

The Compose Utility

**User Guide
(Simplified version)**

The Compose Utility

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Introduction

About The Compose Utility

The Compose Utility is a *Windows 3* program that helps users enter characters and symbols that do not appear on the keyboard.

This is a problem that arises frequently, especially for European users. Even those who write in only one language find that they sometimes need to use European characters such as ñ or ß in names or quotations. They may also wish to use the other symbols in the *Windows* character set, such the French quotes « » or the copyright sign ©.

The problem is more acute for those who write in more than one language, especially if they have a USA or UK keyboard.

These characters can be entered by their ANSI code, using the Alt key and the numeric keypad, but that is cumbersome, even if the ANSI table is kept close to hand.

In the old typewriter days, we could try to simulate special characters by superimposing two other characters. A "c" and a comma would produce something like a french ç, and a "Y" and a "=" would produce a ¥.

The Compose Utility allows users to do something similar with a PC keyboard, except that *The Compose Utility* generates the actual character required instead of a simulation.

The Compose Utility installs a *Windows* keyboard filter. While it is running, users can type a compose key, followed by a two character mnemonic. *The Compose Utility* will then replace the two characters by the required *Windows* character.

The Compose Utility runs in the background and works with any application. By default the right control key is the compose key.

With *The Compose Utility*, entering special characters is not only easy, it is addictive! Here are some examples;

<Compose> < <	forms «	<Compose> a e	forms æ
<Compose> y =	forms ¥	<Compose> E '	forms É
<Compose> c o	forms ©	<Compose> 1 4	forms ¼
<Compose> s s	forms ß	<Compose> :-	forms ÷

The sequences are very easy to remember. Non-keyboard characters can now be typed in effortlessly, without having to search for an ANSI character table.

Compose sequences are defined for all the ANSI characters. If you do not like them, you can change them or add alternatives.

The Compose Utility also allows characters from special character sets, such as Symbol or Dingbats to be entered by clicking on a button matrix.

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If you can carry on using *The Compose Utility* without paying for it, nothing will happen.

You will not live in fear of a knock on the door in the middle of the night. Buying a licence is simply a way of thanking me for the time I spent in developing the product.

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Anthony Porter will not be responsible for any direct or indirect losses or damages which might result from using The Compose Utility.

About the author

The Compose Utility was written by Anthony Porter, a consultant living in Brussels, Belgium. Anthony Porter specializes in object oriented design and programming. The Compose Utility was written in object-oriented style using C++.

Installation

Windows Keyboard Driver

Before you install The Compose Utility, you should make sure that you have the correct Windows Keyboard driver installed. All the characters on the keyboard, should generate identical characters in a Windows application, such as Notepad. On European keyboards, additional characters can be accessed by using the right Alt key. These characters are usually engraved in the lower right corner on the top of certain keys, or they may appear on the front face of the key. These characters should also appear in the Windows application.

If this test does not work, if different characters appear, or if the system beeps, you probably have the wrong keyboard driver installed.

PC systems are often equipped with a USA QWERTY or a French AZERTY keyboard, instead of the local equivalent, such as a Dutch QWERTY or a Belgian AZERTY. In these cases, it often happens that the local keyboard driver is installed by mistake, since the Windows installation program will do so by default. If you live in Belgium for instance, you might have a French keyboard and a Belgian keyboard driver installed.

Changing the Windows keyboard driver is simple, just follow these steps. You will need to have the Windows 3 distribution disks at hand.

Open the *Main* window in *Program Manager*.

Run *Control Panel*.

Choose *International*

When the dialog box appears, select the correct keyboard driver from the keyboard list.

Click on *OK* or press <return>.

Control Panel will prompt you to enter the diskette containing the keyboard driver.

The driver will be installed.

There is no need to reboot or restart windows.

Installing The Compose Utility

There is an install utility which runs under Windows. Use the Windows *File Manager* or a similar program to run it. For example, if the distribution disk is in drive A;

Open *File Manager*.

Type <Ctrl>A or click on the A drive icon.

Type <return> or double-click on the root directory.

Select *Install.exe* and press <return> or double-click on *Install.exe*.

The installation dialog box will now appear.

Use the *To* list box to select the directory where you wish to install *The Compose Utility*. By default this is the *Windows* directory, but you may prefer to install *The Compose Utility* in a directory containing other utilities.

