## What is Vault?

Vault stores your information as an outline.   Vault organizes your information into categories and sub-categories that you specify.

For example, the Vault file below has "Calendar" and "Computer" categories.   Under the "Computer" category are sub-categories of "Hardware", "On-Line Services", and "Software".   Under "Hardware" is "Micron", and under "Micron" are "BBS" and "Notes".   Since the "Notes" item has been selected, the text for that item is displayed in the text window at the bottom of the screen.
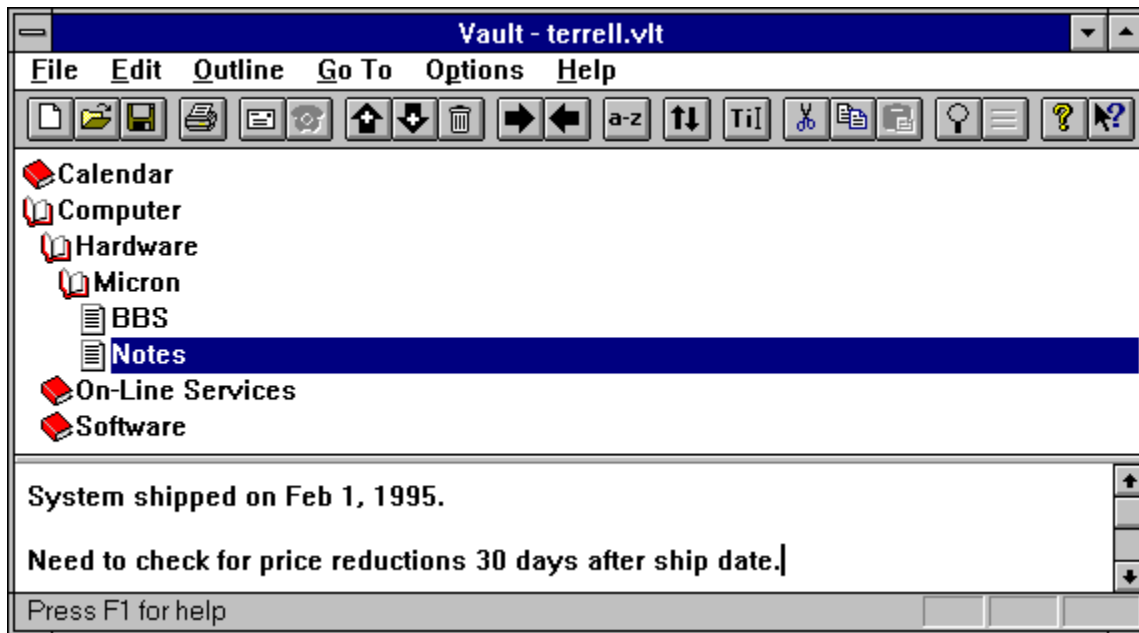
Vault's search command finds the information you need instantly.   You can also browse the outline by expanding and collapsing items.

Vault's Send command allows you to send your notes to co-workers via electronic mail.

Vault's Dial Phone command automatically dials the phone number selected in the text window.

Vault's Print command allows you to specify which notes to print, and how they should appear.   Vault's Print Preview command allows you to inspect the appearance of printouts before sending them to the printer.

See Also:
    Available Versions of Vault
    Registering this Shareware Program
    How to Use Vault

Available Versions of Vault

The following versions of Vault are available:

Vault for Windows 3.1
Vault for Windows 95 and NT

Registered users receive BOTH versions of Vault - the latest version of Vault for Windows 3.1, and the latest version of Vault for Windows 95 and NT.   For information on registering Vault, see <u>Registering this Shareware Program</u>.

Registering this Shareware Program

Vault is shareware.   To register your copy, please send $15.00 US plus postage and handling to:

Pocket-Sized Software
8547 E. Arapahoe Road
Suite J-147
Greenwood Village, CO   80112   USA

Postage and Handling:

US and Canada: $2.50   Overseas: $10.00 (for airmail delivery)

What you get for registering:

1   A disk containing the latest versions of Vault.   Please specify disk type: 5 ¼" high
           density or 3 ½" high density.

           You will receive BOTH versions of Vault - the latest version of Vault for Windows 3.1,
           and the latest version of Vault for Windows 95 and NT.

2   Pocket-Sized Software's customer support telephone number.

3   Notification by e-mail when future versions of Vault are available.

We Accept:

Checks in US funds drawn on a US bank
Registration on CompuServe ("GO SWREG")
International Postal Mail Orders
American Express International Money Orders
US Cash

To display and optionally print an order form, press here: Order Form

Vault Order Form

Your Address:

_____

_____

_____

_____

_____

Your E-Mail Address:
(required for e-mail notification when future versions of Vault are available):

_____

Disk Preference (circle one):

3 ½" high density   5 ¼" high density

Send this order form to:

Pocket-Sized Software
8547 E. Arapahoe Road
Suite J-147
Greenwood Village, CO   80112   USA

To print this order form, select the File / Print Topic menu item.

What's New in this Version

Version 1.22 (32-bit only release):

Bug fix: In version 1.21 the text window's vertical scrollbar was sometimes not displayed appropriately when Vault was first run.

Version 1.21 (32-bit only release):

Searches can now be restricted to just the selected outline items.   In previous versions, the search command always searched all outline items.   For further details, see Search / Search.

The status bar now displays "OVR" when the text window is in overstrike mode.   The overstrike mode is toggled every time the Insert key is pressed.

The Ctrl+A accelerator (for Select All) was added to the Edit menu.

When the Vault document is empty, the following message is displayed in the status bar:
---> Select Outline / Add Below to add items <---.

Version 1.20 (32-bit only release):

Bug fix: In previous versions, when the topmost outline item was not visible but the listbox was big enough to display all items, the vertical scrollbar was disabled.

The on-line help text describing the enhanced editing features was corrected and expanded.   See paragraphs 2 and 3 of the "Version 1.19" section below.

Version 1.19 (32-bit only release):

In previous versions, the text of each outline item was limited to about 32,000 characters under Windows 95.   This limitation has been removed - outline items can now have up to 16 megabytes of text (under Windows 95 and NT).   See Limitations for further information.

The text window now has enhanced editing features.   For example, to select a word, double-click it with the left mouse button.   To move text, select the text, then click the selection with the left mouse button and keep the button held down.   Drag the cursor to the new location of the text and release the button.   This mechanism can even be used to move text from another application (for example, Word for Windows, WordPad, etc.).

The above procedure will move the text to a new location and delete the text from the original location.   If you want to retain the text in the original location, hold down the control key during the entire process.

Search hits are now underlined.   See Search / Previous Search Word and Search / Next Search Word for further information.

The margin around the text in the text window is now identical to the margin around the outline window.   In previous versions, the text window's margin was proportional to its font size.

Bug fix: In previous versions, after the last outline item was cut, the text window was not cleared and disabled.

Version 1.18 (32-bit only release):

Minor bugs fixed.

Version 1.17 (32-bit only release):

Minor bugs fixed.

Error corrected in the description of the Vault File Format.   In section 3 H, the item state will be 1 (not 0) if the item contains subordinate items.

Version 1.16 (32-bit only release):

The Dial Phone command now dials the text selected in the text window rather than just the first line.

Version 1.15 (32-bit only release):

The outline and text windows now display menus when the right mouse button is pressed.

The format of Vault files has been published in this help file.   See Vault File Format for further details.

Bug fix: The Options menu had two "S" accelerators.   This problem was fixed by changing the accelerator for "Status Bar" to "B".

Version 1.14 (32-bit only release):

Bug fix: When shortcuts of Vault files were run in a minimized window, and the "Don't automatically load file on start-up" option was selected, the files were not loaded.   This bug has been fixed in this version.

A Limitations topic has been added to the on-line help.

Version 1.13 (32-bit only release):

Outline items can now be numbered in printouts, e-mails, and exports. See Options / Settings for further information.
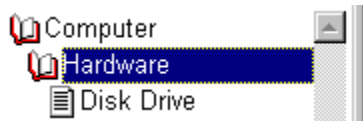
Vault now features a Windows-95 style help system.

Minor enhancements have been made to the help file.

The 32-bit version of Vault now requires Windows 95 or NT 3.51 or later.

Version 1.12:

A "focus rectangle" is now drawn in the outline when the outline is active:

A Search menu has been added.

Searches can now involve multiple words.   For example, users can search for topics containing:

    A.   "Windows 95" and "multimedia" and "software"
    B.   "Windows 95" or "Windows NT" or "32-bit"
    C.   etc.

See Search / Search for further information.

