

Title bar

The horizontal bar that contains the title of the linked application.

- ◆ You can maximize KeyPad by double-clicking on its title bar. To restore it to its previous size, double-click on the title bar again.
- ◆ To move KeyPad to a different location on your desktop, drag its title bar to the new location.

Control menu

A standard Windows menu displayed by clicking on the Control menu box at the top left-hand corner of a window. By using **Control** menu commands, you can resize, move, maximize, minimize, and close windows, and switch to other applications.

- ◆ The KeyPad **Control** menu also contains commands to keep KeyPad permanently on screen, to specify your KeyPad preferences and to display the KeyPad billboard.
- ◆ Icons and some dialog boxes also have a **Control** menu.

Toolbar

The bar beneath the title bar that contains the KeyPad tools:



View size

The on-screen magnification of the character set currently displayed in the Character Display Area.

- ◆ Changing the view size within KeyPad does *not* alter the point size of text in the linked application.

Font

This is used in KeyPad to mean the style of type, for example, Sans, Serif or Courier.

Elsewhere this may be called a typeface, with the term *font* reserved for a particular weight, size and style of typeface.

Character

Any single letter, number, punctuation mark, or symbol.

Character set

Each letter, number, punctuation mark, and symbol available in a particular font.

Linked application

The Windows application with which you are using KeyPad.

Text insertion point

The place where text will be positioned when you insert a character. The insertion point usually appears as a flashing vertical bar in the linked application. *Also known as text cursor.*

Active window

The window in which you are currently working. Only one window (or icon) can be active at a time. When a window is active, its title bar changes color to differentiate it from other windows. (If an icon is active, its label changes color.)

Dialog box

A window that is temporarily displayed to request information. When a dialog box will appear in KeyPad, all interaction with KeyPad must be through the dialog box.



Program icon

The icon that represents KeyPad. You can start KeyPad by choosing its program icon from the Program Manager.

- ◆ To choose the icon, you can double-click on it, or use the arrow keys to move the selection cursor to it, and then press **Enter**.

Default printer

The printer that is used when you choose to print without first specifying which printer you want to use. You can have only one default printer, which you can specify by using the Windows Control Panel or Print Manager. Refer to your Microsoft Windows User's Guide for full details.

- ◆ The printer you use most often should be set as the default printer.

IMSI






keypad

Contents

Welcome to **KeyPad** Help.

From this page you can get Help for any of KeyPad's procedures and learn more about working with this useful utility.

Click on a button to make your choice.

-  [About KeyPad](#)
-  [How To ...](#)
-  [KeyPad window](#)
-  [Using KeyPad Help](#)
-  [About IMSI](#)

To choose a Help topic...



Point to your choice and click.



Use **Tab** or **Shift Tab** to highlight your choice, then press **Enter**.

For more information about using help, click on **Using KeyPad Help** above.



What is KeyPad?

KeyPad is a utility that helps you to insert non-keyboard characters and symbols into documents created in your Windows applications. KeyPad can also be used to insert the current time and date into your documents. The application with which you are using KeyPad is referred to as the "linked" application, and the active document within that application is referred to as the "linked" window.

Using KeyPad you can select a non-keyboard character and transfer it to your document in the linked application simply by clicking the mouse button. KeyPad therefore removes the need to insert complicated character codes every time you want to insert a character that does *not* appear on your keyboard. You can also print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.

KeyPad runs with any Windows application that handles text input. Simply put the text insertion point in the text at the correct position and send the wanted character from KeyPad. KeyPad can send character *and* font information if you want, but note that only IMSI applications are capable of interpreting the font information. KeyPad will *not* send font information to non-IMSI applications.

You can customize KeyPad to a certain extent to suit your needs, for example, display accented characters only, rather than the whole character set.

When to use KeyPad

Use KeyPad when you want to enter non-keyboard characters, e.g.:

- ◆ Mathematical characters: $\frac{3}{4}$, \div , μ , \times , \pm , X^2 , 90°
- ◆ Accented and other foreign language characters: \acute{e} , \hat{a} , \ddot{A} , Ç , \grave{o} , Æ
- ◆ Other marks: © , ® , ¢
- ◆ Characters from Symbol fonts
- ◆ The current time and date.

Running KeyPad

To run KeyPad, double-click on the KeyPad program icon in the IMSI program group.

