

# Allegro Learn To Do Word Processing Help Contents

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# Allegro Learn To Do Word Processing Help Contents

Choose Exit from the File Menu to exit Help.



— Navigating —

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— Finding Information —



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## Navigating

### **Navigating**

There are many ways of navigating through Allegro Learn To Do Word Processing . You can select modules using the [Contents button](#), pick topics within a [module](#), jump from one topic to another from a [hot spot](#), browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.

Once you are familiar with navigating through the modules you may wish to use keyboard shortcuts and accelerator keys to save time. See [Using Keyboard Shortcut Keys](#).



## Navigating

### Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots may be underlined, and are usually displayed in a different color than the surrounding text. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:



Click on this icon and it will jump to another topic, which in this case, is the contents of the Navigating Help section.

Allegro Learn To Do Word Processing contains three **modules** that can be accessed by clicking their icons from the Main Menu screen.

In addition to **jumping** to other topics, hot spots can bring up **popup** windows. Popups are displayed over the main window of Allegro Learn To Do Word Processing. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

In the reference text module in Allegro Learn To Do Word Processing, small **thumbnail** images are imbedded into the text. Each thumbnail is a hot spot, linked to a full-size image. Click on a thumbnail image to enlarge it to full screen and hear its caption. To return to the text, click outside the image or press the ESC key.



In Allegro Learn To Do Word Processing, a topic title may contain a **Hand Icon**. The Icon is a hot spot, and represents a SeeAlso link to another topic. Click on the Hand to jump to the linked topic.





## Navigating

### Browsing Through Topic Sequences

Related topics may be linked to one another using [browse sequences](#). The browse feature lets you browse through topics, one by one.

- ▶ To display the next or previous topic:
  - \* Choose the [Next button](#) or [Prev button](#).
  - \* Press the **spacebar** key to go forward by one screen, or
  - \* Press the **shift spacebar** key to go backward by one screen.

### Browsing Through Page Notes

You may use [Page Notes](#) that you have created to browse through topics.

- \* To display the next Page Note, click the greater than (>) button below the [Notes button](#).
- \* To display the previous Page Note, click the less than (<) button below the Notes button.
- \* To display a list of your Page Notes, click the **Notes** button. Select a Page Note from the Page Notes Browse dialog box and click Go To.

#### See Also

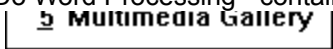
[Using Links](#)



## Navigating

### Jumping to a Table of Contents

The Contents button activates a **popup** menu that lists the contents of the CD-ROM. Allegro Learn To Do Word Processing contains four **modules**:



Select a module from the list. Its detailed Table of Contents will appear. You can use the Contents button at any time. Selecting **Main Menu** takes you back to the main screen.

- ▶ To look up a topic in a module:
  - 1 Click the **Contents button** to display the popup list.
  - 2 Select the module from the list.
  - 3 Select the **topic** you want to view from the Table of Contents.

#### See Also

[Browsing Through Topic Sequences](#)



## Navigating

### Returning to the Last Topic Viewed

Using the Back button, Allegro Learn To Do Word Processing lets you retrace your steps. In this way, you can step backward through the topics viewed.

- ▶ To backtrack through topics in the reverse order you viewed them:
  - \* Choose the **Back button**.

If the current **topic** is the first topic you viewed, the **Back** button is inactive.

### See Also

[Returning to Any Topic Viewed](#)



## Navigating

### Returning to Any Topic Viewed

As you view topics, Allegro Learn To Do Word Processing keeps a record of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from the History list to return to it.

- ▶ To **jump** back to a topic using the History button:
  - 1 Click the **History button**.  
Allegro Learn To Do Word Processing lists the last 40 **topics** you have viewed in the History window.
  - 2 Double-click the topic you want to view. Or, select the topic and click **Go To**.  
Use the scroll bar to see topics not visible in the list.
  - 3 The History window remains open. You can choose another topic until you close the window.  
You can also resize or move the History window.
- Tip:** You may want to arrange the main window and the History window so they are side by side.
- ▶ To close the History window:
  - \* Choose **Cancel**, or double-click the Control menu box. Pressing the **ESC** key also closes the History window.

#### See Also

[Returning to the Last Topic Viewed](#)





## Navigating

### Using the Location Bar

Use the Location Bar to quickly move throughout the module you are using.



Click anywhere on the location bar and you will immediately **jump** to that location. Double-click on the bar, or click on the percentage indicator in the bottom right corner, to jump to a specific percentage location in the **module**.

You can hide the Location Bar by selecting **Options** in the **popup** activated by the **File button**, and clicking the check box to hide the Location Bar.

#### See Also

[The File Button](#)

[Options](#)



## Navigating

### Using Cruise Control



Cruise Control is a feature that allows you to browse text automatically, without having to use the scroll bar or **Next button** to advance to the next topic in a browse sequence. Cruise scrolls for you, one screen at a time. The speed of the Cruise control also can be modified to match your personal browsing speed.

► To set the Cruise Control:

- 1 Click the **File button**.
- 2 Select the **Turn Cruise Control On** option.

A marker appears in the right side of the window, indicating that the Cruise feature is on.

- 3 To turn off the cruise feature, or to stop at any screen or topic, simply click the marker. To reactivate the Cruise feature, click the File button and select Turn Cruise Control On.

