

Scribble Help Index

How To ...

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Commands

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File menu commands

The **File** menu offers the following commands:

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

Edit menu commands

The **Edit** menu offers the following commands:

Undo	Reverse previous editing operation.
Cut	Deletes data from the document and moves it to the clipboard.
Copy	Copies data from the document to the clipboard.
Paste	Pastes data from the clipboard into the document.

View menu commands

The **View** menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.

Window menu commands

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

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

Help menu commands

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

- [Help Topics](#) Offers you an index to topics on which you can get help.
- [About](#) Displays the version number of this application.

Status Bar

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

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you press them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

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

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

To hide or display the toolbar, click **Toolbar** from the **View** menu.

New command (File menu)

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

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

Open command (File menu)

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

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

Close command (File menu)

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

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

Save command (File menu)

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

Save As command (File menu)

Use this command to save and name the active document. <<YourApp>> displays the [Save As dialog box](#) so you can name your document.

To save a document with its existing name and directory, use the [Save command](#).

Print command (File menu)

Use this command to print a document. This command presents a [Print dialog box](#), where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a [Print Setup dialog box](#), where you specify the printer and its connection.

Exit command (File menu)

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

Undo/Can't Undo command (Edit menu)

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

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

Cut command (Edit menu)

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

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

Copy command (Edit menu)

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

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

Paste command (Edit menu)

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

Toolbar command (View menu)

Use this command to display and hide the toolbar, which includes buttons for some of the most common commands in <<YourApp>>, such as **File Open**. A checkmark appears next to the menu item when the toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

Status Bar command (View menu)

Use this command to display and hide the status bar, which describes the action to be executed by the selected menu item or pressed toolbar button, and keyboard latch state. A checkmark appears next to the menu item when the status bar is displayed.

See [Status Bar](#) for help on using the status bar.

New command (Window menu)

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

Cascade command (Window menu)

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

Tile command (Window menu)

Use this command to arrange multiple opened windows in a nonoverlapped fashion.

Window Arrange Icons Command

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

1, 2, ... command (Window menu)

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

Index command (Help menu)

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

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

About command (Help menu)

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

File New dialog box

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

Specify the type of document you want to create:

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

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Specifies a file name to save a document with a different name. <<YourApp>> adds the extension you specify in the **Save File As Type** box.

Drives

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

Directories

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

Network

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

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

Print dialog box

The following options allow you to specify how the document should be printed:

Printer

Displays the active printer and printer connection. Choose the **Setup** option to change the printer and printer connection.

Setup

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

Print Range

Specifies the pages you want to print:

All Prints the entire document.

Selection Prints the currently selected text.

Pages Prints the range of pages you specify in the **From** and **To** fields.

Copies

Specifies the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Specifies the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Specifies the printer you want to use. Choose the default printer, or choose the **Specific Printer option** and select one of the current installed printers shown in the box. You install printers and configure ports using Control Panel.

Orientation

Specifies **Portrait** or **Landscape**.

Paper Size

Specifies the size of paper that the document is to be printed on.

Paper Source

Specifies the paper source, because some printers offer multiple trays for different paper sources.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network

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