



## Mini-Viewer Help Contents

For help on using Help, press F1.



### [Using Rich/Image Mini-Viewer](#)

Explanations for commonly used Mini-Viewer commands.



### [Menu bar commands](#)

Help on menu commands.



### [Distributing Rich/Image](#)

Information about sharing documents.



### [About Mini-Viewer Help](#)

Description of Mini-Viewer and the help system.

## Hand command (Tool menu)

Select this tool to enable the Hand cursor in the document window. Using the hand you can easily show other parts of the same page in the viewing window using the mouse.

### Moving the Page

- Grab and drag the current page to move to a different part of the document. Only the current document viewing area is updated using the Hand tool; the Zoom level does not change.

### Shortcut

Keys: CTRL+H

## Zoom In command (Tool menu)

Select this tool to enable the Zoom-In cursor in the document window. You can then Zoom In on the document up to 3,000 percent using the mouse. This shows more detail and less of the document in the viewing window.

### Zooming In

- Drag a zoom region around a selected area which will be redrawn and shown in more detail. The *RichImage* Mini-Viewer will zoom to show the rectangle that you define. The smaller the zoom rectangle, the more you will zoom in.

or

- Click on an area of the document, a zoom point, to be the center of the zoomed in window. The zoom level will change to the next larger standard zoom level. Note: A zoom point will not zoom more than 1,600 percent.

**Tip:** When the click zoom point reaches the highest level, you can easily move around the document in great detail by clicking the mouse button along the edges of the visible page.

### Shortcut

Key:            +

---

### See also



[Using Zoom](#)

[Zoom Out command](#)

## Zoom Out command (Tool menu)

Select this tool to enable the Zoom-Out cursor in the document window. You can then Zoom Out of the document up to 7 percent using the mouse. This shows less detail and more of the document in the viewing window.

### Zooming Out

- Drag a negative zoom region around a selected area which will be redrawn and shown in less detail. The smaller the zoom rectangle, the more you zoom out.
- or
- Click on an area of the document, a negative zoom point, to be the center of the zoomed out window. The zoom level will change to half the current level.

### Shortcut

Key: -

---

### See also



[Using Zoom](#)

[Zoom In command](#)

## **First Page VCR command (View menu)**

Use this command to jump to the First page of a the document. This is used to quickly get back to the beginning pages in a long document. This button is unavailable if the first page is already visible.

The current page is displayed in the Status bar Page area.

### **Shortcut**

Keys:      Ctrl+Home

## **Previous Page command (View menu)**

Use this command to jump to the Previous page in the document. This moves the current viewing window to show the previous page. This button is unavailable if you are already on the first page.

The current page is displayed in the Status bar Page area.

### **Shortcut**

Keys:      Ctrl+PgUp

## **Next Page command (View menu)**

Use this command to Jump to the Next page in the document. This moves the current viewing window to show the next page. This button is unavailable if you are already on the last page.

The current page is displayed in the Status bar Page area.

### **Shortcut**

Keys:      Ctrl+PgDn

## **Last Page command (View menu)**

Use this command to Jump to the Last page of the document. This is used to quickly see the last pages in a long document. This button is unavailable if the last page is already visible.

The current page is displayed in the Status bar Page area.

### **Shortcut**

Keys:      Ctrl+End



## One Page command (View menu)

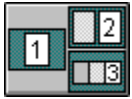
Use this command to display the RichImage document in a One Page View mode. Use the One Page View mode for viewing one page at a time. This is the quickest mode for moving through a document and changing zoom levels, since screen redrawing is kept to a minimum.

### Shortcut

Keys: CTRL+1

---

### See also



[Using Page Views](#)

## Two Page command (View menu)

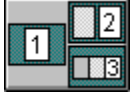
Use this command to display the RichImage document in a Two Page View mode. Use Two Page Views to show pages side by side. Use the horizontal [scroll bar](#) to move the current view to show other pages in the document. Documents that have specific formatting for Two Page Views (i.e. books) are displayed best in this mode and navigating is the most intuitive.