► To modify the Cruise Control Speed:

- 1 Click the **File** button.
- 2 Select **Options** in the popup activated by the File button.
- 3 In the Cruise Control Speed area, use the scroll bar to change the speed, or enter a number between 0.1 and 60 (seconds) in the text box. Click **OK** to dismiss the dialog box and accept your changes, or Cancel to ignore your changes.

Tip: You can also modify the Cruise Control Speed while Cruise is activated. Press the + or - keys on the keyboard's numeric keypad. Pressing + increases the speed, pressing - decreases the speed.

#### See Also

[The File Button](#)

[Options](#)

# Allegro Learn To Do Word Processing Help Contents

Choose Exit from the File Menu to exit Help.



— Navigating —



— Finding Information —

- ▶ [Ways to Find Information](#)
- ▶ [Using an Alphabetical Search](#)
- ▶ [Using Full Text Search](#)
- ▶ [Browsing Through the Search Results](#)
- ▶ [Using Search Operators](#)
- ▶ [Using Multiple Search Operators](#)



— Printing and Copying —



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— Keyboard Techniques —



## Finding Information

### Ways to Find Information

To find information within the **modules**, you can use the following techniques:

- Choose from an alphabetical listing of topics; and
- Perform full-text searches for topic text.

Using the Alphabetical option within the **Search button** you can search for a topic or browse through a listing of all topics. Allegro Learn To Do Word Processing displays the results in a list of topics.

You can also search on any word or words in the text. The Full Text search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

#### See Also

[Using an Alphabetical Search](#)

[Using Full Text search](#)



## Finding Information

### Using an Alphabetical Search

► To launch a search of topics, listed alphabetically:

- 1 Click the **Search button**. This brings up a popup menu.
- 2 Select **Alphabetical**.
- 3 Type the name of a topic, or select one from the scrolling list in the Index dialog box. If the Index does not contain the word you typed, the word closest to your choice appears highlighted.
- 4 Click **OK**. This brings up the **Topics Indexed** dialog box that lists all the topics containing the keyword you selected.
- 5 Select a topic and click **Go To**.

The Topics Indexed dialog box stays open. If you want to view another topic, select another topic and click **Go To**.

You can return to the Index dialog box by clicking **To Keyword**. This closes the Topics Indexed dialog box and displays the Index dialog box as you left it.



## Finding Information

### Using Full Text Search

- ▶ To search for topics that contain a certain word or phrase:
  - 1 Click the **Search button**. This brings up a **popup** menu.
  - 2 Select **Full Text search**.
  - 3 In the Search by Word box, type a **search query** telling Allegro Learn To Do Word Processing what text you are searching for.

To enter a search query that you've searched on previously, select the search query from the drop-down list box.
  - 4 Select the scope of the search by choosing **All Topics**, **Current Topic Only**, or **List of Previous Topics Found**.

To search only the **topic titles**, click the **Options button** and select this option, then click **OK**.
  - 5 Click **OK**.

Allegro Learn To Do Word Processing lists the title of each topic containing a **search hit** in the **Search Results** dialog box.

#### See Also

[Browsing Through the Search Results](#)

[Using Search Operators](#)



## Finding Information

### Browsing Through the Search Results

When you choose the OK button to search for information, Allegro Learn To Do Word Processing lists the **topics** that contain **search hits** in the **Search Results** dialog box.

- ▶ To view a topic in the list:
    - \* Double-click the title.
- Use the scroll bar to see titles not visible in the list.
- or**
- \* Use the Search Results buttons to move through topics.

<b>To view</b>	<b>Do this</b>
Selected topic	Choose the <b>Go To button</b> or double-click the topic.
Search dialog box	Choose the <b>To Search button</b> .
Next search hit in the current topic	Choose the <b>Next Match button</b> .
Previous search hit in the current topic	Choose the <b>Previous Match button</b> .

When you view a topic with search hits, Allegro Learn To Do Word Processing highlights the search hits in that topic. If you minimize the Search Results dialog box, highlighting turns off until you maximize the Search Results dialog box again.

- ▶ To close the Search Results dialog box:
    - \* Choose the **Cancel** button in the Search Results dialog box.
- For your convenience, the Search Results dialog box always appears on top of the main window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

#### **See Also**

[Using Full Text Search](#)

[Using Search Operators](#)



## Finding Information

### Using Search Operators

When you use the [Search button](#) and select the Full Text search option, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

#### AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Allegro Learn To Do Word Processing searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

#### OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

#### NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

#### NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the [Options button](#) in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

**Tip:** You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

#### See Also



[Using Full Text Search](#)

[Using Multiple Search Operators](#)



## Finding Information

### Using Multiple Search Operators

When you use the [Search button](#) and select the Full Text search option, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, Allegro Learn To Do Word Processing will match [topics](#) that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

#### This query

honey OR bees AND hives

honey OR (bees AND hives)

honey OR bees NOT hives

honey OR (bees NOT hives)

#### Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.

Topics containing either the word **honey** or the word **bees** but not the word **hives**.

Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

**Tip:** You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

#### See Also

[Using Full Text Search](#)

[Using Search Operators](#)

# Allegro Learn To Do Word Processing Help Contents

Choose Exit from the File Menu to exit Help.



Printing and Copying



[Printing and Copying Information](#)



[Changing Printers and Printer Options](#)



[Printing Topics](#)



[Copying Topic Text](#)





## Printing and Copying

### Printing and Copying Information

You may want to use information in Allegro Learn To Do Word Processing in other applications, such as word processors. Allegro Learn To Do Word Processing lets you copy text onto the Windows Clipboard. From the Clipboard, you can paste the text into any Windows application. You can also print out topics, and change printers.