Users can now jump from one search word to another in topics.   See Search / Previous Search Word and Search / Next Search Word for further information.

The search results dialog now lists the number of search hits.

Version 1.11:

Minor bugs fixed.

Version 1.10:

Minor bugs fixed.

Version 1.09:

If there is an existing Vault session when you start Vault, you can go to an existing session or start a new session.   This only happens when:

1.   Vault for Windows 95 and NT is run.

or

2.   Vault for Windows 3.1 version is run from NT in a separate memory space.

Vault now uses less memory.

New keyboard accelerators:

    View / Move Split   F9
    Outline / Change Title   F10

Print margins can now be specified.   See Margins Dialog Box for further details.

Version 1.08:

The fonts used in the outline and text windows can now be specified.   See <u>Edit / Set Font</u> and <u>Outline / Set Font</u> for further information.

The splitter bar can now be vertical or horizontal.   See <u>Options / Settings</u> for further information. The default orientation is vertical.

Version 1.07:

Bug fixes.

Version 1.06:

Added File / Export command to save selected outline items as a text file.   See <u>File / Export</u> for further information.

Bug fixes.

Version 1.05:

Bug fixes.

Version 1.04:

The size and position of the program can be saved and used in future sessions.   See <u>Options / Settings</u> for further information.

<u>Maximize Outline</u>, <u>Maximize Text</u>, and <u>Display Outline and Text</u> commands added.

The <u>Outline / Search</u> command can be performed by pressing F4.

The splitter bar is now properly centered.

Versions 1.01 - 1.03:

Minor bug fixes.

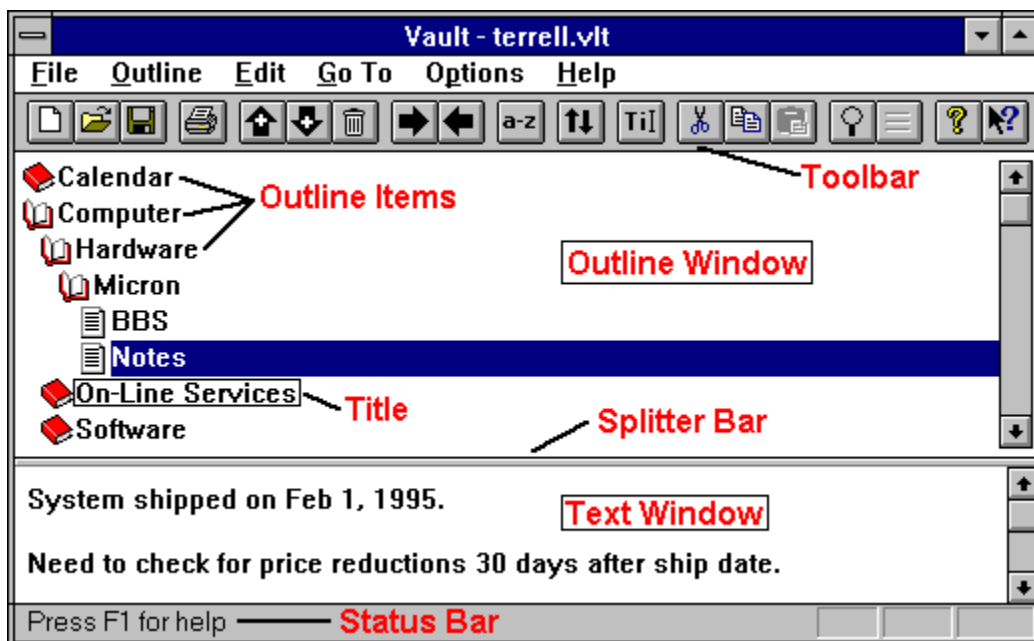**Version 1.00:**

Initial release.

How to Use Vault

Opening a File

To open a Vault file, use the File / Open command.   You may want to open "EXAMPLE.VLT" to learn how to use Vault.

Creating a New File

To create a new Vault file, use the File / New command.

Vault has two windows separated by a movable "splitter bar".   The top window is the outline window, and the bottom window is the text window:

For further information on the splitter bar, see Move Split.

The Outline Window

Selecting Items

Items in the outline window can be expanded and contracted by double-clicking them with the mouse. For further information, see Outline / Expand and Outline / Collapse.

To select an outline item, move the mouse pointer over it and press the left mouse button once.   When you select one outline item, that item's text will appear in the text window.

To select a range of items, select the first item with the mouse.   Then hold down the shift key and select the last item with the mouse.

To select multiple, non-contiguous outline items, hold down the Ctrl key and select items with the mouse. If you accidentally select the wrong item, just click it once again with the mouse.

When you select multiple items, the text window will be blank.

Adding and Deleting Items

To add new outline items, use the Outline / Add Above and Outline / Add Below commands.   To delete outline items, use the Outline / Delete Items command.   To change an item's title, use the Outline / Change Title command.

Indenting and Un-Indenting Outline Items

To change the indentation of outline items, use the Outline / Indent and Outline / Un-indent commands.

Cutting, Pasting, and Copying

To cut, paste, and copy outline items, use the Outline / Cut Items, Outline / Paste Items, and Outline / Copy Items commands.

The Text Window

The text window displays the current outline item's text and allows you to edit it.   For further information, see Edit / Undo, Edit / Cut, Edit / Copy, Edit / Paste, Edit / Select All, Edit / Find, Edit / Replace, Edit / Insert Date, Edit / Insert Time, Edit / Insert Date and Time., and Edit / Insert Text File.

Searching

Use the Outline / Search command to search for items.

Printing

Use the File / Print Preview and File / Print commands to preview and print your Vault file.

Saving a File

Use the File / Save and File / Save As commands to save your Vault file.

Sending Outline Items via Electronic Mail

To send outline items via electronic mail, select the items and use the File / Send command.

Dialing the Phone

To automatically dial a phone number, select the item containing the phone number and use the Edit / Dial Phone command.

The Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many Vault commands.   If you leave the mouse above a toolbar button for a moment, help for that button will be displayed.

To hide or display the Toolbar, choose Toolbar from the Options menu (Alt, p, T).

Click	**To**
	Open a new document.
	Open an existing document. Vault displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document with its current name. If you have not named the document, Vault displays the Save As dialog box.
	Print the active document.
	Send the selected outline items through electronic mail.
	Dial the phone number in the current outline item's text.
	Add a new outline item above the selected item.
	Add a new outline item below the selected item.
	Delete the selected outline items.
	Indent the selected outline items.
	Un-indent the selected outline items.
	Sort all outline items in alphabetical order.
	Get information about moving outline items.
	Change the title of the selected outline item.
	Delete the selected outline items, but allow subsequent pasting.
	Copy the selected outline items for subsequent pasting.
	Insert previously-cut outline items in a new position.
	Search for outline items containing specific text.
	View outline items found by previous search.

⬜⬜	Make the outline window as large as possible.
⬜⬜	Make the text window as large as possible.
⊟⬜	Display both the outline and text windows.
❓	Display program information, version number, and copyright.
▶❓	Display help for clicked on buttons, menus, and windows.

The Status Bar

Press F1 for help		NUM	

The status bar is displayed at the bottom of the Vault window.   To display or hide the status bar, use the Options / Status Bar command.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Vault Keys

Use the following keys in Vault:

Press	To
Ctrl+N	Create a new Vault file.
Ctrl+O	Open a Vault file.
Ctrl+S	Save the Vault file.
Ctrl+P	Print the Vault file.
Alt+Shift+Insert	Add a new outline item above the selected item.
Alt+Insert	Add a new outline item below the selected item.
Alt+Right Arrow	Indent the selected outline items.
Alt+Left Arrow	Un-indent the selected outline items.
Alt+Up Arrow	Open the selected outline item and show subordinate items (double-clicking the listbox item works too).
Alt+Down Arrow	Close the selected outline item and hide subordinate items (double-clicking the listbox item works too).
Alt+Delete	Delete the selected outline items.
Ctrl+Z	Undo the last change to the text in the text window.
Ctrl+X	Cut the selected text and put it in the Clipboard.
Ctrl+C	Copy the selected text and put it in the Clipboard.
Ctrl+V	Insert the clipboard contents into the current text position.
F1	Display on-line help.
F2	Go to the outline window.
F3	Go to the text window.
F4	Search for outline items containing specific text.