- ◆ Some IMSI applications have a menu command or a shortcut button that runs KeyPad from within the application. Refer to the documentation supplied with your IMSI applications to see their level of support.

Once KeyPad is running, the name of the application to which KeyPad is linked appears in the title bar.








Depending upon the application, you may need to select a text tool in order to use KeyPad. For example, in Design Magic you must select the text tool and position the text insertion point before KeyPad can be used to insert a character.

You can keep KeyPad permanently on-screen while you work by selecting **Always on Top** from KeyPad's **Control** menu.



How To ...

Click on a button for more Help with KeyPad procedures.

-  [Insert a character](#)
-  [Insert the time and date](#)
-  [Select a different font](#)
-  [Change the view size](#)
-  [Change your preferences](#)
-  [Print sample fonts](#)
-  [Exit KeyPad](#)



How to insert a character

Use KeyPad when you need to insert a character that is *not* directly available from your keyboard, such as a Symbol or Dingbat character. You can insert any character, from any available font, into your document.

How to insert a character

1. In your linked application, position the text insertion point where you want to insert the character. You may need to select a text tool before you can do this.
2. Run KeyPad, and click on the character that you want to insert in the Character Display Area. The character is inserted at the position of the text insertion point in your linked application.

◆ When a character is inserted, it will normally adopt the font in force at the text insertion point in the linked application. However, if you are inserting a character into a IMSI application, you can override this feature so that the inserted character is styled in the font displayed in the Character Display Area of KeyPad.

See also:

- ◆ How to insert the time and date
- ◆ How to select a different font



How to insert the time and date

You can insert the current time and date at the text insertion point in your linked application.



How to insert the time and date

1. In your linked application, position the text insertion point where you want to insert the time and/or date. You may need to select a text tool before you can do this.
 2. Run KeyPad, then click on the time and/or date button in the toolbar. The current time and/or date is inserted at the position of the text insertion point in the linked application.
- ◆ When the time and/or date is inserted, it will adopt the font in force at the text insertion point in the linked application. However, if you are inserting the time and/or date into a IMSI application, you can override this feature so that the inserted text is styled in the font displayed in the Character Display Area of KeyPad.
 - ◆ The format of the time is specified by your Windows International Settings. You can use either a 12-hour or 24-hour clock and a number of related options. For example, you can add suffixes to the date, such as AM for morning or PST for Pacific Standard Time. Refer to your Microsoft Windows User's Guide for full details.
 - ◆ The format of the date is specified by your Windows International Settings. You can vary the order of month, day, and year, or change the punctuation used to separate parts of the date. Refer to your Microsoft Windows User's Guide for full details.
-

See also:

- ◆ [How to insert a character](#)
- ◆ [How to select a different font](#)
- ◆ [How to change your preferences](#)



How to select a different font

You can change the font of the characters displayed in the Character Display Area. If you are using KeyPad with a IMSI application, you can then set your preferences to style the characters that you insert with the font you have chosen in the KeyPad window.

How to select a different font

The **Font** drop-down list box displays the list of available fonts. Select a font from the list and the character set of that font will appear in the Character Display Area.

If you want to preview a font before selecting it, follow the steps below:

1. Select **Preferences** from the **Control** menu. The **Preferences dialog box** appears.
2. In the **Display** group box, check the **Show Previews** check box. A sample of the available fonts will appear in the **Default Font** list box.
3. In the **Default Font** list box, select the font whose character set you want to appear.

The fonts available to KeyPad are the fonts available to your default printer.

4. If you are using KeyPad with a IMSI application, you can set KeyPad to style the characters that you insert with the font you have chosen. In the **Application** group box, check the **Send Font Information** check box.
5. Click on **OK**. The character set of the selected font appears in the Character Display Area.

◆ You can also select a font by double-clicking on the font name in the **Preferences** dialog box.

◆ If you are using KeyPad with a non-IMSI application, the characters that you insert will be styled with the font in force at the text insertion point in the linked application.

Shortcut:



See also:

- ◆ [Preferences dialog box](#)
- ◆ [How to change your preferences](#)
- ◆ [How to print sample fonts](#)



How to change the view size

You can change the view size of the characters displayed in the Character Display Area. This option is particularly useful when using KeyPad on a high resolution screen.