#### See Also

[Printing Topics](#)

[Copying Topic Text](#)



## Printing and Copying

### Changing Printers and Printer Options

Allegro Learn To Do Word Processing prints [topics](#) on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

- ▶ To change printers:
  - 1 Click the **File** button, then select **Print Setup** from the **popup** menu.
  - 2 Select **Specific Printer**.
  - 3 Select the printer that you want to change to, from the drop-down list box.  
If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to Allegro Learn To Do Word Processing .  
**Tip:** Use Alt-Tab switching to switch between open applications and the Program Manager.
  - 4 Click **OK** to close the Print Setup dialog box.
- ▶ To change printer options:
  - 1 Click the **File** button, then select Print Setup from the popup menu.
  - 2 Click **Options** to change the default printer options.  
The options available depend on the type of printer you have selected.
  - 3 Select the options you want, and then click **OK**.
  - 4 Click **OK** to dismiss the Print Setup dialog box and accept your changes.
- ▶ To change printer orientation, paper size, or source:
  - 1 Click the **File** button, then select **Print Setup** from the popup menu.
  - 2 Select **Portrait** or **Landscape** for the orientation.
  - 3 Select the paper size you want from the drop-down list box.
  - 4 Select the paper source you want from the drop-down list box.
  - 5 Click **OK** to dismiss the Print Setup dialog box and accept your changes.

For more information on setting up printers, see your Windows documentation.

#### See Also

[Printing Topics](#)



## Printing and Copying

### Printing Topics

- ▶ To print an entire Allegro Learn To Do Word Processing topic:
  - 1 Display the topic.
  - 2 Click the **File button**, then select **Print Topic** from the **popup** menu.
- ▶ To print part of a Allegro Learn To Do Word Processing topic:
  - 1 Display the topic.
  - 2 Click the **File** button, then select **Copy** from the popup menu.
  - 3 In the Copy dialog box, select the text you want to print, and then click **Copy**.
  - 4 Paste the text into a word-processing application.
  - 5 Use the Print command on the application's File menu to print the text.

### See Also

[Copying Topic Text](#)



## Printing and Copying

### Copying Topic Text

- ▶ To copy Allegro Learn To Do Word Processing text to the Clipboard:
  - 1 Display the topic that contains the text you want to copy.
  - 2 Click the **File button**, then select **Copy** from the popup menu.
  - 3 Select the text you want to copy in the Copy dialog box.
  - 4 Choose the **Copy** button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

# Allegro Learn To Do Word Processing Help Contents

Choose Exit from the File Menu to exit Help.



## Page Notes

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### Annotating



#### Using Page Notes



#### Jumping to a Page Note



#### Annotating a Topic



#### Viewing an Annotation



#### Copying and Pasting Annotations







## Page Notes

### Annotating



The Page Note feature in Allegro Learn To Do Word Processing allows you to save your own information in a convenient place. A Page Note is simply a marker which "saves your place" in a Allegro Learn To Do Word Processing module. Like any book, you can have many Page Notes. When that particular Page Note is selected, Allegro Learn To Do Word Processing takes you directly to a specific location in that topic.

Annotated Page Notes (indicated with the letter "A" in the Page Note icon) are simply notes or comments written on that particular Page Note.



#### See Also

[Using Page Notes](#)

[Annotating a Topic](#)



## Page Notes

### Using Page Notes

Just as you can paste notes in a printed book to mark specific references, you can place **Page Notes** at particular locations in the Allegro Learn To Do Word Processing **topics** you view frequently. Once you have placed a Page Note at a topic, you can quickly **jump** to that location in that particular topic from the Page Note menu.

- ▶ To insert a Page Note:
  - 1 Display the topic at which you want to place a Page Note. The Page Note will be attached at the topic text at the top of the screen.
  - 2 Click the **+** (plus sign) below the **Notes button**.



The yellow Page Note icon will appear at the top of the page.

- ▶ To remove a Page Note:
  - 1 Click **Notes** on the Notes button.
  - 2 From the **popup** dialog box, select the Page Note you want to remove.
  - 3 Click **Delete**.
  - 4 Click **Cancel**.

To remove the current Page Note:

- 1 Click on the Page Note.
- 2 Click **Delete**. This action deletes both the Page Note and its **annotation**.

### See Also

[Jumping to a Page Note](#)

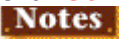
[Browsing through Topics and Page Notes](#)



## Page Notes

### Jumping to a Page Note

After you've inserted Page Notes, you can go directly to them at any time.

- ▶ To go to a marked topic:
  - \* Click **Notes** on the [Notes button](#).
  - \* Select the desired Page Note from the Browse dialog box.
  - \* Click **Go To**.  


To browse forward through your Page Notes:

- \* Click the **>** (greater than) on the Notes button.



To browse backward through your Page Notes:

- \* Click the **<** (less than) on the Notes button.



### See Also

[Using Page Notes](#)

[Browsing through Topics and Page Notes](#)



## Page Notes

### Annotating a Topic



You can attach your own comments to a [Page Note](#). When you annotate a Page Note, Allegro Learn To Do Word Processing places an "A" in the Page Note icon. This "A" reminds you that there is an [annotation](#) attached to this topic.



