country Code, see your DOS manual for details.
iDate	= 0 for mdy, 1 for dmy, 2 for ymd
iCurrency	= 0 for currency symbol prefix, no separation = 1 for currency symbol suffix, no separation = 2 for currency symbol prefix, 1 character separation = 3 for currency symbol suffix, 1 character separation
iDigits	= Number of significant decimal digits in currency
iTime	= 0 for 12 hour clock, 1 for 24 hour clock
iLzero	= 0 for no leading zeros, 1 for leading zeros
s1159	= Trailing string from 0:00 to 11:59
s2359	= Trailing string from 12:00 to 23:59
sCurrency	= Currency symbol string
sThousand	= Thousands separator string
sDecimal	= Decimal separator string
sDate	= Date separator string
sTime	= Time separator string
sList	= List separator string
dialog	= Yes Always select. This will activate the Country Settings dialog box.

Sample WIN.INI International section for the United States

[INTL]

iCountry	= 1
iDate	= 0
iCurrency	= 0
iDigits	= 2
iTime	= 0
iLzero	= 0
s1159	= AM
s2359	= PM
sCurrency	= \$
sThousand	= ,
sDecimal	= .
sDate	= -
sTime	= :
sList	= ,
dialog	= Yes

Corrections

Setting up your Microsoft Mouse (Bus version)

(Windows User's Guide, page xv)

For an IBM PC AT, you should set the jumper to IRQ5, rather than IRQ3 as stated in the manual. The IRQ5 setting will avoid a conflict with communications port 2.

Appearance of files, directories, and drives in Open dialog boxes
(*Windows User's Guide, pages 11, 38; Desktop Applications User's Guide, page 26*)

Files in Open dialog boxes are shown simply by the filename. Drives and subdirectories are shown within brackets. Dashes distinguish drives from directories. For example, [-A-] represents drive A; [MYDIR] represents a subdirectory called MYDIR. The parent directory is represented by double dots within brackets, [..].

Location of PIF files and the PIF Editor
(*Windows User's Guide, pages 113, 124-125*)

The manual states that PIF files and the PIF Editor are located on the Windows Utilities disk. These have been moved to a subdirectory called PIF on the Windows Setup disk, which has more space for PIF files. When you set up Windows on a hard disk system, PIF files and the PIF Editor are automatically copied to your hard disk in a subdirectory called PIF. Windows will check this directory if it cannot find a PIF file in the application's startup directory or in the current path setting.

Location of the RAMDrive and Intel Above Board EMM files
(*Windows User's Guide, pages 151, 160*)

The RAMDrive software and the Intel EMM software (for configuring the Intel Above Board for expanded memory) have been moved from the Windows Utilities disk to the Windows Setup disk.

Setting up the Intel Above Board EMM for use with Windows
(*Windows User's Guide, page 160*)

The section titled "How to Use Extended Memory with Microsoft Windows" should be titled "How to Use Expanded Memory with Microsoft Windows."

Fonts entry in WIN.INI

(Windows User's Guide, page 139)

The manual states that default font files are listed in the [windows] section of WIN.INI. Actually the fonts are listed in a section of the WIN.INI file named [fonts]. The format of this entry is

[fonts]

font name point size(s) set # = font file name

Each font file entry is on a separate line. Although it is possible to add entries to the WIN.INI file, it is recommended that you add fonts only by using the Control Panel Installation Menu.

Settings in [extensions]

(Windows User's Guide, page 138)

The list in the example shows pif=pifedit.exe ^.pif. This is an invalid setting; clicking on a PIF executes the programs it is set for.

Opening a Write document from the MS-DOS Executive

(Write User's Guide, page 7)

The manual states that a document must be in the same directory as WRITE.EXE. This is not a requirement as long as WRITE.EXE is in the Path entry in your MS-DOS AUTOEXEC.BAT file. For more information on placing entries in AUTOEXEC.BAT, refer to your MS-DOS User's Guide.

If you have a question about Windows and you can't find the answer in your manuals, contact the Microsoft office for your country. They will be ready to give you the support you need to get the most from your Microsoft software. If you call or write, please let us know:

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