If you enter a directory name in the *Subdirectory* box, *Install* will create a new directory for you.

If you would like to add *The Compose Utility* to *Program Manager*, use the combo box to select the group. If you do not use *Program Manager*, leave blank

If you would like *The Compose Utility* to be loaded automatically whenever you start *Windows*, leave the check box checked. *Install* will then add an entry in the *[Load]* section of your *win.ini* file.

If you have a license number, enter it into the edit box, otherwise leave the box blank.

When all the options have been set, click on the *Install* button. The program will be installed and run.

There is no need to reboot or restart *Windows*.

If you do not have a license number, you will be gently reminded after a few weeks that you should register. You may add a license number at any time using the *About* dialog box, in the *File* menu.

Running The Compose Utility

If *The Compose Utility* has not been loaded automatically when *Windows* started, it can be run by double-clicking either on its icon in *Program Manager*, or on its file name in *File Manager*.

When *The Compose Utility* is running, its icon appears at the bottom of the screen, The label shows the current *Compose* key. By default this is the right control key.

Entering characters

Icon Mode

You may leave *The Compose Utility* as an icon. Special characters can now be entered into any *Windows* application. Try starting *Notepad* and entering <right control down> <right control up> <a> <e>. The æ ligature should appear. There is no need to keep the <right control> key down while entering the other two characters. Just press it and release it and then type the two characters. Try <right control> <1> <4>.

The full list of default compose sequences is in the appendix at the back.

Button Mode

If you open the *The Compose Utility* icon, a matrix of buttons appears. Each button contains a character. If you click on any of these buttons, the corresponding character appears in the last window that you used

If have a scalable-font generator such as *Adobe Type Manager* or *Bitstream Facelift* installed, the matrix may take a little while to appear the first time it is displayed.

Remember that once you click on a button, *The Compose Utility* has the focus, and not the other application. Any characters that you type on the keyboard will be sent to the other

application, but the application's menu keys and accelerators will not be active.

If the characters do not appear, it is possible that you have inadvertently given the focus to another application before clicking on the buttons. For instance, if you click in your application, and then in *Program Manager* and only then on the character buttons, the characters will be sent to *Program Manager*.

The button grid will stay on top of all the other windows, so you can access it while you work in your application.

It is convenient to use <Alt><tab> to switch between your application and *The Compose Utility*. You can then run your application full screen and use <Alt><tab> to "pop-up" the button matrix.

You can keep the Compose icon visible by selecting *Icon on Top* from the *Options* menu.

You can still use Compose sequences even when the matrix is displayed.

Button mode is useful for entering characters when you have forgotten the compose sequence, but it is especially useful for entering characters from special character sets such as *Symbol* or *Dingbats*.

Changing the button font

If you choose the *Font* menu in *The Compose Utility*, you will see a list of all the fonts installed in your system. If you choose a font, the buttons will be displayed in that font.

This option is useful for entering characters from the *Symbol* character set, or any other font with a special character set.

Remember that you must also select the same font in your application, otherwise you will see characters from the standard ANSI set. Some applications, such as *Notepad*, do not offer the possibility of changing character sets, and so you cannot use *Symbol* or other special character sets with these applications.

If you have a lot of fonts installed on your system, the menu will not show them all. Instead it will contain a more fonts option. If you choose this option a font browser will appear, showing a sample of each font.

If you want to enter symbols using *Word for Windows*, you must first select the *Symbol* font, then enter the characters by clicking on the button matrix, and then reselect the original font. Alternatively, you can first enter the characters, then select them, and then choose the *Symbol* font. This may be easier, but the characters are only displayed correctly when the *Symbol* font has been chosen.

Configuring The Compose Utility

The button display

As well as changing the font displayed in the buttons, it is also possible to change the size of the buttons. If you have a high resolution screen you may prefer larger buttons. On the other hand, if you have a standard VGA or EGA video adapter, you might prefer to have smaller buttons. The *Size* menu gives you three choices, *Small*, *Normal* and *Big*. Note that this option has no effect if you have chosen a fixed size font, such as *System*.

By default, the buttons have the standard *Windows* 3D look. If you choose the *2D Buttons* option in the *Size* menu, the button matrix will be smaller. You might prefer this option if

you use a standard VGA or EGA screen.

Changing the Compose Key

The default compose key is the right control key. This leaves the left control key for normal control functions.

