

## **WinNAV - Help for FlashPoint Windows Navigator**

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The Index contains a list of all Help topics available for the Help Example. For information on how to use Help, press F1 or choose Using Help from the Help menu.

## File Menu

The File menu includes commands that enable you to manage files and directories, and to exit WinNAV.

For more information, select the File menu command name.

Copy Copy files to another directory or disk.Delete Delete files or directories.  
Exit Exit or close application or Windows session.  
Information Display information on file or directory.Pack Access archive and  
compressed file utilities.Print Print files.  
Rename Rename files or directories.Tools Access other utilities.Utilities Access  
other tools.

## **Edit Menu**

The Edit menu includes commands that enable you to edit text in the Quick View window, move text to and from the clipboard, to delete text, and to undo a previous editing operation.

For more information, select the Edit menu command name.

Clear Deletes text without moving it to the clipboard.  
Copy Copies text to the clipboard.  
Cut Deletes text and moves it to the clipboard.  
Paste Moves text from the clipboard to the edit window.  
Undo Cancels a previous operation.  
Select All Select (mark) all text in window for edit operation.  
Delete All Delete (remove) all text from window.

## **List Menu**

The List menu includes commands that enable you to control the display of the list box windows, including performing local, branch and global explores, limiting or expanding file listings by name, type, date or size, refreshing the current list, and related operations.

## **View Menu**

The View menu includes commands that enable you to access user defined external viewers or applications, or select an alternate internal viewer for the Quick View window.

Alternate internal viewers allow a file to be viewed in standard text mode or a seven-bit text mode (for files which use the eighth-bit for control characters, e.g., WordStar), to snoop for text in any type of file, or to view directories of popular archive or compressed file formats.

## **Action Menu**

The Action menu includes commands that enable you to open or run a file or application, a DOS window, additional copies of WinNAV, or a user defined editor, to assign user defined function key combinations, and to access advanced Launch and Run dialog panels and file association and linking features.

## **User Menu**

The User menu includes commands that enable you to display and run user defined applications, by selecting same from a popup menu. These selections are assigned, defined and modified through the New, Update and Remove options of the Action Run dialog panel.



## **Options Menu**

The Options menu includes commands that enable you to configure the alternate settings of the list and view windows and application's display.

## **Window Menu**

The Window menu includes commands that enable you to switch active windows, to rearrange the window layout and to zoom (maximize) or minimize a window.

## **Help Menu**

The Help menu includes commands that enable you to access various features of WinNAV's help system, providing on-line help on the features and capabilities of the application.

### **Note:**

This help system has not been fully implemented in this release; however, registered users will be provided with updated help files as they are completed and released.

## System Menu

The System menu includes commands that enable you to minimize, maximize, move, size and restore the application on the Windows desktop, to arrange icons and tile non-iconized windows, and to launch various system related applications, including control panel, setup, program, file and print managers and system editors.

In addition it provides access to WinNAV's advanced Launch dialog panel, even when WinNAV is in an icon mode.

It also provides three methods for exiting both WinNAV and Windows.

Close	Exits or closes WinNAV or ends the Windows' session.
End	Ends the current Windows session in the standard fashion, allowing all running applications to prompt for necessary user input such as whether to save or close a file.
Kill	Kills the current Windows session, by immediately terminating all active tasks and windows -- including any open DOS windows or applications. Running applications will not prompt for user input prior to termination, therefore, care should be exercised in using this advanced feature.

All System commands may be accessed even when WinNAV is minimized, by clicking on its icon.

## **File Exit Command**

This command exits or closes the application. In addition, if WinNAV is installed as the shell application, closing it will also terminate the current Windows' session.

This command is identical to the Close command on the System popup menu.

The System commands End and Kill may also be used to terminate WinNAV and the current Windows session.

## **File Copy Command**

This command invokes the Copy dialog panel.

## **File Delete Command**

This command invokes the Delete dialog panel.

## **File Print Command**

This topic explains the File menu's Print command.



## **Action Open Command**

This topic explains the File menu's Open command.

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For more information on ordering or registering copies of **WinNAV**, contact:

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## **WinNAV Keys**

The keyboard topics explain some of WinNAV accelerator key combinations.

Choose from the following list to review the keys used in WinNAV:

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[Dialog Box Keys](#)

[Editing Keys](#)

[Function Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

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[Window Keys](#)

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the cursor left, right, up, or down in a field or list.
End or Ctrl+Right Arrow	Moves to the end of a field or list.
Home or CTRL+Left Arrow	Moves to the beginning of a field or list.
PAGE UP or PAGE DOWN	Moves up or down in a field or list, one screen at a time.



## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel or Quit)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a multiple selection list box.
CTRL+BACKSLASH	Cancels all selections, except the current selection, in a multiple selection list box.
SHIFT+ DIRECTION key	Extends selection in a text or multiple selection list box.
SHIFT+ HOME	Extends selection to first character in a text box, or the first item in a multiple selection list box.
SHIFT+ END	Extends selection to last character in a text box, or the last item in a multiple selection list box.

## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

## Function Keys

WinNAV provides full support for almost all function key combinations.

The following function key combinations have been preassigned:

Normal

Shift

Control

Alt

Control+Shift

The following may be configured from the Action Run dialog panel, to suit individual user needs:

Alt + Shift

Alt + Control

Alt + Shift + Control

## Function Keys - Normal State (Pre-assigned)

<b>Key(s)</b>	<b>Function</b>
F1	Help - Index
F2	Open file.
F3	Toggle short listing.
F4	Rename file or directory
F5	Refresh
F6	Switch focus window
F7	Launch menu.
F8	Toggle zoom /maximized window
F9	Global explore
F10	Activate menu bar
F11	Zoom/maximize list.
F12	Zoom/maximize view.

## Function Keys - Shift Key Combinations (Pre-assigned)

<b>Key(s)</b>	<b>Function</b>
Shift+F1	Help - Keyboard
Shift+F2	{Reserved}
Shift+F3	Toggle list character case.
Shift+F4	{Reserved}
Shift+F5	Toggle line wrap in view.
Shift+F6	Switch focus window.
Shift+F7	External user assigned viewer (#1).
Shift+F8	Toggle extended list add mode.
Shift+F9	Local explore (set path).
Shift+F10	Launch another WinNAV module.
Shift+F11	Switch to list.
Shift+F12	Switch to view.

## Function Keys - Control Key Combinations (Pre-assigned)

<b>Key(s)</b>	<b>Function</b>
Ctrl+F1	Help - Commands
Ctrl+F2	Copy files or directories.
Ctrl+F3	Toggle split list.
Ctrl+F4	Delete files or directories.
Ctrl+F5	All files listing.
Ctrl+F6	Switch focus window.
Ctrl+F7	External user assigned viewer (#2).
Ctrl+F8	Information on file or directory.
Ctrl+F9	Branch explore.
Ctrl+F10	Open DOS window.
Ctrl+F11	Display column (vertical) lists.
Ctrl+F12	Display row (horizontal) lists.

## Function Keys - Alt Key Combinations (Pre-assigned)



<b>Key(s)</b>	<b>Function</b>
Alt+F1	Help - Help on Help.
Alt+F2	Add (make) directory.
Alt+F3	Arrange desktop icons.
Alt+F4	Close application.
Alt+F5	Restore application window style.
Alt+F6	Switch to ... (Task Manager).
Alt+F7	Move application window.
Alt+F8	Size application window.
Alt+F9	Minimize (iconize) application window.
Alt+F10	Maximize (zoom) application window.
Alt+F11	Arrange desktop windows in columns.
Alt+F12	Arrange desktop windows in rows.

## Function Keys - Shift+Control Key Combinations (Pre-assigned)

<b>Key(s)</b>	<b>Function</b>
Shift+Ctrl+F1	Help - About WinNAV
Shift+Ctrl+F2	Copy files or directories.
Shift+Ctrl+F3	Toggle split list.
Shift+Ctrl+F4	Delete files or directories.
Shift+Ctrl+F5	All files listing.
Shift+Ctrl+F6	Switch focus window.
Shift+Ctrl+F7	External user assigned viewer (#2).
Shift+Ctrl+F8	Information on file or directory.
Shift+Ctrl+F9	Branch explore.
Shift+Ctrl+F10	Open DOS window.
Shift+Ctrl+F11	Display column (vertical) lists.
Shift+Ctrl+F12	Display row (horizontal) lists.



## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	Gets Help and displays the Help Index for WinNAV. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.
	
SHIFT+F1	Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about. (This feature is not available in this release of WinNAV; instead, the Shift+F1 combination gets help on WinNAV key combinations)
CONTROL+F1	Gets Help on WinNAV Commands and menu items
ALT+F1	Gets Help on Using Windows Help.
SHIFT+CONTROL+F1	Displays the About WinNAV dialog panels

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window or Windows session.
Shift+Alt+Del	Kills the current Windows session, immediately terminates all applications and returns to DOS. This feature is only functional when WinNAV is the active application.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> )

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.



## **Clipboard**

This is a topic that describes the Windows term "clipboard". If you click the "clipboard" term within the Copying Text or Glossary topic, this Help topic will be displayed in a pop-up window.

This topic is also tagged with the keyword "clipboard," for use with the WinHelp Search option.