How to change the view size

- ◆ Click on the **Enlarge** button in the toolbar to zoom in and enlarge the size in which the characters appear in the Character Display Area.
- ◆ Click on the **Reduce** button in the toolbar to zoom out and reduce the size in which the characters appear in the Character Display Area.

Changing the view size within KeyPad does *not* alter the point size of text in the linked application.

Note:

To collapse the KeyPad window to its minimum size, click the right mouse button; the title bar and toolbar will be hidden from view. To restore the KeyPad window to its previous size, click the right mouse button again.





Changing your preferences

You can control certain aspects of KeyPad by setting your preferences. Any changes that you make to your preferences are saved, so you do not need to select them each time you run KeyPad.

How to change your preferences

1. Select **Preferences** from the **Control** menu. The **Preferences dialog box** appears.
2. From the **Default Font** list box, select the font whose character set you want to appear in the Character Display Area.
3. From the **Application** group box, choose whether you want to return directly to the linked application after you have inserted a character, and whether you want the characters that you insert to be styled in the font selected within KeyPad.
4. From the **Display** group box, choose whether you want KeyPad to remain on top of the desktop, and select the font options that you want.
5. Click on **OK** when you are satisfied with the preferences you have chosen.

Shortcut:



See also:

◆ **Preferences dialog box**



How to print sample fonts


You can print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.




How to print sample fonts

1. Click on the **Print** button in the toolbar. The **Print Sample dialog box** appears.
 2. From the **Output** group box, choose whether you want to print the whole character set, or sample characters of the fonts.
If you have chosen to print sample characters, enter the characters you want to print in the **Sample** box.
 3. To change the settings of the current printer, or to select a new printer, click on the **Setup** button. The **Print Setup** dialog box appears.
Click on **Print Setup** dialog box below for full details of how to set up your printer.
 4. From the **Fonts** group box, choose which fonts you want to print.
The fonts available to KeyPad are the fonts available to your default printer.
 5. Click on **OK** to print the fonts according to your options.
-

See also:

 **Print Samples** dialog box

 **Print Setup** dialog box



How to exit KeyPad

How to exit KeyPad

Select **C**lose from the Control menu.



You can also exit KeyPad by double-clicking on the Control menu box.

Shortcut:






Preferences dialog box



This dialog box will appear when you select **Preferences** from the **Control** menu. From this dialog box you can control certain aspects of KeyPad.


Default Font list box


Displays the fonts available to KeyPad. Select a font from this list box to display the character set of that font in KeyPad's Character Display Area.

 The fonts available to KeyPad are the fonts available to your currently selected printer.

Application group box


Provides options controlling how KeyPad works with the linked application.


 **Return After Send** check box: Check this box to let you to return directly to the linked application after you have inserted a character.


 **Send Font Information** check box: Check this box to style characters that you insert using KeyPad with the font that appears in the Character Display Area, rather than the font in force at the text insertion point in the linked application. Non-IMSI applications *cannot* use this feature of KeyPad.


Display group box

Provides options to control the appearance of the KeyPad window.


 **Always on top** check box: Check this box to keep the KeyPad window permanently displayed on your desktop.

 **Symbol fonts only** check box: Check this box to display only the available symbol fonts in the **Default Font** list box, e.g. Symbols and WingDings.

 **Show Previews** check box: Check this box to display samples of the available fonts next to their names in the **Default Font** list box. You may prefer to turn this option off if your screen can only redraw the samples very slowly.

 **Accented chars only** check box: Check this box to display the foreign language characters in the selected font only, e.g. à, æ, ð, è. This option is particularly useful when editing text of a foreign language.

See also:

 [How to change your preferences](#)



Print Samples dialog box



This dialog box appears when you click on the **Print** button in the toolbar.

From this dialog box you can print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.

Output group box



Whole Font: Select this option to print the whole character set of the selected fonts.



Sample: Select this option to enable the **Sample** box, then enter the characters that you want to print in the selected fonts.

Printer group box

Displays the currently selected printer.



Setup button: Click on this button to change the settings of the current printer. The **Print Setup** dialog box will appear for you to set up the required printer.

Fonts group box



To Exclude list box: Displays the fonts available to **KeyPad**. Select a font to add it to the **To Print** list box.

To select two or more fonts in sequence, click the first font you want to select, then press **Shift** and click on the last font you want to select. To select two or more fonts *out* of sequence, press **Ctrl** while you click each font.



Add -> button: Click on this button to add fonts selected in the **To Exclude** list box to the **To Print** list box.