To annotate a Page Note:

- 1 Create a Page Note.
- 2 Click on the yellow Page Note icon.
- 3 Move the cursor into the Annotation box and begin typing. If you make a mistake, press **Backspace** or the **Delete** keyboard key to erase any unwanted characters and then continue typing. Click **Clear** to delete all type in the annotation.
- 3 Click **Save** when you have finished the annotation.



To remove an annotation:

- 1 Display the Page Note where you made the annotation.
- 2 Click the Page Note icon.
- 3 Highlight the text you would like to remove, then press the **backspace** key. Or, click **Clear**.
- 4 Click **Save**. This keeps the Page Note, but removes its annotation.

### See Also

[Viewing an Annotation](#)



## Page Notes

### Viewing an Annotation

- ▶ To view an [annotation](#):
  - 1 Display the [Page Note](#) that is annotated.
  - 2 Click Page Note icon.
  - 3 Click **Save** when you have finished reading the annotation.
    - To delete the annotation after reading it, click **Clear**. This action deletes the annotation, but not the Page Note.
    - To keep the annotation, click **Cancel**.

### See Also

[Copying and Pasting Annotations](#)

[Using Page Notes](#)



## Page Notes

### Copying and Pasting Annotations

You can copy text from an [annotation](#) to the [Clipboard](#) or paste text from the Clipboard into an annotation.

- ▶ To copy text from an [annotation](#) to the Clipboard:
  - 1 Display the [Page Note](#) where you made the annotation.
  - 2 Click the Page Note icon.
  - 3 If you want to copy all of the annotation, choose the **Copy** button.  
If you want to copy only a portion of the annotation, select the text in the text box, and then choose the **Copy** button.
- ▶ To paste text from the Clipboard into an annotation:
  - 1 Display the Page Note where you made the annotation.
  - 2 Click the Page Note icon.
  - 3 Position the insertion point where you want to paste the text.  
To position the insertion point, point and click the mouse or press the arrow keys.
  - 4 Click **Paste**.  
If any text is selected when you choose the Paste button, it is replaced by the new text.

#### See Also

[Copying Topic Text](#)

# Allegro Learn To Do Word Processing Help Contents

Choose Exit from the File Menu to exit Help.



## Buttons and Menus

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- ▼ [Help Map](#)
- ▼ [File Button](#)
- ▼ [Contents Button](#)
- ▼ [Back / History Buttons](#)
- ▼ [Prev / Next Buttons](#)
- ▼ [Search Button](#)
- ▼ [Notes Buttons](#)
- ▼ [Help Button](#)





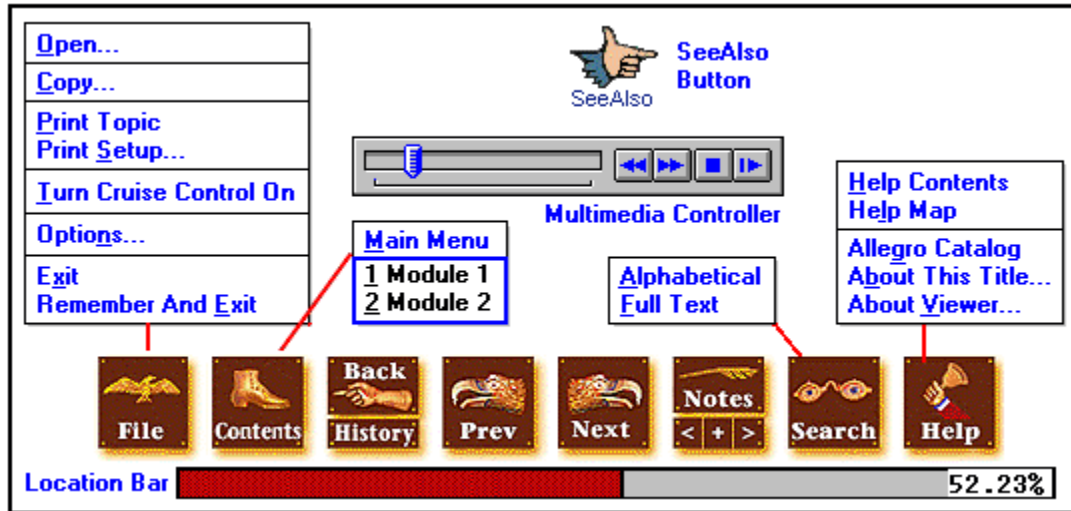
## Buttons and Menus

### Help Map

Choose Exit from the File Menu to exit Help.

Click buttons and menu commands for pop-up Help.

The arrow changes to a hand over hot spots.







## Buttons and Menus

### The File Button



The File button activates a **popup** menu that contains these commands. Each menu command has a [keyboard shortcut](#).

<a href="#">O</a> pen...
<a href="#">C</a> opy To Clipboard <a href="#">S</a> elective Copy
<a href="#">P</a> rint Topic <a href="#">P</a> rint <a href="#">S</a> etup...
<a href="#">T</a> urn Cruise Control On
<a href="#">O</a> ptions...
<a href="#">E</a> xit <a href="#">R</a> emember And <a href="#">E</a> xit

Scroll down to see descriptions of each command.

#### Open

Displays a dialog box in which you can select and open a file.

#### Copy To Clipboard

Places a **copy** of the displayed topic into the [Clipboard](#).

#### Selective Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the [Clipboard](#).

#### Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

#### Print Setup...

Displays a dialog box in which you can change printer settings before printing.