### Shortcut

Keys: CTRL+2

---

### See also



[Using Page Views](#)

## Three Page command (View menu)

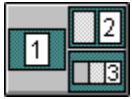
Use this command to display the RichImage document in a Three Page View mode. This shows the maximum number of horizontal pages in the main viewing window. Use the horizontal [scroll bar](#) to move the current view to show other pages in the document.

### Shortcut

Keys: CTRL+3

---

### See also

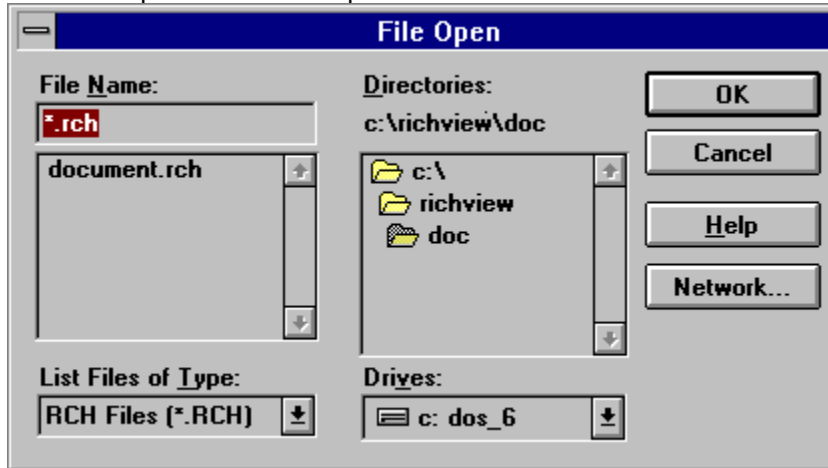


[Using Page Views](#)

## Open command (File menu)

Use this command or button to open an existing document in a new window. The RichImage Mini-Viewer displays the File Open dialog box, in which you can locate and open the desired file. You can open multiple documents at once. Use the Window menu [1, 2, ... command](#) to switch among the multiple open documents.

Select an option for more help:



### Shortcut

Keys: CTRL+O

## File Name

---

Type or select the filename you want to open. This box lists files with the extension you select in the [List Files of Type](#) box.

## List Files of Type

---

Select the type of file to list in the List Files of Type box:

**RCH** is the default extension for Rich/*image* files.

\*.\* is used if your Rich/*image* file does not have the default RCH extension.

## Drives

---

Select the drive that has the Rich/*image* file that you want to open.

## Directories

---

Select the directory that has the Rich/*image* file that you want to open.



## Close command (File menu)

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

### Shortcut

Mouse:



Double-click the Close icon on the documents window.

Keys:

CTRL+F4

## **Extract Files command (File menu)**

Use the extract files command to break an embedded document into two components: the original Rich/*image* document, and the mini-viewer that is attached to it. You will be prompted to enter the name and directory of the files to create.

**Note:** This command is disabled if you are not viewing an embedded mini-viewer document.

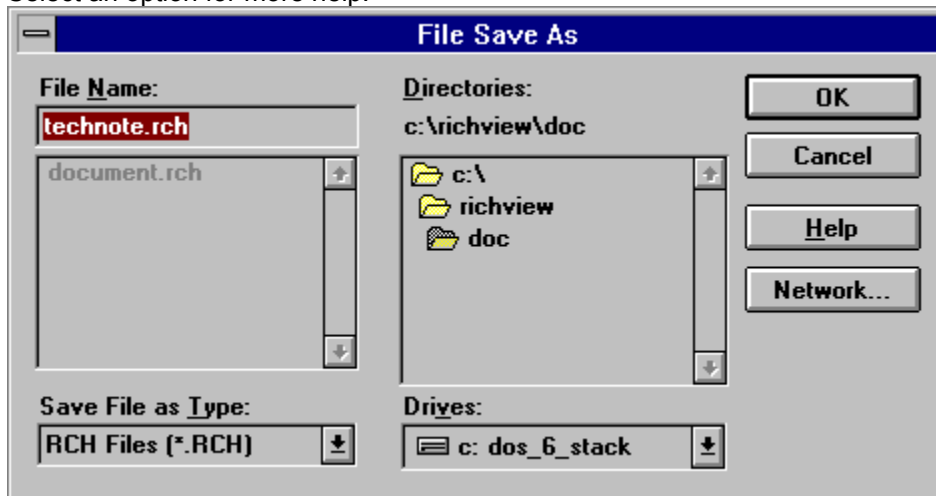
## **Create Viewer command (File menu)**