Add All -> button: Click on this button to add all the fonts listed in the **To Exclude** list box to the **To Print** list box.



<- Remove button: Click on this button to move the fonts selected in the **To Print** list box to the **To Exclude** list box.




<- Remove All button: Click on this button to move all the fonts listed in the **To Print** list box to the **To Exclude** list box.



To Print list box: Displays the fonts selected for printing. Select a font to remove it from this list box and return it to the **To Exclude** list box.

To select two or more fonts in a sequence, click the first font you want to select, then press **Shift** and click on the last font you want to select. To select two or more fonts out of sequence, press **Ctrl** while you click each font.

See also:

 [How to print sample fonts](#)





Print Setup dialog box

This dialog box will appear when you click on the **Setup** button on the **Print Samples** dialog box.


From this dialog box you can select and set up any of the printers you have installed on your computer.


Printer group box

 **Default Printer:** Select this option to print your fonts to the default printer. The name of the default printer appears below the **Default Printer** option.


 **Specific Printer:** Select this option to print your fonts to one of the other printers you have installed. Click on the arrow to the right-hand side of the **Specific Printer** box to drop-down a list of available printers. Click on a printer name to select it.


Orientation group box

 **Portrait:** Select this option to print your fonts in portrait (vertical) orientation.

 **Landscape:** Select this option to print your fonts in landscape (horizontal) orientation.

Paper group box

 **Size** drop-down list box: Click on the arrow to the right-hand side of the **Size** box to drop-down a list of available paper sizes. Select the size of the paper loaded in your printer.

 **Source** drop-down list box: Click on the arrow to the right-hand side of the **Source** box to drop-down a list of available paper sources for your selected printer. Select the source from which your printer loads paper.

Options button

Click on this button to display the **Options** dialog box for the printer you have selected. The options on this dialog box depend on which printer is selected.

See also:

 **Print Samples dialog box**



Using KeyPad Help


On-line Help is a convenient way to obtain information about working with KeyPad.


You can keep the Help window permanently on-screen while you work by selecting **Always on Top** from the window's **Help** menu.

Moving around KeyPad Help

As in all Windows Help applications, you move around KeyPad Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems show jumps as green text underlined with solid or dotted lines. In KeyPad Help, jumps are shown as buttons, and popup definitions are denoted by underlined regular (black) text.

 This button appears throughout KeyPad Help. It denotes a 'main' topic heading; another subject that may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.

 A definition is available for any word or phrase that is underlined. Click on the word(s) to 'pop up' the information.

Additionally, you can click on any button or graphic in the Help to 'pop up' a description of its function.

Ways to choose a Help option...

To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.


Alternately, you can press **Tab** or **Shift Tab** to highlight the button of your choice, then press **Enter** to display that Help topic.

Once the topic you want to read appears in the Help window, use the vertical scroll bar to move through the Help text.

Referring to related topics

Some topics are related to other topics. These related topics can be viewed by clicking on the **See Also** button which is positioned to the far right of the button bar.

A drop down list appears. Choose the topic that you wish to read.

 If you are reading a topic which has no other topics related to it, the **See Also** button is disabled.

Searching for Help

You can quickly search the Help system for help on a specific subject. To do this:

1. Click on the **Search** button in the Help window's button bar. The **Search** dialog box will be appear.
2. Scroll through the list of subjects and choose the one you would like to read about.
3. Click on the **Show Topics** button. A list of the topics associated with that subject will be displayed. Select a topic.
4. Choose the **Go To** button. Information on your selected topic will appear in the KeyPad Help window.

You can then scroll through the Help text as described earlier.

Browsing and backtracking

Use the **Browse** buttons (<< and >>) at the top of the Help window to browse backwards or forwards through the surrounding Help information. Click on the **Back** button to backtrack through the hierarchy of help topics that you have reviewed in the current Help session.

History

Click on the **History** button to display a list of all the topics you have reviewed in the current Help session. Double-click on a topic to display it in the main Help window.

Printing Help

You can print the Help so that you have a hard copy to which you can refer. To print the current Help topic, select **Print Topic** from the **File** menu of the Help window. The current Help topic is printed to the currently selected printer.

To choose a different printer, or to change the default printer options, select **Print Setup** from the **File** menu of the Help window and choose the printer to which you want to print.