If you do not like the default, you may choose any other key as the compose key.

To change the compose key select *Key* from the *Options* menu. A dialog box will appear inviting you to enter the new key.

Enter the new key. Combinations of *Shift*, *Control* and *Alt* are allowed. For example, if you wish *Control+Shift+ScrollLock* to be the new key, press *Control*, *Shift* and *ScrollLock* together and then release them. The dialog box will show the keys you have chosen in the language of the keyboard driver. If you make a mistake, just try again.

When you are satisfied, click on *OK* or press *<return>*. Neither *<return>* nor *<escape>* may be chosen as the Compose key. The new key will take effect immediately.

Changing the Compose sequences

It is possible to modify the default compose sequences. To do this choose the *Sequences* option in the *Options* menu. A dialog box will appear showing all the sequences currently defined. This box also serves as a reference should you ever forget a sequence.

More than one sequence can be defined for the same character. For instance the default sequences define both *<n> <~>* and *<g> <n>* for the Spanish ñ.

The two characters can be entered in either order. Usually this is convenient, for example, *<~> <n>* and *<n> <~>* both generate ñ. It does mean that you cannot, for instance, define *<e> <a>* as a sequence, since *<a> <e>* is already defined as the æ character.

Adding a sequence

To add a sequence, enter the two characters of the sequence in the two boxes separated by a + sign. Enter one character in each box. Enter the replacement character in the third box, to the right of the = sign.

How do you enter the replacement character? You click in the third box and then click on the appropriate button in the button matrix. The character in the third box is displayed in the current font.

After you have entered the characters in the three boxes, click on the *Add* button.

Deleting a sequence

To delete a sequence, select it in the list and click on the *Delete* button.

Confirming the changes

After having changed some sequences, click on the *OK* button to confirm them. If you click on *Cancel*, or press *<escape>* the changes will be discarded.

Saving the current configuration

Normally, the current configuration is automatically saved in a file called *COMPOSE.INI* that is generated in the *Windows* directory.

If you change the default compose key or the default compose sequences you do not need

to take any special action to preserve those changes. They are kept in the *COMPOSE.INI* file.

If you wish however, you may store different configurations in different files. You may wish to do this if different people use the same machine and they all have their own preferences.

Use the *Save As* option in the *File* menu to save the current configuration in a file. The default extension is *.CPS*.

To read a configuration file, either use the *Open* option in the *File* menu or supply the file name as a command line parameter when *The Compose Utility* is started. Command line parameters can be specified using the *Properties* option in the *Program Manager File* menu.

Restoring the default configuration

If the *COMPOSE.INI* file in the Windows directory is deleted, The Compose Utility will revert to the default configuration, unless a configuration file is specified.

Problem Solving

The Compose Utility does not work at all

The program might not have been installed properly. Use the installation program.

Make sure that it is running. The icon should be visible. The icon label shows the current compose key. Someone might have changed it.

The Compose Utility is compatible with all well-behaved Windows applications, but it is possible that you have an application or utility installed that interferes with The Compose Utility's operation. You might be suspicious of other keyboard or macro utilities. Try running The Compose Utility without them.

The Compose Utility does not work with a certain application

If The Compose Utility works with all applications except one, it is probably because that application is bypassing the standard Windows keyboard driver routines. You might be able to enter the text into Notepad and then cut and paste it into the other application. You should report the problem to the authors of that application.

Instead of a special character Windows displays a bar | or a bullet .

Some characters are only available with the more recent fonts. Double-click on the *Compose* icon to see which characters are available.

The special characters appear on screen but are not printed correctly.

Some printers cannot print the special characters when an internal font is used. This is especially common with older dot-matrix printers.

Try using a *Windows* font such as *Modern* or *Roman*. The characters will be sent to the printer in graphics mode. This will be slower but will bypass the problem.

There may be a font card or cartridge available for your printer which supports the *Windows* ANSI character set. It is also possible that there is a new version of the *Windows* driver for the printer which supports the complete character set.

If you have a laser printer, you may need either a *Windows* font card, or additional

memory. Ask your dealer for advice.

If you still have problems.

If the technical staff in your organisation cannot help you, contact me for advice. The address is inside the front cover. A fax would be the most convenient, but you could also use CompuServe or try telephoning. I cannot help with printer problems.