#### Turn Cruise Control On

Starts **Cruise** Control within the open module. Cruise Control automatically scrolls pages for you. While in Cruise mode, you may increase or decrease the Cruise Control speed by pressing the "+" or "-" keys on the numeric keypad.

#### Options

Displays a dialog box in which you can specify the use of the [Location Bar](#), the [Cruise](#) Control Speed, and [Page Note](#) Notification.

#### Exit

Closes Allegro Learn To Do Word Processing .

**Remember and Exit**

Closes Allegro Learn To Do Word Processing and remembers your location. The next time you open that particular book or **module** you will go directly to that location.

**See Also**

[Changing Printers and Printer Options](#)

[Printing Topics](#)

[Copying Topic Text](#)

[Options](#)

[Using the Location Bar](#)

[Using Cruise Control](#)



## Buttons and Menus

### Options

The **File button** activates a popup menu listing the Options command. Choosing this command allows you to select or modify the following Allegro Learn To Do Word Processing Options:

- Location Bar
- Cruise Control Speed
- Page Note Notification

#### Location Bar

Creates a **Location Bar** graphic at the bottom of the page. The Location Bar graphically displays how much of the book you have read.

#### Cruise Control Speed

Allows you to set the **Cruise** Control speed either by directly entering an interval in the dialog box, or clicking on the scroll buttons to increase (right button) or decrease (left button) the page interval time.

#### Page Note Notification

Allows you to set an icon that indicates how close you are to a particular **Page Note**. You may activate this option by clicking on the Within round option button. Then, enter the proximity for which the Page Note will appear in the dialog box. The proximity value is based on the percentage of the current book. For example, if the proximity is set at 1%, the Page Note Direction Indicator will appear when you are in a topic that is within 1% of the nearest Page Note. The Page Note Direction Indicator will point either upward, downward or both ways, thus indicating the closest Page Note.

#### See Also

[Using the Location Bar](#)

[Using Cruise Control](#)

[Using Page Notes](#)



## Buttons and Menus

### Contents Button



The Contents button activates a popup list showing the **Main Menu** and the **module** on the CD-ROM. The Main Menu option takes you to the Main Menu screen of the CD-ROM. Each menu command has a [keyboard shortcut](#).

Select a module to display its Table of Contents. You can use the Contents button when you are in a module to [jump](#) to any other module or view its contents.

#### See Also

[Jumping to a Table of Contents](#)



## Buttons and Menus

### Back & History Buttons



The [Back button](#) lets you retrace your steps. In this way, you can step backward through the topics viewed.

The [History button](#) activates a popup window listing the last 40 [topics](#) you've viewed, starting with the most recent. Select any topic from this list to return to it.

Each button has a [keyboard shortcut](#).

#### See Also

[Returning to the Last Topic Viewed](#)

[Returning to Any Topic Viewed](#)



## Buttons and Menus

### Prev & Next Buttons



The **Prev button** takes you to the previous topic in a browse sequence. If you are in the first topic in a browse sequence, the Prev button is inactive.

The **Next button** takes you to the next topic in a browse sequence. If you are in the last topic in a browse sequence, the Next button is inactive.

Each button has a [keyboard shortcut](#).

#### See Also

[Browsing through Topics and Page Notes](#)



## Buttons and Menus

### Search Button



The Search button activates a popup showing the two types of searches, Alphabetical and Full Text search.

<b>Alphabetical</b>
<b>Full Text</b>

- Select **Alphabetical** to conduct a search of topic titles.
- Select **Full Text** to search words and phrases within the text of topics.

Each menu command has a [keyboard shortcut](#).

#### See Also

[Using an Alphabetical Search](#)

[Using Full Text Search](#)

[Browsing Through the Search Results](#)

[Using Search Operators](#)

[Using Multiple Search Operators](#)



## Buttons and Menus

### Notes Buttons



The [Notes Button](#) actually contains four options. Each button has a [keyboard shortcut](#).

- ▶ Searches backward to the previous [Page Note](#).
- ▶ Searches forward to the next Page Note.
- ▶ Automatically adds a Page Note at the current location.
- ▶ Brings up a list of your Page Notes, allowing you to browse.

#### See Also

[Using Page Notes](#)

[Jumping to a Page Note](#)

[Browsing through Topics and Page Notes](#)





## Buttons and Menus

### Help Button



The Help button activates a popup list that contains these commands. Each menu command has a [keyboard shortcut](#).

<b>H</b> elp Contents <b>H</b> elp Map
<b>A</b> llegro Catalog <b>A</b> bout This Title... <b>A</b> bout <b>V</b> iewer...

#### **Help Contents**

Displays the Allegro Learn To Do Word Processing Help Table of Contents, outlining the sections of the Help feature.

#### **Help Map**

Displays the Allegro Learn To Do Word Processing Help Map, a graphic browser showing the buttons, menus and special features as they appear on the screen. Click on features and popups explain their functions and show shortcut keys.

#### **Allegro Catalog**

Displays a multimedia module showing available Allegro New Media products.

#### **About This Title...**

Displays a window which shows the Allegro Learn To Do Word Processing version and copyright information.

#### **About Viewer...**

Displays a dialog box which shows the Viewer version and copyright information.



## Controlling Sound and Video

### Using the Multimedia Controller

You can play an audio or video sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:



Select any control from this illustration to find out what action it performs.

- ▶ To control a sequence that does not have a control panel:
  - \* Click the window while the sequence is playing to stop it.
  - \* Click the window after stopping the sequence to start playing it again.