F5	Insert the current date and time at the cursor position.
F6	Make the outline window as large as possible.
F7	Make the text window as large as possible.
F8	Display both the outline and text windows.
F9	Move the splitter bar.
F10	Change the title of an outline item.
F11	Move the cursor backwards to the previous search word.
F12	Move the cursor forwards to the next search word.
Shift+F1	Display context help (see Help / Context Help for further information).

File Menu Commands

New
Open
Save
Save As
Print
Print Preview
Print Setup
Send
Export
Open Previously-Opened File
Exit

File / New

Use this command to create a new Vault document.

You can open an existing document with the File / Open command.

Shortcuts
　　Toolbar:
Keys:　CTRL+N

File / Open

Use this command to open an existing Vault document.

You can create new documents with the <u>File / New command</u>.

Dialog Box:

The following options allow you to specify which file to open:

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 you want to open.   If you are opening a Vault file, select "Vault Files".   If you are inserting a text file, select "Text Files".

Drives
Select the drive that contains the file that you want to open.

Directories
Select the directory that contains the file that you want to open.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Shortcuts
Toolbar:
Keys: CTRL+O

File / Save

Use this command to save the active document to its current name and directory.   When you save a document for the first time, Vault displays the Save As dialog box so you can name your document.   If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts
   Toolbar:
Keys: CTRL+S

See Also:
   File / Save As

File / Save As

Use this command to save and name the active document.   Vault displays the <u>Save As dialog box</u> so you can name your document.

To save a document with its existing name and directory, use the <u>Save command</u>.

Dialog Box:

The following options allow you to specify the name and location of the file you're about to save:

File Name
Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   Vault adds the extension you specify in the Save File As Type box.

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

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

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

See Also:
<u>File / Save</u>

File / Print

Use this command to print a document.

Shortcuts
   Toolbar:
Keys: CTRL+P

First Print Dialog Box:

Use this dialog box to specify what to print:

Select   To

Print Outline   Just print outline items
Print Text   Just print text
Print Outline and Text   Print both outline items and text

Print Selected Items   Print selected outline items
Print All Items   Print all items

   Set Font
      Press this button to select a printer font.   See Font Dialog Box for further information.

   Set Margins
      Press this button to specify margins.   See Margins Dialog Box for further information.

   Second Print Dialog Box:

The following options allow you to specify how the document should be printed:

   Printer
      This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

   Setup
      Displays a Print Setup dialog box, so   you can select a printer and printer connection.

   Print Range
      Specify the pages you want to print:
      All   Prints the entire document.
      Selection   Prints the currently selected text.
      Pages   Prints the range of pages you specify in the From and To boxes.

   Copies
      Specify the number of copies you want to print for the above page range.

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

   Print Quality

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

See Also:
File / Print Preview
File / Print Setup

File / Print Preview

Use this command to display the active document as it would appear when printed.   When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Dialog Box:

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

Set Font
Press this button to select a printer font.   See <u>Font Dialog Box</u> for further information.

Set Margins
Press this button to specify margins.   See <u>Margins Dialog Box</u> for further information.

Print Preview Toolbar:

The print preview toolbar offers you the following options:

Print
Bring up the print dialog box, to start a print job.

Next Page
Preview the next printed page.

Prev Page
Preview the previous printed page.

One Page / Two Page
Preview one or two printed pages at a time.

Zoom In
Take a closer look at the printed page.

Zoom Out
Take a larger look at the printed page.

Close
Return from print preview to the editing window.

See Also:
      File / Print
      File / Print Setup

File / Print Setup

Use this command to select a printer and a printer connection.   This command presents a print setup dialog box, where you specify the printer and its connection.

Print Setup Dialog Box:

The following options allow you to select the destination printer and its connection:

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.

Orientation
> Choose Portrait or Landscape.

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.

Network...
> Choose this button to connect to a network location, assigning it a new drive letter.

See Also:
> File / Print
> File / Print Preview

File / Send

Use this command to e-mail the selected outline items to other users.   This feature is available if MAPI-based e-mail software is installed on your machine.

Shortcuts
    Toolbar:

File / Export

Use this command to save the selected outline items in a text file.

File / Open Previously-Opened File

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.

File / Exit

Use this command to end your Vault session.   You can also use the Close command on the application
Control menu.   Vault prompts you to save documents with unsaved changes.

Shortcuts
  Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Edit Menu Commands

[Undo](#)
[Cut](#)
[Copy](#)
[Paste](#)
[Select All](#)
[Find](#)
[Replace](#)
[Insert Date](#)
[Insert Time](#)
[Insert Date and Time](#)
[Insert Text File](#)
[Dial Phone](#)
[Set Font](#)

Edit / Undo

Use this command to reverse the last editing action, if possible.

Shortcuts
Keys: CTRL+Z or
                  ALT-BACKSPACE

Edit / Cut

Use this command to remove the currently selected text and put it on the clipboard.   This command is unavailable if there is no text currently selected.

Cutting text to the clipboard replaces the contents previously stored there.

Shortcuts
Keys: CTRL+X

Edit / Copy

Use this command to copy selected text onto the clipboard.   This command is unavailable if there is no text currently selected.

Copying text to the clipboard replaces the contents previously stored there.

Shortcuts
    Keys: CTRL+C

Edit / Paste

Use this command to insert a copy of the clipboard contents at the insertion point.   This command is unavailable if the clipboard is empty.

Shortcuts
Keys: CTRL+V

Edit / Select All

Use this command to select the entire contents of the text window.   Once selected, the text can be copied or replaced with other text.

See Also:
    Edit / Copy

Edit / Find

Use this command to search for specific text in the text window.

Find Dialog Box:

Find What
Enter the text to search for.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Direction
Specify the direction of the search: Up from the current position, or Down from the current position.

Find Next
Choose this option to find the next match.

Cancel
Quits finding text.

Help
Gives help on the Find command.

See Also:
Edit / Replace

Edit / Replace

Use this command to find text and replace it with new text.

Replace Dialog Box:

Find What
   Enter the text to find.

Replace With
   Enter the text that will replace the found text.

Match Case
   Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Find Next
   Press this button find the next occurrence of the text entered in the Find What box.

Replace
   Press this button to replace the selected text with the text in the Replace With box.

Replace All
   Choose this option to replace all occurrences of the Find What text with the Replace With text.

Cancel
   Quits finding and replacing text.

Help
   Gives help on the Replace command.

See Also:
   Edit / Find

Edit / Insert Date

Use this command to insert the current date at the cursor position in the text window.

See Also:
Edit / Insert Time
Edit / Insert Date and Time

Edit / Insert Time

Use this command to insert the current time at the cursor position in the text window.

See Also:
    [Edit / Insert Date](#)
    [Edit / Insert Date and Time](#)

Edit / Insert Date and Time

Use this command to insert the current date and time at the cursor position in the text window.

See Also:
    [Edit / Insert Date](#)
    [Edit / Insert Time](#)

Edit / Insert Text File

Use this command to insert a text file at the current cursor position.

Edit / Dial Phone

Use this command to automatically dial a phone number.   To dial the phone, select the phone number in the text window.   Then select the Edit menu item and the Dial phone submenu.

The Dial Phone command requires Windows 95.   Also, make sure that you've installed the Windows 95 Phone Dialer, and make sure that it works properly.

To install the Phone Dialer, go to the Start menu.   Select the Settings item and the Control Panel item. Double-click the "Add/Remove Programs" icon in the Control Panel.   Select the Windows Setup tab. Double-click the "Communications" item.   Finally, check the "Phone Dialer" check box and press the OK button.

Your phone must be connected to the "Phone" jack in back of your modem.   TAPI-compliant telephones can also be used.

Shortcuts
    Toolbar:

Edit / Set Font

Use this command to select the font used in the text window.