Use the create viewer command to combine the active document to the mini viewer, to create an embedded viewer document. You will be prompted to enter the name and directory of the document to create.

## Save As dialog box

Use this dialog box combine or extract the document and mini-viewer. The Rich/Image Mini-Viewer displays the Save As dialog box so you can specify the name and location of the file you are about to save.

Select an option for more help:



## File Name

---

Enter a filename to save as the document. A filename can contain up to eight characters and an extension of up to three characters. The dimmed files are existing RichImage documents. The RichImage Mini-Viewer adds the extension you specify in the [Save File as Type](#) box.

## Save File as Type

---

Select the type of file to save in the Save File as Type box:

**RCH** is the default extension for Rich*Image* files.

**EXE** is used for embedded mini-viewer documents.

## **Drives**

---

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

## **Directories**

---

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



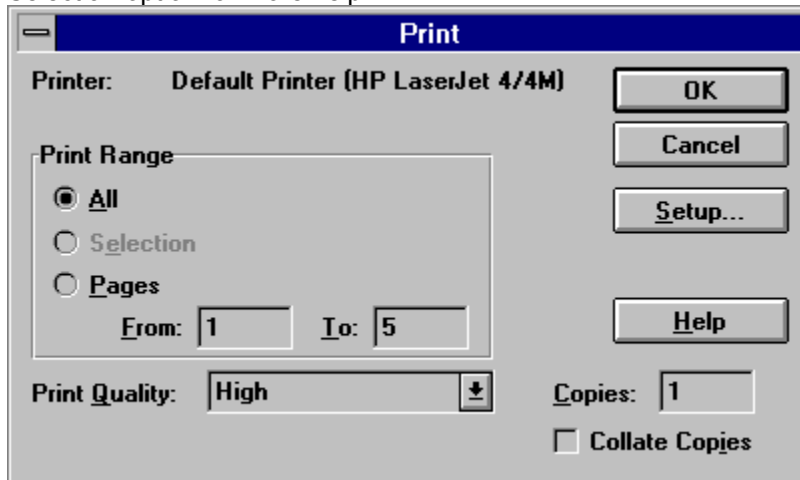
## **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## Print command (File menu)

Use this command to print a document. This command presents a print dialog box, where you may specify how the document should be printed.

Select an option for more help:



The image shows a standard Windows-style print dialog box titled "Print". The printer selected is "Default Printer (HP LaserJet 4/4M)". The "Print Range" section has three radio button options: "All" (selected), "Selection", and "Pages". Below "Pages" are two input fields for "From:" (containing "1") and "To:" (containing "5"). The "Print Quality" is set to "High" with a dropdown arrow. The "Copies" field is set to "1", and the "Collate Copies" checkbox is unchecked. On the right side, there are four buttons: "OK", "Cancel", "Setup...", and "Help".

### Shortcut

Keys: CTRL+P

## Printer

---

This is the active printer and printer connection. Choose the [Setup](#) option to change the printer and printer connection.

## **Pages (Print Range)**

---

Print the range of pages you specify in the From and To boxes.

## **Selection (Print Range)**

---

Print the currently selected text.

## **All (Print Range)**

---

Print the entire document.