### Pause/Play Button



Plays the object if it is currently stopped or paused, or pauses the object if it is currently playing.

## Stop Button



Stops playback of the audio or video sequence.

### **Step Backward/Fast Rewind Button**



When clicked once, steps backwards (by frames or by seconds) in the object. When clicked and held down, rewinds backwards through the object.

### **Step Forward/Fast Forward Button**



When clicked once, steps forwards (by frames or by seconds) in the object. When clicked and held down, fast-forwards through the object.

**Pause/Play Button**

Plays the object if it is currently stopped or paused, or pauses the object if it is currently playing.

**Stop Button**

Stops playback of the audio or video sequence.



## Slider Control

The **slider** control lets you drag the **thumb** to move the **current position** back (left) or forward (right) in the audio or video sequence.

**Step Backward/Fast Rewind Button**

When clicked once, steps backwards (by frames or by seconds) in the object. When clicked and held down, rewinds backwards through the object.

**Step Forward/Fast Forward Button**

When clicked once, steps forwards (by frames or by seconds) in the object. When clicked and held down, fast-forwards through the object.



## Keyboard Techniques

### Using Keyboard Shortcut Keys

Buttons, menus and several browsing features have keyboard shortcuts. Usually buttons can be accessed using the Alt key plus a letter (except Next and Prev buttons). Menu commands can be selected simply by pressing a single keyboard key.

**Caution:** Several buttons and menu commands share the same shortcut key. Make sure to hold down the Alt key for buttons that require it.

You may wish to print out this topic for handy reference until you're familiar with the shortcuts (select Print Topic from the [File button](#).)

Keys	Buttons and Menus
Alt-F	<u>F</u> ile Button
O	O <u>pen</u> ...
C	<u>C</u> opy...
P	<u>P</u> rint Topic
S	Print <u>S</u> etup...
T	<u>T</u> urn Cruise Control On
N	Options <u>N</u> ...
X	<u>E</u> xit
E	Remember And <u>E</u> xit
Alt-C	<u>C</u> ontents Button
M	<u>M</u> ain Menu
1	<u>1</u> Reference
2	<u>2</u> Video Field Trips
3	<u>3</u> Tips & Demos
Alt-B	<u>B</u> ack Button
Alt-T	History Button
left arrow key	Prev Button
right arrow key	Next Button
Alt-S	<u>S</u> earch Button
A	<u>A</u> lphabetical
F	<u>F</u> ull Text
	Notes Buttons
Alt- left arrow key	< Button
Alt- right arrow key	> Button
Alt-+ (keypad)	+ Button
Alt-N	<u>N</u> otes Button
Alt-H	<u>H</u> elp Button
H	<u>H</u> elp Contents
L	Help <u>M</u> ap
G	Allegro Catalog
B	<u>A</u> bout This Title...
V	About <u>V</u> iewer

**Note:** Be sure to use the plus sign on the keypad for +

Additional keyboard shortcuts also are available for many often-used commands.

<b>Keys</b>	<b>Action</b>
Ctrl+C, Ctrl+Ins	Copies the displayed <b>topic</b> to the clipboard
Ctrl+Shift+Alt+F1	Jumps to the <b>Contents screen</b>
Ctrl+Shift+Alt+F2	Brings up the Index dialog for searching by <b>Alphabetical</b> of topics
Ctrl+Shift+Alt+F3	Takes you to the last topic viewed ( <b>Back</b> )
Ctrl+Shift+Alt+F4	Brings up the History list ( <b>Hist</b> )
Ctrl+Shift+Alt+F5	Displays the previous topic in the browse sequence ( <b>Prev</b> )
Ctrl+Shift+Alt+F6	Displays the next topic in the browse sequence ( <b>Next</b> )
Tab	Moves to next <b>hot spot</b>
Shift+Tab	Moves to previous hot spot
Ctrl+Tab	Highlights all hot spots
Esc	Removes the top-most popup
Page Down	Scrolls ahead one screen
Page Up	Scrolls back one screen
Alt	Removes all popups
+ (on keypad)	Increases <b>Cruise</b> Control speed
- (on keypad)	Decreases Cruise Control speed

The **SeeAlso** button is a **hot spot** that **jumps** you to related topics. A hand icon appears in the title bar of a **topic** with SeeAlso links.

A feature that, when activated, graphically shows you where you are the current **module**. You may activate and deactivate the feature using Options command in the **File button**.

A control panel that appears within a **topic** or that pops up when you click a **hot spot**. Either type of sequence may contain a multimedia controller. Its features include a **slider**, **step back/fast rewind**, **step forward/fast forward**, **stop**, and **pause/play buttons**.



The **File button** activates a popup menu that contains commands to open, print, change print setups, set **Cruise**, set Options and exit.

**Shortcut key: Alt-F**

Displays a dialog box in which you can select and **open** a file.

**Shortcut key: O**

Places a **copy** of the displayed topic into the **Clipboard**.

**Shortcut key: C**

Places a **copy** of the displayed topic in a dialog box, where you can select text to copy to the Clipboard.

**Shortcut key: Alt - C**

**Prints** the displayed **topic** (assuming you have a printer installed and turned on).

**Shortcut key: P**

**Print Setup** displays a dialog box in which you can change printer settings before printing.

**Shortcut key: S**

Starts **Cruise** control within the open **module**. **Cruise** automatically scrolls pages for you. You may increase or decrease the Cruise Control speed by pressing the "+" or "-" keys on the numeric keypad. To stop the cruise feature, click in the window or press any key.