Note: You *cannot* print information that is in a 'pop up' window.

Canceling Help

Select **Close** from the Help window's Control menu, or press **Alt F4**.

IMSI Software

for Home and Small Business

Presidents Letter.-

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Martin Sacks, CEO and President

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GST Technology Ltd is a worldwide software developer at the leading edge of user interface design for desktop publishing and graphics technology under Windows. GST is the author of KeyPad, developed specifically for IMSI and licensed to them.

GST has a range of other products in the desktop publishing and graphics fields sold worldwide by a variety of licensees.

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Toolbar

The view of KeyPads tools below the title bar:





Exit button

This is the shortcut button for the **Close** command in the **Control** menu.
Click on it to close KeyPad and return to the linked application.

Keyboard Shortcut: Alt F4



Preferences button

This is the shortcut button for the **Preferences** command in the **Control** menu.

Click on it to open the **Preferences** dialog box from where you can control certain settings in KeyPad.

Any changes that you make to your preferences are saved, so you do *not* need to select them every time you run KeyPad.

Alt+0197

Character Code box


This box displays the ANSI code of the character currently selected in the Character Display Area. This is the code that you would need to enter if you were to insert the character into your application using your keyboard.

Arial



Font

Choose a different font to appear in the Character Display Area. Click on the arrow next to the **Font** box to drop-down a list of the fonts that are available to your setup. Click on the font that you want to use.

 When using KeyPad with a IMSI application, you can set your preferences to style the characters that you insert with the font you select in KeyPad. However, if you are using KeyPad with a non-IMSI application, the characters will be styled with the font in force at the text insertion point in the linked application.



Enlarge button

Click on this button to zoom in and enlarge the size in which characters are viewed in the Character Display Area. This command is particularly useful when running KeyPad on a high resolution screen.



Changing the view size within KeyPad does *not* alter the point size of text in the linked application.



Reduce button

Click on this button to zoom out and reduce the size in which characters are viewed in the Character Display Area.



Changing the view size within KeyPad does *not* alter the point size of text in the linked application.



Time button

Click on this button to insert the current time at the text insertion point in the linked application.




The format of the time is specified by your Windows International Settings. You can use either a 12-hour or 24-hour clock and a number of related options. For example, you can add suffixes to the date, such as AM for morning or PST for Pacific Standard Time. Refer to your Microsoft Windows User's Guide for full details.




Date button

Click on this button to insert the current date at the text insertion point in the linked application.

 The format of the date is specified by your Windows International Settings. You can vary the order of month, day, and year, or change the punctuation used to separate parts of the date. Refer to your Microsoft Windows User's Guide for full details.

 **Print button**

Click on this button to open the **Print Samples** dialog box. From this dialog box you can print out a sample of the fonts available to KeyPad, or you can print out the whole character set of each font.

 The fonts available to KeyPad are the fonts available to your default printer.




About button

This is the shortcut button for the **About** command in the **Control** menu.

Click on it to view the KeyPad billboard to see which version number of KeyPad you are using.


Character Display Area


Displays the character set of the selected font. Click on a character to insert it at the text insertion point in your linked application.

 When you move the mouse pointer over a character, the ANSI code of that character appears in the **Character Code** box.

Title bar

The title bar shows the name of the application to which KeyPad is linked.

 You can maximize KeyPad by double-clicking on its title bar. To restore it to its previous size, double-click on the title bar again.

 To move KeyPad to a different location on your desktop, drag its title bar to the new location.



Minimize button

Click on the **Minimize** button to reduce the KeyPad window to an icon.



When you reduce KeyPad to an icon, it continues to run but its window does not take up space on your desktop.



Maximize button

Click on the **Maximize** button to enlarge the KeyPad window to its maximum size.



After you enlarge KeyPad, the **Maximize** button is replaced by the **Restore** button, which contains both an up and a down arrow. Click on the **Restore** button to return the KeyPad window to its previous size.



Control-menu box

Click on the Control-menu box to display the KeyPad **Control** menu. By using **Control** menu commands, you can resize, move, maximize, minimize, and close windows, and switch to other applications.



When using a mouse, you can perform these tasks by clicking and dragging.



The KeyPad **Control** menu also contains commands to keep KeyPad permanently on screen, to specify your KeyPad preferences and to view the KeyPad billboard.



Help button

Click on this button to view the Help contents.

Keyboard Shortcut: F1