## **Collate Copies**

---

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

## Copies

---

Enter the number of copies of the document to print.



## **Print Quality**

---

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

## **Print Progress dialog box**

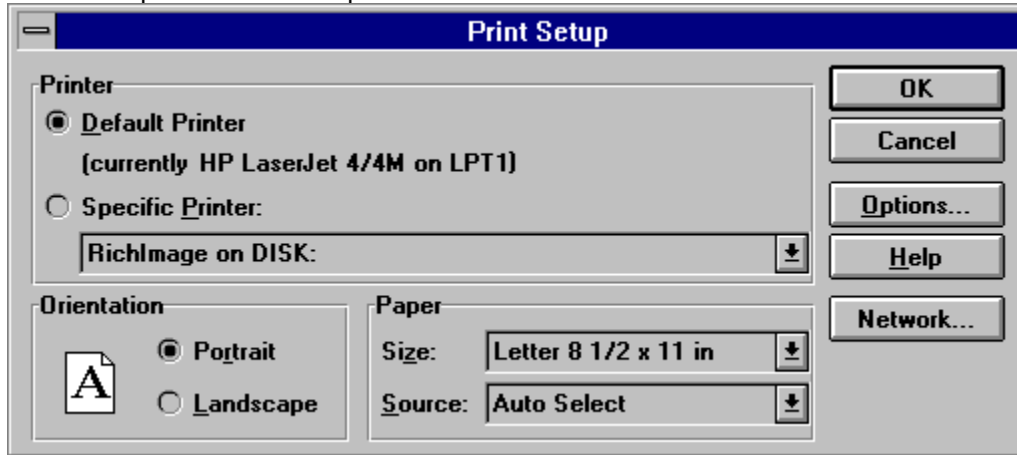
The Printing dialog box is shown during the time that the Rich/*image* Mini-Viewer is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

## 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 destination printer and its connection.

Select an option for more help:



See also

[Print command](#)

## **Printer**

---

Select 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 the Windows Control Panel.



## **Portrait orientation**

Select portrait orientation if you are printing a page that is taller than it is wide when you view the text upright.



## **Landscape orientation**

Select landscape orientation if you are printing a page that is wider than it is tall when you view the text upright.

## **Paper Size**

---

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

## **Paper Source**

---

Some printers offer multiple trays for different paper sources. Specify the tray here.



## **Options**

---

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

## Exit command (File menu)

Use this command to end the Mini-Viewer session. You can also use the Close command on the application Control menu.

### Shortcuts



Mouse:

Double-click the application's Control menu button.

Keys:

ALT+F4

## Status bar command (View menu)

Use this command to display or hide the status bar. A check mark appears next to the menu item when the status bar is displayed.

Use the status bar to:

- Show the current and total number of pages.

---

### See also

[Using the Status bar](#)

## Using the Status bar

The status bar is displayed at the bottom of the RichImage Mini-Viewer window.

### **The status bar contains the following**

---

#### **Page area**

Located along the bottom right of the RichImage Mini-Viewer, the current page and the total number of pages in the document are displayed in this area.

---

#### **See also**

[Context Help command](#)

## **New Window 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 non-overlapped fashion.

## **Tile Horizontal command (Window menu)**

---

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



## **Tile Vertical command (Window menu)**

---

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

## **Arrange Icons command (Window menu)**

---

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)**

---

The RichImage Mini-Viewer displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

## **Using Help command (Help menu)**

Use this command to display help information about using Help. This tutorial shows and explains the help system.

## Contents command (Help menu)

Use this command to display help information about the RichImage Mini-Viewer. This will open the help contents screen where you can find more help on a specific topic.

As you look through Help, you can return to the [Contents screen](#) by clicking the Contents button in the Help window.

### Shortcut

Key: F1

## **About command (Help menu)**

Use this command or button to display the copyright notice and version dialog box for the Rich/Image Mini-Viewer.