Outline Menu Commands

Add Above
Add Below
Indent
Un-indent
Expand
Expand All
Collapse
Collapse All
Change Title
Cut Items
Copy Items
Paste Items
Delete Items
Sort All Items
How to Move Items
Set Font

Outline / Add Above

Use this command to add a new outline item above the selected item.   For example, since "Notes" is selected, the Add Above command will insert a new item above "Notes" and below "BBS":

When you add a new item, the following dialog box prompts you for the new item's title:

Shortcuts
  Keys: Alt+Shift+Insert
  Toolbar:

See Also:
  Outline / Add Below

Outline / Add Below

Use this command to add a new outline item below the selected item.   For example, since "Notes" is selected, the Add Below command will insert a new item below "Notes" and above "On-Line Services":

When you add a new item, the following dialog box prompts you for the new item's title:

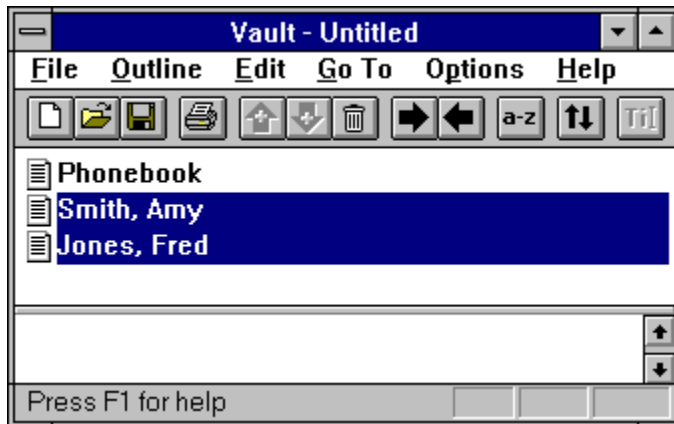**Shortcuts**
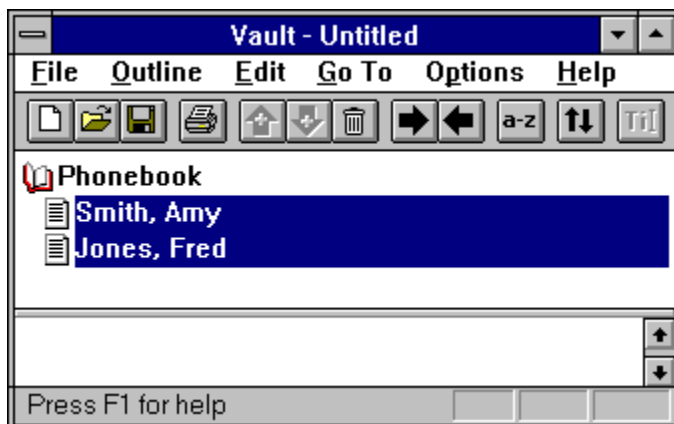   Keys: Alt+Insert
    Toolbar:

See Also:
    Outline / Add Above

Outline / Indent

Use this command to indent outline items.   To indent items, select them:

and then select Outline / Indent:

Notice that the "Phonebook" icon changed into an open book since it now contains subordinate items.

Shortcuts
    Keys: Alt+Right Arrow
    Toolbar: 📞

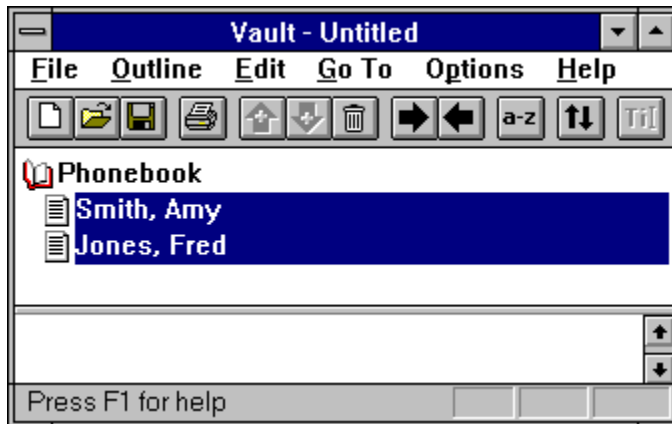**See Also:**
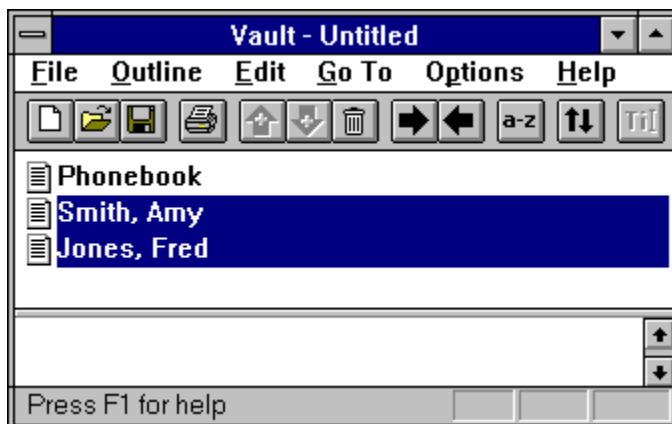   Outline / Un-indent

Outline / Un-indent

Use this command to un-indent outline items.   To un-indent items, select them:

and then select Outline / Un-indent:

Notice that the "Phonebook" icon changed to a book page since it no longer contains subordinate items.

Shortcuts
    Keys: Alt+Left Arrow
    Toolbar:

See Also:
    Outline / Indent

Outline / Expand

Use this command to open an outline item and show its subordinate items. Only items that are drawn as closed books can be expanded.

An item can also be expanded by double-clicking it with the mouse.

For example, double-clicking the "Micron" item:

opens it and reveals its subordinate items, "BBS" and "Notes":

Shortcuts
> Keys: Alt+Up Arrow

See Also:

Outline / Expand All

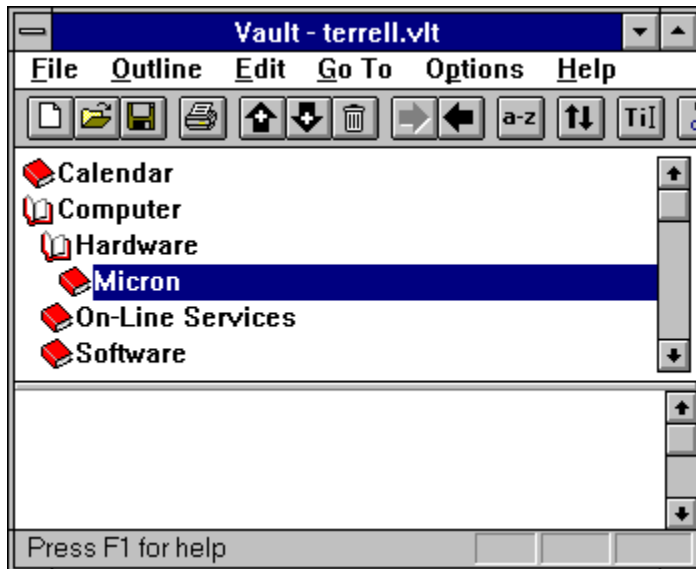Use this command to open all outline items and show all subordinate items.

See Also:
  Outline / Expand

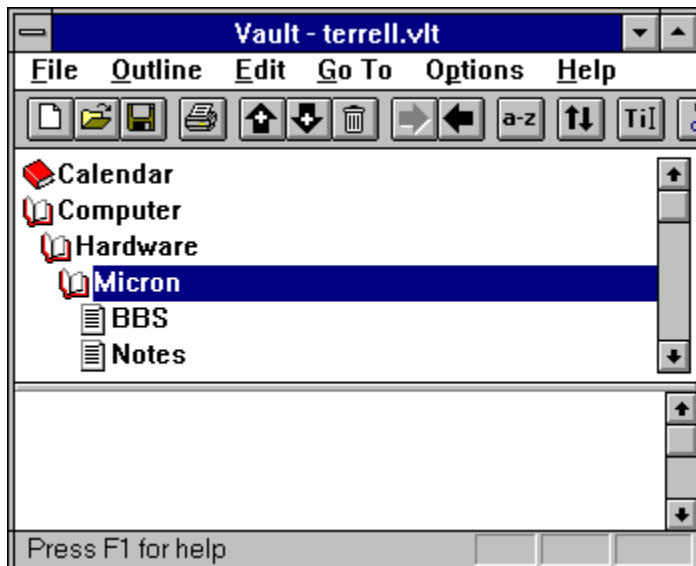## Outline / Collapse

Use this command to close an outline item and hide its subordinate items.   Only items that are drawn as open books can be collapsed.

An item can also be collapsed by double-clicking it with the mouse.

