
Appendix 2 - Windows Overview

Chapter Introduction

Since the CyberTAME application is a Windows application, this chapter provides a quick review of Windows basics. It provides basic definitions and general Windows procedures for use while operating the CyberTAME software.

Window Elements

A window is simply a framed region on the screen. Each window contains the following elements:

- Window borders are the four edges that define the window's borders.
- The title bar is the area directly below the window's top border. The title bar displays the window's name.
- The control-menu box is in the upper left corner of the window and has an inner rectangle.
- The mouse pointer indicates where the mouse is currently positioned on the screen.
- Sizing buttons (Minimize/Maximize) are buttons in the upper right corner of the window that minimize or maximize the window.
- The menu bar is the area under the title bar. The menu bar provides access to most of an application's commands.
- The work area is the area inside a window.

- Icons are visual representations of minimized windows, applications, or documents.

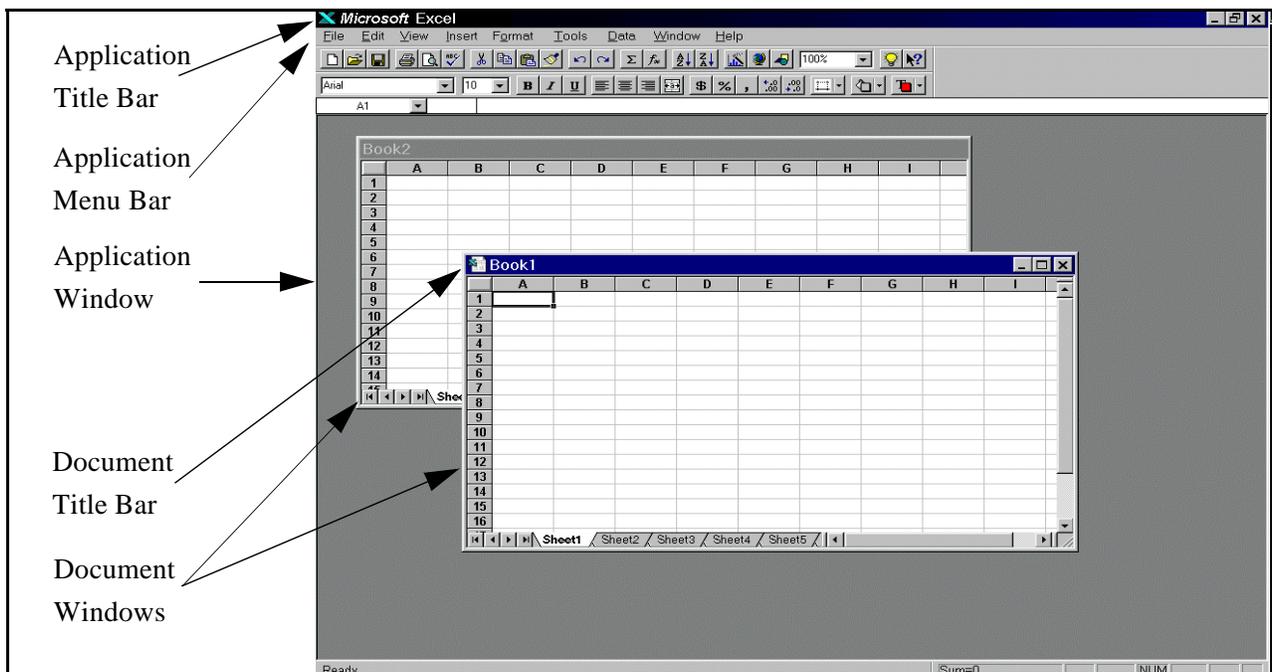
Window Types

Microsoft Windows supports three kinds of windows:

1. Application windows--always has its own menu bar.
2. Document windows--can never be moved outside the application window that it is opened in (subwindows within application windows).
3. Group windows--can contain icons for several applications (special type of document window that contains application icons).

For example, Program Manager is an application window. Any spreadsheet, drawing, graphic or letter (document) prepared using a particular software application is a document window. Main is a group window in your Windows applications and displays icons for Sound, Memory, Control Panel, etc. The examples below are from Windows 95.

Figure 1. **Window Type Example**



Windows Navigation

Navigation within the Windows operating system is accomplished by using the mouse or the keyboard. Common mouse operations are: (Typical uses for these actions are noted in parentheses.)

- **Click** — Position the tip of the mouse pointer over the specified element, and then press and release the left mouse button one time. (Selecting windows, icons, or files in a list; selecting dialog box options.)
- **Double Click** — Position the tip of the mouse pointer over the specified element, and then press and release the left mouse button twice in quick succession. (Expanding icons; executing applications; choosing items from a list.)
- **Drag** — Position the tip of the mouse pointer over the specified element, hold down the left mouse button, and move the mouse. The mouse pointer moves, dragging the element. Move the element to the desired location and release the left mouse button. (Moving windows or icons; resizing windows.)

Keyboard users should know how to use keyboard shortcuts. A keyboard shortcut is a single keystroke or a combination of keystrokes that execute a command directly. For example, the keyboard shortcut Ctrl+F4 provides the same result as choosing Close from the Control menu of the Main window.

Working with Icons

When you start Windows, a number of icons (graphical symbols of an application or a minimized window) appear. To work with an icon, you expand it; that is, you cause the icon to become a window residing on the desktop. The four ways to work with icons are the mouse, keyboard, arrow keys and function keys.