## Context Help command

Use the Context Help command to obtain help on some portion of the RichImage Mini-Viewer. When you choose Context Help, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Mini-Viewer window, such as a menu item. The Help topic will be shown for the item you clicked.

### Shortcut

Keys:       SHIFT+F1

## Title bar



The title bar is located along the top of a window. It contains the name of the application (*RichImage*) and the name of the document (*sample.rch*).

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

### The title bar may contain the following elements

---

- Name of the application.
- Name of the document.



[Maximize button.](#)



[Minimize button.](#)



[Restore button.](#)

---

#### **Application Control button**

Contains [Maximize](#), [Minimize](#), [Restore](#), [Size](#) and [Move](#) commands.



## Scroll bars

Scroll bars are displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. Use the mouse with the scroll bar to move to other parts of the document.

The vertical scroll bar is located along the right side of the document window.

- Vertical scroll bars move up or down the current page, as well as to different pages.
- As you scroll up or down the document, the Page Number is shown in the Status bar Page area.

The horizontal scroll bar is located along the bottom of the document window.

- Horizontal scroll bars move left or right across the document and can show different pages in multiple page views.

**Tip** To jump to a specific page number, drag the vertical scroll boxes until that page number is shown in the Status bar Page area.

## Size command (Control menu)

---

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



After the pointer changes to the four-headed arrow:

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

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

### Shortcut

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

## Move command (Control menu)

---

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



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

### Shortcuts

Mouse: Drag the title bar at the top of the window.  
Keys: CTRL+F7

## **Minimize command (Control menu)**

---

Use this command or button to reduce the selected window to an icon.

When you minimize a Document window, the Document icon is placed in the *Rich/Image* Mini-Viewer window. Minimizing the *Rich/Image* Mini-Viewer window places the Mini-Viewer icon on the background screen.

### **Shortcuts**

Mouse: Click the minimize icon \_\_\_\_\_.  
Keys: ALT+F9

## **Maximize command (Control menu)**

---

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

### **Shortcuts**

Mouse: Click the maximize icon \_\_\_\_\_, or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.

## **Restore command (Control menu)**

---

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

### **Shortcut**

Mouse: Click the restore icon \_\_\_\_\_, or double-click the title bar.

## **Next Window command (Control menu)**

---

Use this command to switch to the next open document window. The RichImage Mini-Viewer determines which window is next according to the order in which you opened the windows.

### **Shortcut**

Keys: CTRL+F6

## **Previous Window command (Control menu)**

---

Use this command to switch to the previous open document window. The RichImage Mini-Viewer determines which window is previous according to the order in which you opened the windows.

### **Shortcut**

Keys:      SHIFT+CTRL+F6



## Close command (Control menu)

Use this command to close the active window or dialog box. Double-clicking a Control-menu box is the same as choosing the Close command.

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

### Shortcuts

Mouse: \_\_\_\_\_ double click the close icon on the title bar.

Keys: CTRL+F4 closes a document window

ALT+F4 closes the RichImage Mini-Viewer window

## Switch to command (Control menu)

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

### Shortcut

Keys: CTRL+ESC

### Dialog Box Options

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

#### Task List

Select the application you want to switch to or close.

#### Switch To

Makes the selected application active.

#### End Task

Closes the selected application.

#### Cancel

Closes the Task List box.

#### Cascade

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

#### Tile

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

#### Arrange Icons

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

## **RichImage Mini-Viewer Document Workspace**

This is the RichImage Mini-Viewer document area for viewing RichImage files. The Mini-Viewer can: zoom, navigate, print, extract and embed RichImage documents.

Open a RichImage document with the File menu [Open command](#).

For an overview of the RichImage Mini-Viewer, see the [Contents screen](#).

## RichImage Document

This is a RichImage document. The RichImage Mini-Viewer can: zoom, navigate, print, extract and embed RichImage documents.

---

### See also



[Context Help command](#)

## **No Help Available**

No help is available for this topic or window area.