Registering The Compose Utility

If you like *The Compose Utility*, you should buy a licence, if you have not already done so. If you work for a company or organisation, you should ask the person in charge of software purchases to acquire a multiple licence. The price of a license is as follows;

Number of users	Belgian Francs	US Dollars	Canadian Dollars	Pounds Sterling
1	500	15	17	8.50
2 - 5	400 per user	12 per user	13.50 per user	6.80 per user
6-14	350 per user	10.50 /user	12 per user	6.00 per user
25	5000	150	170	85
50	6500	195	220	110
100	8000	240	270	135
250	12000	360	400	200

Users having more than one workstation, for example, at home and at work, need only one license.

	Belgian Francs	US Dollars	Canadian Dollars	Pounds Sterling
Illustrated user guide	100	3	3.40	1.70
Program diskette 3½"	100	3	3.40	1.70

These prices include shipping of guides and diskettes by surface mail. Licence numbers will be sent by fax, CompuServe or surface mail. If you require a tax invoice, please state to where it should be sent.

Belgian customers should add 19½ % VAT.

You may pay by cheque. Eurocheques should be made out in Belgian francs, other cheques in your local currency. Cheques should be made payable to Anthony Porter. You may also transfer directly to the Belgian BBL bank account number 310-0706419-54.

You may also pay by Eurocard, MasterCard or Access in Belgian Francs. Please mention the card holder's name, the card number and expiry date. Sorry, Visa Belgium will not accept mail order operations at the moment.

Default Compose Sequences

These characters are available with any Windows font.

! ! = ¡	" " = "	' ' = ´	((= [(- = {)) =]
) - = }	+ - = ±	+ _ = ±	, ' = ‚	- . = ¬	. . = •
/ / = \	/ \ = ×	: - = ÷	: : =	< < = «	> > = »
? ? = ¿	_ _ = ¯	l l = ¹	1 2 = ½	1 4 = ¼	2 2 = ²
3 3 = ³	3 4 = ¾	a " = ä	A " = Ä	a ' = á	A ' = Á
a . = å	A . = Å	a ^ = â	A ^ = Â	a _ = ª	a ` = à
A ` = À	à à = À	a ~ = ã	A ~ = Ã	a e = æ	A E = Æ
c , = ç	C , = Ç	ç ç = Ç	c : = ç	d - = ð	D - = Ð
e " = ë	E " = È	e ' = é	E ' = É	é é = É	e ^ = ê
E ^ = Ê	e ` = è	E ` = È	è è = È	g n = ñ	G N = Ñ
i " = ï	I " = Ï	i ' = í	I ' = Í	i ^ = î	I ^ = Î
I ` = Ì	I ` = Ì	i j = ÿ	l - = £	m u = µ	n ~ = ñ
N ~ = Ñ	o " = ö	O " = Ö	o ' = ó	O ' = Ó	o / = ø
O / = Ø	o ^ = ô	O ^ = Ô	o _ = °	o ` = ò	O ` = Ò
o ~ = õ	O ~ = Õ	o c = ©	o o = °	o r = ®	o x = ¤
p i = þ	P i = Þ	p p = ₣	s o = §	s s = ß	u " = ü
U " = Ü	u ' = ú	U ' = Ú	u ^ = Û	U ^ = Û	u ` = ù
U ` = Ù	y " = ÿ	Y ' = Ý	Y ' = Ý	y = = ¥	

The following characters are available with Adobe Type Manager V2.0 fonts and TrueType fonts

, ' = ‚	base right single quote	f f = f	florin
, " = „	base right double quote	. , = ...	ellipsis
- = †	dagger	i - = †	dagger
= = ‡	double dagger	i = = ‡	double dagger
^ ^ = ^	circumflex	% % = ‰	per thousand
S " = Š	uppercase Scaron	< ' = <	left angled quote
O E = Œ	o e ligature	[' = ´	upper left single quote
(' = ´] ' = ´	upper right single quote
) ' = ´		[" = ¨	upper left double quote
(" = ¨] " = ¨	upper right double quote
) " = ¨		# + = •	solid bullet
n - = -	en dash	m - = -	em dash
~ ~ = ~	tilde accent	t m = ™	Trade Mark
T M = ™		s " = š	lower case scaron
> ' = >	right angled bracket	o e = œ	lower case oe ligature
Y " = Ÿ	uppercase Y diaeresis		