For example, double-clicking the "Micron" item:
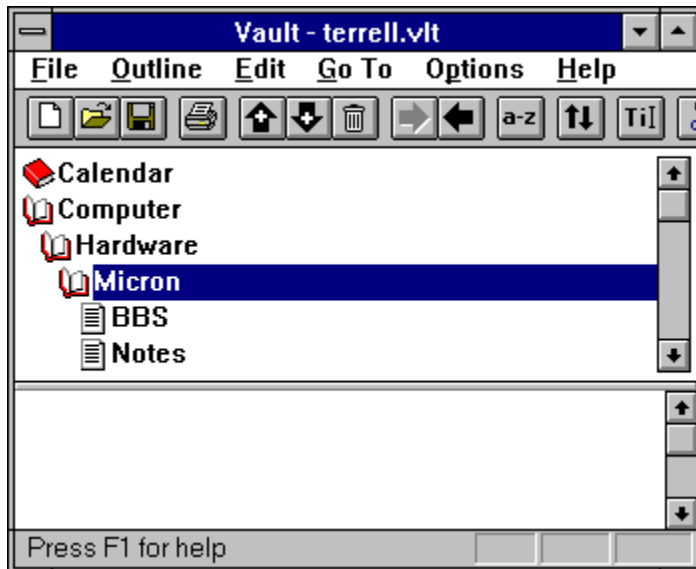
closes it and hides its subordinate items, "BBS" and "Notes":
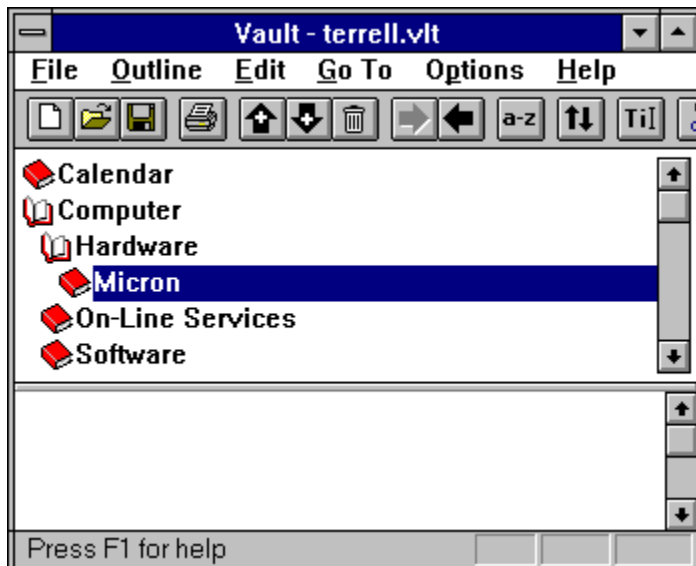
Shortcuts
    Keys: Alt+Down Arrow

See Also:

Outline / Collapse All

Use this command to close all outline items and hide all subordinate items.

See Also:
    Outline / Collapse

Outline / Change Title

Use this command to change an outline item's title.   An item must be selected before its title can be changed.   For example, to change the title of the "Calendar" item to "Personal Calendar", first select it by clicking it with the mouse:
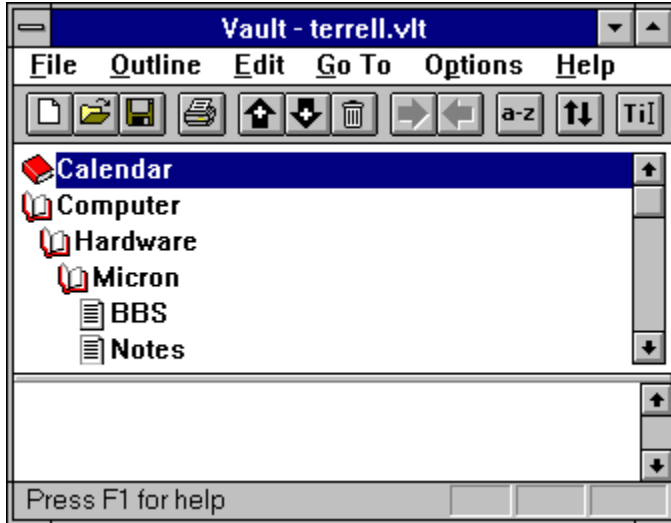
Then select the Outline / Change Title command (or press the "Change Title" toolbar button).   The following dialog box will be displayed, allowing you to change the title:
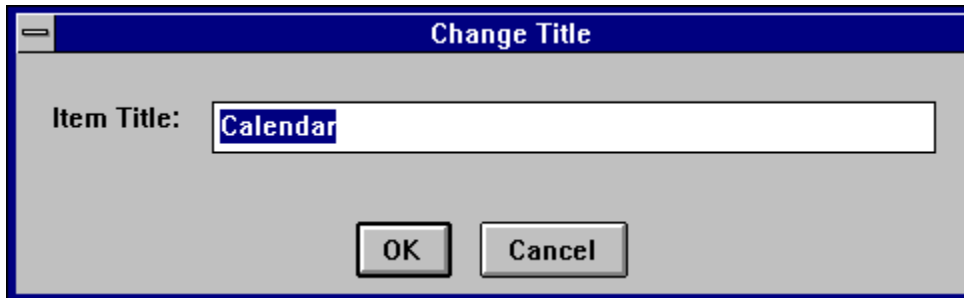
After the OK button is pressed, the title is changed:
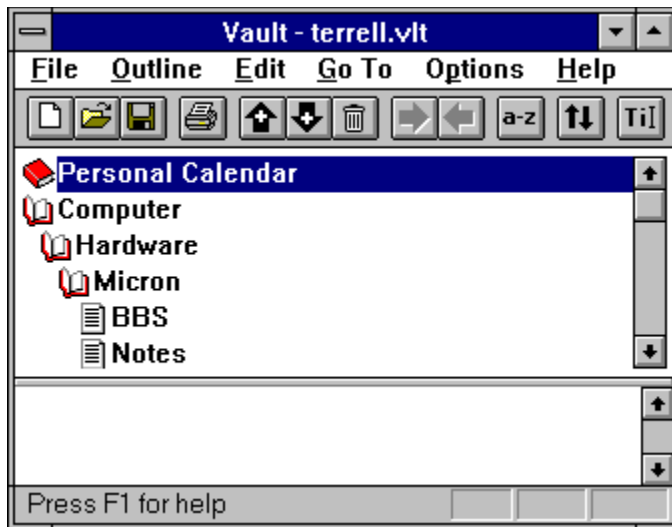
Shortcuts

Keys: F10
Toolbar:

Outline / Cut Items

Use this command to delete outline items.   Once cut, the items can be subsequently pasted in another place in the outline.   Items must be selected before they can be cut.

Shortcuts
Toolbar:

See Also:
Outline / Paste Items

Outline / Copy Items

Use this command to copy outline items.   Once copied, the items can be pasted in another place in the outline.   Items must be selected before they can be copied.

Shortcuts
Toolbar:

See Also:
Outline / Cut Items
Outline / Paste Items

Outline / Paste Items

Use this command to insert previously cut or copied outline items.   Before pasting, select the item the pasted items should be pasted before or after.

Dialog Box:

Paste above selected item
Select this option to insert the outline items before the selected item.

Paste below selected item
Select this option to insert the outline items after the selected item.

OK
Press this button to finish pasting the items.

Cancel
Press this button to cancel the paste.

Shortcuts
Toolbar:

See Also:
Outline / Cut Items
Outline / Copy Items

Outline / Delete Items

Use this command to delete outline items.   Items must be selected before they can be deleted.

Dialog Box:

Yes
　　Press this button to delete the current outline item.

Yes to All
　　Press this button to delete all selected outline items.

No
　　Press this button if you don't want to delete the current outline item.

Cancel
　　Press this button to stop deleting outline items.

Shortcuts
　　Keys:　　　Alt+Delete
　　Toolbar:　　

Outline / Sort All Items

Use this command to arrange all outline items in ascending alphabetical order.

If there are items with dates in their titles, they will be sorted into alphabetical order, not chronological order.   To prevent this, enter dates in the form YYMMDD at the start of titles.

For example, the following items will stay in chronological order after sorting:

"19950202 Presentation to User's Group"
"19950302 Vendor Negotiations"
"19950727 Design Review"

The following items will not stay in chronological order after sorting:

"February 2, 1995 Presentation to User's Group"
"March 2, 1995 Vendor Negotiations"
"July 27, 1995 Design Review"

Shortcuts
 Toolbar:

Outline / How to Move Items

Use this command to get information about moving outline items.

Shortcuts
Toolbar:

Outline / Set Font

Use this command to select the font used in the outline window.   Your selection will take effect the next time Vault is run.

Go To Menu Commands

Go To Outline
Go To Text

Go To / Outline

Use this command to go to the outline window.

See Also:
    [Go To / Text](#)

Go To / Text

Use this command to go to the text window.

See Also:
Go To / Outline

Search Menu Commands

Search
View Previous Search Results
Previous Search Word
Next Search Word

Search / Search

Use this command to search for a specific item.

Search Dialog Box:

Search for
Enter the text to search for.   If the text contains spaces, enclose the text in quotes, e.g. "Windows 95".   To search for multiple words, leave a space between each word.

Search All Outline Items
Choose this option to search all outline items.

