

## **Index for Ultimate Conversions**

The Index lists the Help topics available for Ultimate Conversions. Use the scroll bar to see entries not currently visible in the Help window

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## Ultimate Conversions Keys

This help section only defines specific keys used in the Ultimate Conversions program. See your Windows manual or the Help menu in the Program Manager for general help using Windows.

<b>Key(s)</b>	<b>Function</b>
Tab	Move forward through the text boxes, conversion list and buttons.
Shift+Tab	Move backward through the test boxes, conversion list and buttons.
Enter	Calculate.
Alt	Activate menus.

## **File Menu Commands**

Exit

Exit program

## **Edit Menu Commands**

Copy  
Paste

Copy highlighted text to the clipboard  
Paste contents of the clipboard to the Input Number text box

## Options Menu Commands

These options set the number of digits to the right of the decimal point.

<u>Z</u> ero	Set to zero significant digits
<u>T</u> hree	Set to three significant digits
<u>S</u> ix	Set to six significant digits
<u>N</u> ine	Set to nine significant digits
<u>S</u> cientific	Set to use scientific notation

## Help Menu Commands

<u>I</u> ndex	Display the help index
<u>U</u> sing help	Help on Help
<u>A</u> bout	Display the About box

## **General Information**

1. When the Ultimate Conversions program is executed the cursor(input focus) is in the Input Number text box.
2. The program has 914 conversions.
3. The actual conversion factors are available in the Conversion Factor text box.

## Entering a number to be converted

Enter the number to be converted into the Input Number text box. Make sure the cursor is in the text box by:



Clicking on the CLEAR ENTRY button.



Press the TAB key until the CLEAR ENTRY button is active then press the ENTER key.



## Selecting a conversion

Once a number is entered in the Input Number text box a conversion has to be selected.



Click on the conversion desired. Use the Scroll bar on the right side of the list box to scroll through the entire list.



Press the TAB key until the conversions list box is active. Use the up and down arrow keys or the page up and page down keys to move through the list of conversions.

## Converting a number

Once a number is entered into the Input Number text box and a conversion is selected the conversion can be made in three different ways.



1. Double click on the conversion of choose.
2. Click on the CALCULATE button.



3. Press the ENTER key with the desired selection in reverse text.

The result of the conversion is placed in the Answer Box.

## Saving a number

The result of a conversion can be saved in memory for later use. This number is displayed in the Memory text box.



Click on the Save button. The number is displayed in the Memory text box.



Press the TAB key until the Save button is active. Press ENTER. The number is displayed in the Memory text box.

## Recalling a number

The contents of the Memory text box can be recalled and placed in the Input Number text box for conversion.



Click on the Recall button. The number in the Memory text box will be displayed in the Input number text box. This number can now be used in a conversion.



Press the TAB key until the Recall button is active. Press ENTER. The number in the Memory text box will be displayed in the Input number text box. This number can now be used in a conversion.

## Clearing an entry

This button clears the Input Number text box and places the cursor in that box.



Click on the Clear Entry button.



Press the TAB key until the Clear Entry button is active. Press ENTER.

## Clearing all

This button resets the program to its starting state.



Click on the Clear All button.



Press the TAB key until the Clear All button is active. Press ENTER.

## Copying a number to the clipboard

The result of a conversion or the conversion factor itself can be selected and saved to the clipboard for use in other programs. See the Program Manager, Basic Skills, Selecting Text Help for more in-depth information about selecting text.



Select the text to be copied to the clipboard. Pull down the Edit menu and select Copy.



Press the TAB key until the text box containing the text to be copied is active. Select the text to be copied to the clipboard. Press the ALT key followed by the E and C keys.

## **Pasting a number from the clipboard**

A number from the clipboard can be pasted into the Input Number test box.



Pull down the Edit menu and select Paste.



Press the ALT key followed by the E and P keys.



## **Input Number**

The Input Number text box is the area on the screen where the number to be converted is entered.