---

## Using Rich/Image Mini-Viewer

---

### Zoom

Show more or less detail and control the relative size of the document.

---

### Page Views

Control the number of pages displayed in the document window.

---

## Using Zoom

Use zoom commands to change the view on the current document to show more or less detail as well as the overall scale. You can change the zoom level by using the appropriate zoom option on the [menu bar](#).

To show more detail and enlarge an area of the document, you want to Zoom In or use a larger zoom factor. To show less detail and fit more of the document into the viewing area, you want to Zoom Out or use a smaller zoom factor. The RichImage Mini-Viewer can zoom in 3000 percent of the original size, or zoom out to show 7 percent of the original document.

---

### See also

[Zoom In command](#)

[Zoom Out command](#)

[Zoom command](#)

---

## Using Page Views

The Rich*Image* Mini-Viewer can display up to three pages across in one main document window. Use the Menu Bar to select the number of pages to display. The number of pages displayed is toggled from either one, two or three at any time for the document. To show all of the available pages in any page mode, zoom to the appropriate level to view the selected number of pages.

---

### See also

[One Page command](#)

[Two Pages command](#)

[Three Pages command](#)



---

## Menu bar commands

The menu bar is located below the [title bar](#) and contains Rich/*image* Mini-Viewer commands. You can use the mouse or the keyboard to access menu items. Using the mouse, click on a menu item. Using the keyboard, press the ALT key and the underlined first letter of the menu item that you want. Then use the arrow keys to navigate to menu commands.

### Select a menu item command for more Help

---

#### File menu

<a href="#">Open</a>	Open an existing document.
<a href="#">Close</a>	Close an opened document.
<a href="#">Extract files...</a>	Split an embedded viewer document into components.
<a href="#">Create Viewer...</a>	Create and embedded viewer document.
<a href="#">Information</a>	Document creation and other information.
<a href="#">Print</a>	Print the current document.
<a href="#">Print Setup</a>	Select a printer and printer connection.
<a href="#">Exit</a>	Exit the Rich/ <i>image</i> Mini-Viewer.

#### Tools menu

<a href="#">Hand</a>	Use the Hand page positioning tool.
<a href="#">Zoom In</a>	Use the Zoom In tool.
<a href="#">Zoom Out</a>	Use the Zoom Out tool.

#### View menu

<a href="#">Zoom</a>	Change the zoom level.
<a href="#">Reduce Page</a>	Reduce the zoom level.
<a href="#">Enlarge Page</a>	Increase the zoom level.
<a href="#">Go To Page</a>	Jump to a specific page in the document.
<a href="#">First Page</a>	Jump to the first page.
<a href="#">Previous Page</a>	Jump to the previous page.
<a href="#">Next Page</a>	Jump to the next page.
<a href="#">Last Page</a>	Jump to the last page.
<a href="#">One Page</a>	Show one page across in document window.
<a href="#">Two Pages</a>	Show two pages across.
<a href="#">Three Pages</a>	Show three pages across.

#### Window menu

<a href="#">New Window</a>	Create a new window that views the same document.
<a href="#">Cascade</a>	Arrange windows in an overlapped fashion.
<a href="#">Tile</a>	Arrange windows in non-overlapped tiles.
<a href="#">Arrange Icons</a>	Arrange icons of closed windows.
<a href="#">1, 2, ...</a>	Go to specified window.

#### Help menu

<a href="#">Contents</a>	Offer you the contents of topics on which you can get help.
<a href="#">Using Help</a>	Provide general instructions on using help.
<a href="#">About</a>	Display the version number of the Mini-Viewer.

---

## About RichImage Mini-Viewer Help

Welcome to the RichImage Mini-Viewer help system. Use help to learn how to use the Mini-Viewers commands and features.

### Help

- This help system has buttons that you press to see more about a different topic. Here is a button that you can press:



Notice how the normal Arrow cursor changes to a Hand cursor, showing you that something special will happen.