**Shortcut key: Alt - T**

Choosing this command allows you to select or modify the **Options** for the Location Bar, Cruise Control Speed and Page Note Notification.

**Shortcut key: N**



**Exit** closes Allegro Learn To Do Word Processing .

**Shortcut key: X**

**Remember and Exit** closes Allegro Learn To Do Word Processing and remembers your location. The next time you open that particular **module** you will go directly to that location.

**Shortcut key: E**

The **Contents button** activates a popup menu listing the Main Menu and the **modules** on the CD-ROM. Select a menu option to go back to the Main Menu screen, or select a module to open it.

**Shortcut key: Alt-C**

The **Main Menu** option takes you back to the Main Menu screen of Allegro Learn To Do Word Processing . From this screen you may navigate through the CD-ROM to any **module** you choose.

**Shortcut key: M**

**Modules** are listed below the **Main Menu** option. Click one to open it. This is the same as going to the main menu first, then clicking a **module**. Once familiar with the CD-ROM, this is a shortcut in navigating.

**Shortcut key: 1, 2, 3 or 4 (see Contents menu listings)**

Clicking the **Back button** lets you backtrack through topics in the reverse order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

**Shortcut key: Alt-B**

The **History button** displays a list of the last 40 Allegro Learn To Do Word Processing topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Returning to Any Topic Viewed](#).

**Shortcut key: Alt-T**

Displays the **previous** topic in a **browse sequence** within the open module. Clicking the **Prev button** is like turning back the page in a book.

**Shortcut key: left arrow key**



Displays the **next** topic in a **browse sequence** within the open module. Clicking the **Next button** is like turning the page in a book.

**Shortcut key: right arrow key**

The **Search button** activates a popup menu listing the search options, **Alphabetical** or **Full Text**. For more information, see [Using Full Text](#) and [Using an Alphabetical Search](#).

**Shortcut key: Alt-S**

**Alphabetical** option displays the list of topics alphabetically for the open **module**. You can select a topic from the index list, and then display a topic that contains information related to that word. For more information, see [Using an Alphabetical Search](#).

**Shortcut key: A**

**Full Text** search option allows you to search for any combination of words and phrases, and then browse the topics that contain [search hits](#). For more information, see [Using Full Text](#).

**Shortcut key: F**

Clicking the **Notes button** displays the list of **Page Notes** that you have defined. Browse your page notes by selecting one from the list. For more information, see [Using Page Notes](#).

**Shortcut key: Alt-N**

Displays the next **Page Note**, based on your current location, that you have defined.

**Shortcut key: Alt-right arrow key**

Displays the previous [Page Note](#), based on your current location.

**Shortcut key: Alt-left arrow key**

Adds a [Page Note](#), based on your current location. Click on the newly placed marker to add an [annotation](#). For more information, see [Using Page Notes](#).

**Shortcut key: Alt-+ (keypad)**



The **Help button** activates a popup list that contains Help Contents and Help Map options, the Allegro Catalog, and Viewer and Learn To Do versions and copyright information.

**Shortcut key: Alt-H**

Displays the Allegro Learn To Do Word Processing **Help Contents** -- the Table of Contents of this Help module.

**Shortcut key: H**

Displays the Allegro Learn To Do Word Processing **Help Map** -- this screen.

**Shortcut key:** L

Displays a multimedia module showing available **Allegro New Media** products.

**Shortcut key: G**

Displays a window which shows the **Allegro Learn To Do Word Processing** version and copyright information.

**Shortcut key: B**

Displays a dialog box which shows the **Viewer** version and copyright information.

**Shortcut key: V**



## **About Allegro Learn To Do Word Processing**

Choose Exit from the File menu to exit Help.

### **Production credits:**

Executive Producer	Neil Nathanson
Development Director	Richard Bergman
Project Leader	Laura Leach
Programming	Laura Leach
Audiovisual Editor	Ross Bergman
Packaging and Documentation	Lori Kramer & Wayne Zabel
Packaging Design	Jay Moldave & Joel Weissman
Animation	Neil Nathanson
Illustration	Scott McMichael
Video Scripts	Tim Walker
Character Actor	Ralph Archbold
Musical Themes	Douglas Travisano
Narration	Ross Bergman & Laura Leach
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## Contents button



The button that activates a popup menu showing the Main Menu and all the modules on the CD-ROM.  
**Shortcut key: Alt-C**



## **Main Menu**

The graphic screen showing the options for navigating around the CD-ROM. The opening sequence lands on the Main Menu after you accept the credits screen. Once you are in a **module** you can reach the Main Menu once again by choosing that option in the **popup** activated by the **Contents button**. Of course, you may go directly to any module from that popup menu, too.

**Shortcut key: M**

## **File button**



The button that activates a **popup** menu showing options for opening, printing, cruising, setting preferences and exiting.

**Shortcut key: Alt-F**

**Alphabetical**

The menu option of the **Search button** that looks up **topics** associated with particular words or phrases in a list of topics arranged alphabetically.

**Shortcut key: A**

**Full Text**

The menu option of the [Search button](#) that searches words and highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

**Shortcut key: F**

## Back button



The button that backtracks through [topics](#) in the order you viewed them.

**Shortcut key: Alt-B**

## History button



The button that displays a list of the last 40 [topics](#) you have viewed.

**Shortcut key: Alt-T**

### Next button



The button that displays the next [topic](#) in the current [browse sequence](#) within the current module. May be inactive at the end of a sequence.