Search Selected Outline Items
Choose this option to search only selected outline items.

Search Titles
Choose this option to search for the text in outline titles only.

Search Titles and Text
Choose this option to search for the text in both outline titles and text.

Match Whole Word Only
Select this option to find occurrences that are words, and not part of a larger word.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

All words must be found
Select this option to find only text that contains every word that you entered in the Search for field. This option is only available when more than one word has been entered in the Search for field.

At least one word must be found
Select this option to find text that matches any word that you entered in the Search for field. This option is only available when more than one word has been entered in the Search for field.

OK
Press this button to begin the search.

Cancel
Press this button to cancel the search.

Once the search is complete, the Search Results dialog box is displayed:

Search Results Dialog Box:

Items found
List of all outline items that contain the search text.

Go To Item
Press this button to go to the selected outline item.

You can also do this by double-clicking the outline's title.

New Search
Press this button to begin a new search.

Close
Press this button to close the Search Results dialog box.

Shortcuts
Toolbar:
Keys: F4

See Also:
Outline / View Previous Search Results

Search / View Previous Search Results

Use this command to view items that were found by the previous search.

Search Results Dialog Box:

Items found
    List of all outline items that contain the search text.

Go To Item
    Press this button to go to the selected outline item.

    You can also do this by double-clicking the outline's title.

New Search
    Press this button to begin a new search.

Close
    Press this button to close the Search Results dialog box.

Shortcuts
    Toolbar:

See Also:
    Outline / Search

Search / Previous Search Word

Use this command to move the cursor backwards to the previous search word.   For example, if you searched for "Windows" and "software", the cursor will be moved backwards to the previous occurrence of "Windows" or "software" that is found.

Shortcuts
Keys: F11

See Also:
Search / Next Search Word

Search / Next Search Word

Use this command to move the cursor forwards to the next search word.   For example, if you searched for "Windows" and "software", the cursor will be moved forwards to the next occurrence of "Windows" or "software" that is found.

Shortcuts
Keys: F12

See Also:
Search / Previous Search Word

Options Menu Commands

Settings
Toolbar
Status Bar

Options / Settings

Use this command to configure Vault based on your preferences.

Settings Dialog Box:

Load the following file on start-up
Select this option to always open the same file every time Vault is run.   Press the Specify File button to enter the name of that file.

Specify File
Press this button to specify the name of the file to automatically open every time Vault is run.

Load most recently opened file on start-up
Select this option to automatically open the last file that was opened.

Don't automatically load file on start-up
Select this option to prevent Vault from automatically opening a file on start-up.

Before saving a file, save the old file as <FILENAME>.BAK
When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

Remember window size and position
When this option is selected, Vault will save the window size and position and use it for subsequent sessions.   The position of the splitter bar will also be saved.

Note: If any part of the window is off the screen when the program is exited, the window size and position will not be saved.

Splitter bar orientation
Select the desired orientation of the splitter bar, vertical or horizontal.   Changes to the orientation will take effect the next time you run Vault.

Number outline items in printouts, e-mails, and exports
Select this option to number outline items, e.g.:

1. Computers
   1.1. Software
      1.1.1. Utilities
         1.1.1.1. Vault

         Notes about Vault…

         1.1.1.2. Talking Clock

         Notes about Talking Clock…

         1.1.1.3. Astronomy Clock

         Notes about Astronomy Clock…

OK
   Press this button to save your changes and quit.

Cancel
   Press this button to discard your changes and quit.

Options / Toolbar

Use this command to display and hide the Toolbar, which includes buttons for some of the most common Vault commands, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See <u>Toolbar</u> for help on using the toolbar.

Options / Status Bar

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

View Menu Commands

Maximize Outline
Maximize Text
Display Outline and Text
Move Split

View / Maximize Outline

Use this command to make the Outline window as large as possible.

Shortcuts
Toolbar:
Keys: F6

View / Maximize Text

Use this command to make the Text window as large as possible.

Shortcuts
Toolbar:
Keys: F7

View / Display Outline and Text

Use this command to make the Outline and Text windows the same size.

Shortcuts
    Toolbar:
Keys: F8

View / Move Split

Use this command to move the splitter bar between the outline and text windows.   You may then use the mouse or the keyboard arrows to move the splitter bar.   When you are finished, press the mouse button or return to leave the splitter bars in their new location.   Pressing escape keeps the splitter bars in their original location.

Shortcuts
    Keys: F9

Help Menu Commands

Vault Help Topics
Using Help
How to Register this Shareware Program
About Vault

Vault Help Topics

Use this command to access Vault's on-line help.

Help / Using Help

Use this command for instructions about using Help.

Help / How to Register this Shareware Program

Use this command to get information about registering Vault.

See Also:
    Registering this Shareware Program

Help / About Vault

Use this command to display the copyright notice and version number of your copy of Vault.

Shortcuts
    Toolbar:

Help / Context Help

Use the Context Help command to obtain help on some portion of Vault.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the Vault window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcuts
    Keys: SHIFT+F1
    Toolbar:

Other Shareware Programs from Pocket-Sized Software

Program Name	Description	Requires	Windows 95, NT, and Win32s Version
Astronomy Lab	Astronomy program for MS Windows 3.X	Win 3.1	AVAILABLE
Astronomy Clock	Clock for astronomy enthusiasts	Win 3.1	AVAILABLE
Bog	Word search game	Win 3.1	AVAILABLE
Bomb Squad	Logic Puzzle	Win 3.1	AVAILABLE
FracView	Fractal viewer	Win 3.1	AVAILABLE
Hangman	Hangman game	Win 3.1	AVAILABLE
MIDI JukeBox	Plays multiple MIDI files on sound card	Win 3.1	AVAILABLE
Puzzle-8	8 tile puzzle	Win 3.1	AVAILABLE
RCALC	Talking RPN calculator	Win 3.1	AVAILABLE
Stopwatch	Clock/stopwatch program	Win 3.1	AVAILABLE
Talking Clock	Talking clock	Win 3.1	AVAILABLE
Telephone Puzzle	Word Game	Win 3.1	AVAILABLE

Limitations

Windows 3.1 Version of Vault

The text of each outline item is limited to about 32,000 characters

Windows 95 and NT Version of Vault

When run under Windows 95 and NT, each outline item can contain up to 16 megabytes of text.

Dialog Boxes

About Dialog Box
Confirm Delete Dialog Box
Add Item Dialog Box
Change Title Dialog Box
Paste Items Dialog Box
Print / Print Preview Dialog Box
Search Dialog Box
Search Results Dialog Box
Settings Dialog Box
Font Dialog Box
Margins Dialog Box
Print Dialog Box
Print Setup Dialog Box
Open Dialog Box
Save As Dialog Box
Find Dialog Box
Replace Dialog Box
How to Move Items Dialog Box
Splitter Bar Orientation Change
Outline Font Change
Save Changes

About Dialog Box

This dialog box displays the copyright notice and version number of your copy of Vault.

See Also:
Help / About Vault

Confirm Delete Dialog Box

This dialog box asks you for confirmation before outline items are deleted.

Dialog Box:

Yes
    Press this button to delete the current outline item.

Yes to All
    Press this button to delete all selected outline items.

No
    Press this button if you don't want to delete the current outline item.

Cancel
    Press this button to stop deleting outline items.

See Also:
    Outline / Delete Items

Add Item Dialog Box

This dialog box allows you to enter the title of a newly-added outline item.

Dialog Box:

Item Title
> Type the title of the new outline item.

See Also:
> Outline / Add Above
> Outline / Add Below

Change Title Dialog Box

This dialog box allows you to change the title of an outline item.

Dialog Box:

Item Title
Type the new title.

See Also:
Outline / Change Title

Paste Items Dialog Box

This dialog box allows you to specify where to insert pasted outline items.

Dialog Box:

Paste above selected item
    Select this option to insert the outline items before the selected item.

Paste below selected item
    Select this option to insert the outline items after the selected item.

OK
    Press this button to finish pasting the items.

Cancel
    Press this button to cancel the paste.

See Also:
    Outline / Paste Items
    Outline / Copy Items
    Outline / Cut Items

Print / Print Preview Dialog Box

Use this dialog box to specify what to print:

Select	To
Print Outline	Just print outline items
Print Text	Just print text
Print Outline and Text	Print both outline items and text
Print Selected Items	Print selected outline items
Print All Items	Print all items

Set Font
   Press this button to select a printer font.   See <u>Font Dialog Box</u> for further information.

Set Margins
   Press this button to specify margins.   See <u>Margins Dialog Box</u> for further information.