- Help also has buttons that you can navigate with. They are located along the top of this window. The **Contents** button moves you to the contents screen. Use the **Search** button to find help on specific topics. Use the **Back** button to jump to the last help screen that you were at.

### RichImage and RichView

- RichImage is the file format for RichView and RichImage Mini-Viewer documents. RichView and the Mini-Viewer can only open this document type. These documents were printed on a computer through the RichImage Printer Driver to the file that you view. A RichImage file recreates the original document image as precisely as possible.
- You can add special functionality to any RichImage document using RichView. Annotations, Links and Layers are easily added and saved to form a new document. When you share your new file with people, your special changes (Annotations, Links, Layers,...) can be seen and used by those who view your document.

---

### See also

[Contents screen](#)

[Context Help command](#)

## You pressed the Button!

---

Buttons like this one are the same as Solid Green Underlined text. They jump you to new topics to show you more information. Press this [dashed underlined text](#) to see what broken underlined text does.

## **This time you pressed the Underlined Text!**

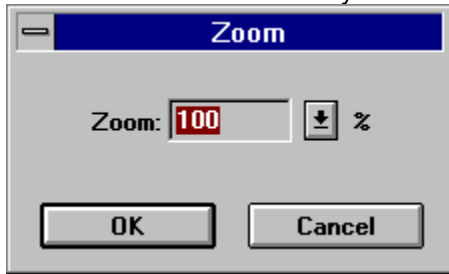
---

This window is used to show you more help about the underlined words. Underlined words do not take you to new topics, they just explain something.

- Click the mouse to make this box go away.

## Zoom command (View menu)

The Zoom command allows you to change the current zoom level by using the Zoom dialog box.



### Shortcut

Keys: Ctrl+Z

## **Zoom Level**

---

Enter a new zoom level to use with the document. Entering a larger zoom number than the current zoom level will zoom in on the document, showing more detail. Entering a smaller zoom number will zoom out of the document, showing more of document in less detail.

- Valid zoom numbers are from 7 to 3000 percent.

## **Enlarge Page command (View menu)**

The enlarge page command changes the zoom level to the next greater standard zoom level. This shows the document in more detail.

### **Shortcut**

Key: +

## **Reduce Page command (View menu)**

The reduce page command changes the zoom level to the next smaller standard zoom level. This shows the document in less detail.

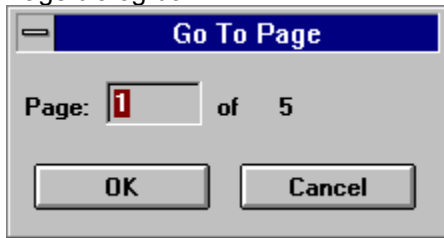
### **Shortcut**

Key: -



## Go To Page command (Edit menu)

The Go To Page command allows you to jump to a specific page in the document by using the Go To Page dialog box.



### Shortcut

Keys: Ctrl+G

## **Page Number**

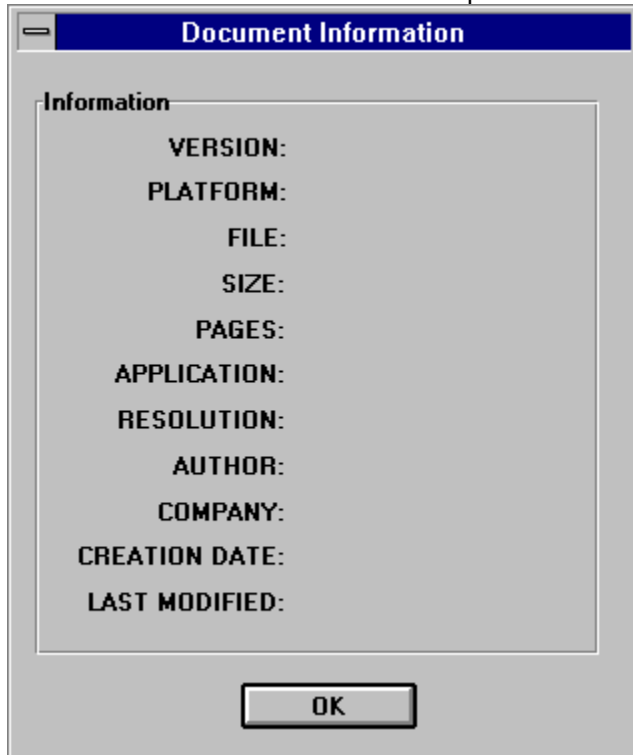
---

Enter the page that you would like to go to.