**Shortcut key:** >

### Prev button



The button that displays the previous **topic** in the current **browse sequence** within the current module. May be inactive at the beginning of a sequence.

**Shortcut key:** <



### **Search button**



The button that activates a [popup](#) menu for conducting searches for alphabetically listed titles of [topics](#) or topic text containing a particular word or combination of words.

**Shortcut key: Alt-S**

### Hints button



In the Full Text Search dialog box, the button that shows examples of how to enter [search queries](#).

### Next Match button



The button in a list of [search hits](#) that displays the next search hit not currently displayed on the screen.

### Previous Match button



The button in a list of [search hits](#) that displays the previous search hit not currently displayed on the screen.

### To Index button



The button in the **Topics Indexed** dialog box that takes you back to the Index dialog box. Allows you to continue searching topics in the **Alphabetical** option.

### To Search button



The button in the [Search Results](#) dialog box that takes you back to the Search dialog box of the Full Text search option.

### Options button



The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

### Go To button



The button in the [Topics Indexed](#) and the [Search Results](#) dialog box that displays the selected [topic](#) from the list.



## Page Note

A name associated with a [topic](#) for easy reference. A list of your Page Notes appears when you click the Notes button. When you select a Page Note from the list, the topic associated with that Page Note is immediately displayed. If you wish to write notes associated with a particular Page Note, you may create an [annotation](#).

## Notes Button

The button that activates a [popup window](#) listing your [Page Note](#). The names in the list are the topic titles. You may change the Page Note name when you add an [annotation](#).

**Shortcut key: Alt-N**

## **Annotation**



Text and other personalized notes associated with a **Page Note**. An A appears in the Page Note Icon to indicate it contains an annotation.

**Clipboard**

The Microsoft Windows application that holds cut or copied information, which then you can insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

## **contents screen**

The "table of contents" for a [module](#). From this screen you can select which part of a module you want to browse. This table of contents appears when you select a module from the menu activated by clicking the [Contents button](#).

## module

<b><u>M</u>ain Menu</b>
<b><u>1</u> Module 1</b>
<b><u>2</u> Module 2</b>

A unit on the CD-ROM. A module can be a reference book, a lesson, an exploration, or a tour, for example. Modules are listed on the [popup](#) menu activated by the [Contents button](#). Modules are also available on the [Main Menu](#) screen.

**Shortcut key: 1, 2 or 3 (see Contents menu)**

**topic**

A single entry or article in a module. Examples of topics might be a quotation, the definition of a word, or an article in an encyclopedia.

## **Topics Indexed**

The Index dialog box that lists **topics** from an **Alphabetical** search which allows you to browse and go to topics in the list.



**Search Results**

The dialog box that lists **topics** containing **search hits** from a Full Text **search query** and allows you to browse and go to topics in the list.

**search query**

A combination of words, phrases, and operators telling the [Full Text search](#) command what text to search for.

**browse sequence**

A sequence of **topics** arranged so that you view them in sequence when you select the **Prev** or **Next** buttons. The buttons may be inactive at the beginning or end of a browse sequence.

**topic title**

A name identifying a **topic** found by searches from the **Alphabetical** and **Full Text search** commands.

## **jump**

A **hot spot** that displays another **topic** in the main window of a module.

**hot spot**

A word, phrase, or picture that you select to jump to a new **topic**, display a **popup** window or dialog box, or perform an author-defined operation.

**popup**

A window or menu that appears atop the current main window of a topic. To remove a popup, select a menu option, or click anywhere outside the popup window (or press the ESC key).

**search hit**

An occurrence of text in a **topic** that matches the **search query** entered for the **Full Text search** option.



**current position**

The position in an audio or video sequence that is currently being played, indicated by the **thumb** in the **slider** control.

## thumb



The pointer in the **slider** of a controller indicating the **current position** in the audio or video sequence.

**slider**

The control in an audio or video sequence that contains the **thumb**, which indicates the **current position** in the audio or video sequence. The slider may also include tick marks indicating the **sections** in the audio or video segment.

**section**

A subdivision of an audio or video sequence indicated by tick marks on the **slider**. Drag the **thumb** on the slider to any tick mark to begin playing the sequence at the corresponding section.

## Cruise



A feature that, when activated, automatically scrolls screens forward in a [browse sequence](#) within the current [module](#). Select the Turn Cruise Control On menu option after clicking the [File button](#). Cruise inserts an icon on the right side of the window when its activated. Click the Icon to deactivate the feature.

**Shortcut key: T**

## Location Bar



A feature that, when activated, graphically shows you where you are the current [module](#). You may activate and deactivate the feature using Options in the [File button](#).

## thumbnail



Miniature image of a bitmapped picture. The thumbnail is a [hot spot](#) that activates a popup containing a full-sized image. Its caption is automatically read aloud. Click anywhere outside the popup to close it, or press the ESC key. To hear the caption again, close the popup, then click on the hot spot again.

### **SeeAlso Button (Hand Icon)**



A [hot spot](#) that [jumps](#) you to related topics. The SeeAlso Button appears in the title bar of a topic with a SeeAlso link.



## **Multimedia Controller**



A control panel that appears within a [topic](#) or that pops up when you click a [hot spot](#). Either type of sequence may contain a multimedia controller. Its features include a [slider](#), [step back/fast rewind](#), [step forward/fast forward](#), [stop](#), and [pause/play buttons](#).