See Also:
   <u>File / Print</u>
   <u>File / Print Preview</u>
   <u>File / Print Setup</u>

Search Dialog Box

Search for
Enter the text to search for.   If the text contains spaces, enclose the text in quotes, e.g. "Windows 95".   To search for multiple words, leave a space between each word.

Search All Outline Items
Choose this option to search all outline items.

Search Selected Outline Items
Choose this option to search only selected outline items.

Search Titles
Choose this option to search for the text in outline titles only.

Search Titles and Text
Choose this option to search for the text in both outline titles and text.

Match Whole Word Only
Select this option to find occurrences that are words, and not part of a larger word.

Match Case
Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Search for box.

All words must be found
Select this option to find only text that contains every word that you entered in the Search for field. This option is only available when more than one word has been entered in the Search for field.

At least one word must be found
Select this option to find text that matches any word that you entered in the Search for field. This option is only available when more than one word has been entered in the Search for field.

OK
Press this button to begin the search.

Cancel
Press this button to cancel the search.

See Also:
Outline / Search
Outline / View Previous Search Results

Search Results Dialog Box

Items found
> List of all outline items that contain the search text.

Go To Item
> Press this button to go to the selected outline item.

> **You can also do this by double-clicking the outline's title.**

New Search
> Press this button to begin a new search.

Close
> Press this button to close the Search Results dialog box.

See Also:
> Outline / Search
> Outline / View Previous Search Results

Settings Dialog Box

Load the following file on start-up
Select this option to always open the same file every time Vault is run.   Press the Specify File button to enter the name of that file.

Specify File
Press this button to specify the name of the file to automatically open every time Vault is run.

Load most recently opened file on start-up
Select this option to automatically open the last file that was opened.

Don't automatically load file on start-up
Select this option to prevent Vault from automatically opening a file on start-up.

Before saving a file, save the old file as <FILENAME>.BAK
When this option is selected, whenever a file is saved, the old file will be saved with a file type of .BAK.

Remember window size and position
When this option is selected, Vault will save the window size and position and use it for subsequent sessions.   The position of the splitter bar will also be saved.

Note: If any part of the window is off the screen when the program is exited, the window size and position will not be saved.

Splitter bar orientation
Select the desired orientation of the splitter bar, vertical or horizontal.   Changes to the orientation will take effect the next time you run Vault.

Number outline items in printouts, e-mails, and exports
Select this option to number outline items, e.g.:

1. Computers
    1.1. Software
        1.1.1. Utilities
            1.1.1.1. Vault

            Notes about Vault…

            1.1.1.2. Talking Clock

            Notes about Talking Clock…

            1.1.1.3. Astronomy Clock

            Notes about Astronomy Clock…

OK
Press this button to save your changes and quit.

Cancel
    Press this button to discard your changes and quit.

Font Dialog Box

The following options allow you to specify the font used to print your vault document:

Font
    Select the desired font from this list.

Font Style
    Specify the font style (e.g. Regular, *Italic*, **Bold**, ***Bold Italic***) from this list.

Size
    Specify the size of characters in the printout.   The size is measured in points.

Effects
    Choose ~~Strikeout~~ or <u>Underline</u>.

Sample
    The sample window gives you a preview of the selected Font, Font Style, Size, Effects, and Color.

Color
    Specify the color of text in the printout.

See Also:
    <u>File / Print</u>
    <u>File / Print Preview</u>
    <u>File / Print Setup</u>
    <u>Edit / Set Font</u>
    <u>Outline / Set Font</u>

Margins Dialog Box

This dialog box allows you to specify margins before printing.

Left, Top, Right, Bottom
Specify the left, top, right, and bottom margins.   Margins must be numbers, but they can be floating-point (e.g. 0.5, 1.25).

Inches, Centimeters
Select Inches to express margins in inches.   Select Centimeters to express margins in centimeters.

If the margins are too large, there will be no room left to print.   In this case the margin settings are ignored.

See Also:
File / Print
File / Print Preview

Print Dialog Box

The following options allow you to specify how the document should be printed:

Printer
　　This is the active printer and printer connection.　Choose the Setup option to change the printer and
　　printer connection.

Setup
　　Displays a <u>Print Setup dialog box</u>, so　you can select a printer and printer connection.

Print Range
　　Specify the pages you want to print:
　　All　　　　　Prints the entire document.
　　Selection　Prints the currently selected text.
　　Pages　　　Prints the range of pages you specify in the From and To boxes.

Copies
　　Specify the number of copies you want to print for the above page range.

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

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

See Also:
　　<u>File / Print</u>
　　<u>File / Print Preview</u>
　　<u>File / Print Setup</u>

Print Setup Dialog Box

The following options allow you to select the destination printer and its connection:

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.

Orientation
>   Choose Portrait or Landscape.

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.

Network...
>   Choose this button to connect to a network location, assigning it a new drive letter.

See Also:
>   File / Print
>   File / Print Preview
>   File / Print Setup

Open Dialog Box

The following options allow you to specify which file to open:

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 you want to open.   If you are opening a Vault file, select "Vault Files".   If you are inserting a text file, select "Text Files".

Drives
   Select the drive that contains the file that you want to open.

Directories
   Select the directory that contains the file that you want to open.

Network...
   Choose this button to connect to a network location, assigning it a new drive letter.

See Also:
   File / Open
   Edit / Insert Text File

Save As Dialog Box

The following options allow you to specify the name and location of the file you're about to save:

File Name
Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   Vault adds the extension you specify in the Save File As Type box.

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

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

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

See Also:
File / Save
File / Save As

Find Dialog Box

Find What
    Enter the text to search for.

Match Case
    Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Direction
    Specify the direction of the search: Up from the current position, or Down from the current position.

Find Next
    Choose this option to find the next match.

Cancel
    Quits finding text.

Help
    Gives help on the Find command.

See Also:
    Edit / Find
    Edit / Replace

Replace Dialog Box

Find What
  Enter the text to find.

Replace With
  Enter the text that will replace the found text.

Match Case
  Select this option to find only text that matches the exact combination of uppercase and lowercase letters entered in the Find What box.

Find Next
  Press this button find the next occurrence of the text entered in the Find What box.

Replace
  Press this button to replace the selected text with the text in the Replace With box.

Replace All
  Choose this option to replace all occurrences of the Find What text with the Replace With text.

Cancel
  Quits finding and replacing text.

Help
  Gives help on the Replace command.

See Also:
  <u>Edit / Replace</u>
  <u>Edit / Find</u>

How to Move Items Dialog Box

This dialog box gives information about moving outline items.

See Also:

    [Outline / How to Move Items](#)

Splitter Bar Orientation Change

This dialog box specifies that the requested change in the splitter bar's orientation (e.g. from vertical to horizontal or vice versa) will take effect the next time Vault is run.

Outline Font Change

This dialog box specifies that the requested change to the outline font will take effect the next time Vault is run.

Save Changes

Changes have been made to the Vault document.   Press Yes to save changes and quit.   Press No to discard changes and quit.   Press Cancel to return to Vault without saving changes.

Error Messages

Text Too Long
Please Enter Search Text
No Items Found
Out of Memory
Fatal Error.   Out of Memory
Invalid Filename
Press the Specify File Button to Select a File to Load on Start-Up
Cannot Save .BAK File
Title Must be Non-Blank
The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load
The Item Cannot be Inserted Because the Outline Listbox is Full
Cannot Insert Text File
Cannot Dial Phone Number
Cannot Export

Text Too Long

This error message is given when the file being opened contains text that is too long for the Windows 3.1 version of Vault.   The Windows 3.1 version of Vault is limited to 32,766 characters of text per outline item.

The solution is to run the Windows 95 and NT version of Vault.   For further information, see <u>Available Versions of Vault</u>.

Please Enter Search Text

This error message is given when the Search for box of the Search dialog box is left blank.   Enter the text to search for in the Search for box.

See Also:
  Outline / Search

No Items Found

This error message is given when the Search did not find any matches.

See Also:
    <u>Outline / Search</u>

Out of Memory

This error message is given when Vault has run out of memory, but the program can keep running.   If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT.   For further information, see <u>Available Versions of Vault</u>.

Fatal Error.   Out of Memory

This error message is given when Vault has run out of memory, and cannot keep running.   If you get this message, close down other programs to make more memory available.

Since Windows 95 and NT have better memory management than Windows 3.1, consider running the Windows 95 and NT version of Vault under Windows 95 or NT.   For further information, see Available Versions of Vault.