## Information command (File menu)

The information command displays source information about the document.

Select an information area for more help:



## **Version**

---

Displays the RichImage document file version number.

## **Platform**

---

The platform the author used to create the document.

## **File**

---

The name of the *RichImage* document.

## Size

---

The file size of the document.

## **Pages**

---

Total number of pages in the document.



## **Application**

---

The application that the author originally used to print the document.

## **Resolution**

---

The resolution of the document in dots per inch.

## **Author**

---

The creator or person who originally created the document.

## **Company**

---

The company of the author of the document.

## **Creation Date**

---

The date when the document was first created.

## **Last Modified**

---

The last date when the document was saved or modified.

---

## Distributing RichImage

RichImage is the file format for RichView and RichImage Mini-Viewer documents. Only RichImage documents and embedded Mini-Viewer documents may be distributed. Documents may be exchanged across platforms. RichImage currently supports **IBM** and **Apple** personal computer platforms.

### RichImage Viewer

RichView or the RichImage Mini-Viewer are required to view documents in RichImage format. You may not distribute RICHVIEW.EXE or any support files. The Full-Viewer (RichView) is licensed to a single user and is not sharable. To allow non-licensed users to view RichImage documents, you can either **embed** a Mini-Viewer using the RichView save option, the Mini-Viewer create viewer command, or include the RICHMINI.EXE Mini-Viewer along with your document.

### RichImage Printer Driver

The Printer Driver is required to make RichImage documents. You may not distribute RICHIMG.DRV or any support files. The printer driver is used by the original author of the document to create normal document files as well as embedded viewer documents. Print to the RichImage printer driver from your application to create a RichImage document on disk.

### Embedded Viewer Documents

Viewer embedding can be done in RichView, the Mini-Viewer, or in the RichImage Printer Driver. Embedded viewer documents may be distributed. If you embed the viewer in a RichImage document, it becomes a self-contained program and document that can be viewed by people who do not own RichImage. An embedded viewer will allow someone to view the document and perform limited RichView functions.

Crandell Group, Inc. • 125 East Victoria Street • Santa Barbara, CA 93101.

Tel: 805-962-1199 • Fax: 805-962-5650

**OK**

---

Use all of the changes and settings and close the dialog box.



## **Cancel**

---

Cancel any changes and close the dialog box.

## Help

---

Display this help system.

## **Network...**

---

Connect to a network location, assigning it a new drive letter.

## **Scroll bar (Document window)**

---

The document window scroll bar is used to show different parts of the screen at the current zoom level.

The vertical scroll bar is located along the right side of the document window.

- Vertical scroll bars move up or down the current page, as well as to different pages.

The horizontal scroll bar is located along the bottom of the document window.

- Horizontal scroll bars move left or right across the document and can show different pages in multiple page views.

## Title bar

---

The title bar is located along the top of a window. It contains the name of the application (*RichImage*) and the name of the document (*technote.rch*).

---

### See also

[Using the Title bar](#)

## Menu bar

---

The menu bar contains File, Edit, View, Window and Help menu items. You can use the mouse or the keyboard to access menu items.

- Using the mouse, click on a menu item.
- Using the keyboard, press the ALT key and the underlined letter for that menu item; ALT+F opens the File menu.

---

### See also

[Menu bar commands](#)

## **JUNK ENDING...**

---

This is not really a Topic!!!