Invalid Filename

This error message is given when an invalid filename was specified.   To solve this problem, go to the Options menu and select "Settings" and specify a valid filename.

See Also:
   Options / Settings

Press the Specify File Button to Select a File to Load on Start-Up

This error message is given when the "Load the following file on start-up" option was selected in the Settings dialog box, but a filename was not specified.   To solve this problem, press the Specify File button and select a file.

See Also:
 Options / Settings

Cannot Save .BAK File

This error message is given when Vault cannot save a backup copy of a file when doing a File / Save or File / Save As.   To solve this problem, make sure your disk has sufficient free space.   If the .BAK file already exists, make sure that it is not read-only.   Use the File Manager or the attrib command to do this.

See Also:
    Options / Settings

Title Must be Non-Blank

This error message is given when an outline item has been added, or an outline item's title has been changed, but the title was left blank.   To solve this problem, enter a title in the Item Title box.

See Also:
Outline / Add Above
Outline / Add Below
Outline / Change Title

The File That You are Loading Contains More Items Than the Windows 3.1 Version of Vault Can Load

This error message is given when the file that you are loading contains more items than the Windows 3.1 version of Vault can load.   To solve this problem, use the Windows 95 and NT version of Vault.   For further information, see Available Versions of Vault.

The Item Cannot be Inserted Because the Outline Listbox is Full

This error message is given when an outline item cannot be inserted because the Outline listbox is full. To solve this problem, use the Windows 95 and NT version of Vault.   For further information, see Available Versions of Vault.

Cannot Insert Text File

This error message is given when the Edit / Insert Text File command fails.

See Also:

Edit / Insert Text File

Cannot Dial Phone Number

This error message is given when the Edit / Dial Phone command fails.

See Also:
Edit / Dial Phone

Cannot Export

This error message is given when the <u>File / Export</u> command fails.   This message usually appears when there is insufficient disk space to store the selected outline items in a text file.   Make space available on the disk, or choose a disk with more space available.

See Also:
   <u>File / Export</u>

Vault File Format

This topic describes how to create Vault files from other data sources.   To read an existing .vlt file, see Note 7, below.

1.   Create an empty binary file.

2.   Write a DWORD containing the number of outline items.

3.   For each outline item:

   A.   Write the item's title length (# characters) as a BYTE.

   B.   Write the item's title text as characters.

   C.   Write the item's text length (# characters) as a DWORD.

   D.   If the item's text length is <= 255, write the text length (#characters) as a BYTE.

   If the item's text length is > 255, write 255 as a BYTE.   Then write the text length as a WORD.

   If the item's text length is >=   65534, write 255 as a BYTE.   Then write 65535 as a WORD. Then write the text length as a DWORD.

   E.   Write the item's text as characters.

   F.   Write the item's nesting level as a WORD.

   G.   Write 0 as a WORD.

   H.   Write the item's state as a WORD.   The item state will be 1 if the item contains subordinate items (in other words, if the item will appear as a book in Vault).

   The item state will be 2 if the item does not contain subordinate items (in other words, the item will appear as a page in Vault).

   Notes:

1.   Write items in the same order that you want them to appear in the outline list box.

2.   If you want to be able to use the .vlt file under Windows 3.1 and/or Windows 95, make sure that the length of the item text contains no more than 32,766 characters.

3.   A BYTE is an unsigned character.

4.   A WORD is an unsigned 2 byte integer.

5.   A DWORD is an unsigned 4 byte long integer.

6.   All integers are stored in Intel "little-endian" format.   In other words, integers are stored with the least significant byte first, followed by the next least significant byte, etc.

7.   In order to successfully read a .vlt file using the above information, you must first select Outline / Expand All and then do a File / Save or File / Save As.

Example:

The following is a short C++ program that creates a Vault file containing three items:

```cpp
#include "stdio.h"
#include "stdlib.h"
#include "assert.h"
#include "string.h"


int main(int argc, char *argv[])

  {
  char Title[256];
  char Text[1024];
  unsigned char  Byte;
  unsigned short Word;
  unsigned long  DWord;

  // Step 1
  FILE *OutputFile = fopen("c:\\temp\\xxx.vlt", "wb");
  assert(OutputFile != NULL);

  // Step 2
  unsigned long NumberOfItems = 3;
  int Items = fwrite(&NumberOfItems, sizeof(NumberOfItems), 1, OutputFile);
  assert(Items == 1);

  // Step 3 Item 1

  strcpy(Title, "Item 1's Title");
  strcpy(Text,  "Item 1's Text");

  // Step 3A
  Byte = strlen(Title);
  Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
  assert(Items == 1);

  // Step 3B
  Items = fwrite(Title, strlen(Title), 1, OutputFile);
  assert(Items == 1);

  // Step 3C
  DWord = strlen(Text);
  Items = fwrite(&DWord, sizeof(DWord), 1, OutputFile);
  assert(Items == 1);

  // Step 3D
  Byte = strlen(Text);
  Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
  assert(Items == 1);

  // Step 3E
  Items = fwrite(Text, strlen(Text), 1, OutputFile);
  assert(Items == 1);
```

```
// Step 3F
Word = 0; // nesting level
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

// Step 3G
Word = 0;
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

Word = 1; // item state - book
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

// Step 3 Item 2

strcpy(Title, "Item 2's Title");
strcpy(Text,  "Item 2's Text");

// Step 3A
Byte = strlen(Title);
Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
assert(Items == 1);

// Step 3B
Items = fwrite(Title, strlen(Title), 1, OutputFile);
assert(Items == 1);

// Step 3C
DWord = strlen(Text);
Items = fwrite(&DWord, sizeof(DWord), 1, OutputFile);
assert(Items == 1);

// Step 3D
Byte = strlen(Text);
Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
assert(Items == 1);

// Step 3E
Items = fwrite(Text, strlen(Text), 1, OutputFile);
assert(Items == 1);

// Step 3F
Word = 1; // nesting level
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

// Step 3G
Word = 0;
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

Word = 2; // item state - page
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

// Step 3 Item 3
```

```c
    strcpy(Title, "Item 3's Title");
    strcpy(Text,  "Item 3's Text\r\nThis text is longer than 255 characters\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
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                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\n"
                  "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx\r\
n");

    // Step 3A
    Byte = strlen(Title);
    Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
    assert(Items == 1);

    // Step 3B
    Items = fwrite(Title, strlen(Title), 1, OutputFile);
    assert(Items == 1);

    // Step 3C
    DWord = strlen(Text);
    Items = fwrite(&DWord, sizeof(DWord), 1, OutputFile);
    assert(Items == 1);

    // Step 3D
    Byte = (unsigned char) 255;
    Items = fwrite(&Byte, sizeof(Byte), 1, OutputFile);
    assert(Items == 1);

    Word = strlen(Text);
    Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
    assert(Items == 1);

    // Step 3E
    Items = fwrite(Text, strlen(Text), 1, OutputFile);
    assert(Items == 1);

    // Step 3F
    Word = 1; // nesting level
    Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
    assert(Items == 1);

    // Step 3G
    Word = 0;
    Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
    assert(Items == 1);
```

```
Word = 2; // item state - page
Items = fwrite(&Word, sizeof(Word), 1, OutputFile);
assert(Items == 1);

fclose(OutputFile);

return 0;
}
```

Minimize Command

Use this command to reduce the Vault window to an icon.

Shortcut
Mouse: Click the minimize icon ▬ or

▼ on the title bar.
Keys: Alt+Space N

Maximize Command

Use this command to enlarge the Vault window to fill the available space.

Shortcut
Mouse:　　Click the maximize icon or

 on the title bar; or double-click the title bar.
Keys:　Alt+Space X

Close Command

Use this command to quit Vault.

Shortcut
    Mouse: Click the close icon ☒ on the title bar.
Keys: Alt+F4

Restore Command

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

Move Command

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.

Shortcut
Keys: Alt+Space M

Size Command

Use this command to display a four-headed arrow so you can size the Vault 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.
    Keys: Alt+Space S

Title Bar

The title bar is located along the top of a window.   It contains the name of the application (Vault) and the current document.

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

Toolbar Docking Region

The toolbar can be moved to this region and left here.   To do this, press the toolbar with the left mouse button.   Leaving the mouse button pressed, drag the toolbar to the docking region.

Size Vault's Window

To change the size of Vault's window, press the left mouse button over the window border and drag the mouse.

Scrollbars

To move the outline or text window contents up or down, or to the left or to the right, use the vertical and horizontal scrollbars.   You can control the scrollbars by clicking them with the mouse, or by pressing the Page Up, Page Down, Home, End, and arrow keys.