- Using the mouse, double-click on the icon to expand it.
- Using the keyboard for an icon sitting on the desktop, repeatedly press Alt+Esc until the icon's name is selected, and then press Enter, or press Alt+Spacebar, R.
- Using the arrow keys, select the icon sitting within a group window, then press Enter.
- Using function keys for a document or group icon, repeatedly press Ctrl+F6 until the icon is selected, and then press Enter.

Selecting a Window

When your screen contains several application windows, you can select the one you want by clicking on the window or by repeatedly pressing Alt+Esc. You can tell when a window is selected because its borders and menu bar darken.

Working with Menus

Immediately below an application window's title bar is a menu bar. The menu bar lists the names of one or more menus (lists or related commands). For example, the Program Manager menu bar contains the File, Options, Window, and Help menus.

Opening a Menu

To open a menu using the mouse, click on the menu name. To open a menu using the keyboard, press Alt+X, where X is the key that represents the desired menu name. (Each menu name has an underlined character that represents the menu. For example, press Alt+F to open the File menu.)

Selecting a Command

To select a command from a command menu using the mouse, click on the command. To select a command using the keyboard, press X, where X is the letter underlined in the command. If the command has no underlined letter, use the arrow keys to highlight the command, and then press Enter.

Closing a Menu

To close a menu without selecting a command, click on a location outside of the menu, or press the Esc key.

Working with Dialog Boxes

A dialog box is a window that frequently provides information and always requests a user response. A dialog box might simply display a status message, waiting until you select OK, or it might ask you to specify other information. Dialog boxes can contain several fields of information.

- To select a field within a dialog box using the mouse, click on the desired field.
- To select a field using the keyboard, press Alt+X, where X is the letter underlined in the field name.

- Use the Tab key to advance from one dialog box field to the next. Use Shift+Tab to return to the previous field.

Command Button

A command button directs a dialog box to perform a specific action.

Text Box

A text box lets you type in a text string, such as a filename. Sometimes a text box contains default text (which might be highlighted). To enter different text, simply type in the new text, which replaces the old text automatically. To make minor changes to the default text, press the left arrow key, and edit the text using the Backspace, Delete, and arrow keys.

List Box

A list box provides you with a list of options. If the list contains more options that the box can display, the box contains a scroll bar.

- To choose an option using the mouse, double-click on the option.
- To choose an option using the keyboard, use the arrow keys to select the option, and then press Enter.

If the list lets you select multiple options, check the documentation for instructions of selecting more than one.

Drop-down List

Dialog boxes use drop-down lists when there is not enough room for a list box. You can use the mouse or the keyboard to see the drop down lists.

- Using the mouse, click on the downward pointing arrow at the right of the list.
- Using the keyboard, select the drop-down list, and then press Alt+Down arrow.

Option Button

When the options you can select from are mutually exclusive — that is, when you are allowed to select only one of them at a time — they are grouped together as option buttons. Option buttons appear as circles with text next to them. One option in each group (the currently selected option) has a darkened circle. Gray or

dimmed options are inappropriate for the current situation and cannot be selected.

For example:

- To select an option button using the mouse, click on the option button.
- To select an option button using the keyboard, press Alt+X, where X is the letter underlined in the option name.
- If the option name doesn't have an underlined letter, press the Tab key until one of the option names is encircled by a dotted line. Use the arrow keys to move the darkened circle to the desired option.

Check Box

Options that can be individually turned on or off are displayed as check boxes.

When a check box is empty, the option is off. An X in the check box indicates that the option is selected. Gray or dimmed options are inappropriate for the current situation and cannot be selected.

- To select or deselect a check box using the mouse, click on the check box.
- Using the keyboard, press Alt+X, where X is the letter underlined in the check box name.
- If the check box name doesn't have an underlined letter, press the Tab key until the option is encircled by a dotted line, and then press the Spacebar.

Scrolling for Information

When an application contains more information that can fit in a window, vertical and horizontal scroll bars appear along the window's right and bottom edges.

Within the scroll bars, a scroll box moves to reflect your relative position within the document. The following are navigation tips for using the scroll bars with the mouse:

- To move a short distance, click on the up and down or left and right arrows at each end of the scroll bar.
- To move up by approximately one screen, click on the vertical scroll bar above the scroll box.
- To move down by approximately one screen, click on the vertical scroll bar below the scroll box.

- To move to the left by approximately one screen, click on the horizontal scroll bar to the left of the scroll box.
- To move to the right by approximately one screen, click on the horizontal scroll bar to the right of the scroll box.
- To move to a specific location, drag the scroll box along the scroll bar to quickly scan through the window's contents.

When using the keyboard, use the arrow keys or the PgUp and PgDn keys to scroll through the window's contents.

Sizing a Window

Windows provides you with several ways to increase and decrease the size of a window.

Minimizing a Window

To minimize a window — that is, to reduce it to an icon — follow these steps:

1. Using a mouse, click on the minimize button (a downward-pointing triangle in the upper right corner of the window in Windows 3.1 or 3.11) or (an Under-scored button in the upper right corner of the window in Windows 95).
2. Using the keyboard for an application window, press Alt+Spacebar, N.
3. Using the keyboard for a document or group window, press Alt+Hyphen, N.

Restoring a Minimized Window

To restore a minimized window — that is, to expand an icon to a window — follow these steps:

1. Using the mouse, double-click on the icon.
2. Using the keyboard for an icon on the desktop, press Alt+Spacebar, R.
3. Using the keyboard for a document or group icon, press Alt+Hyphen, R.

Maximizing a Window

To maximize a window — that is, to enlarge it to the fullest possible size — follow these steps:

1. Using the mouse, click on the Maximize button (an upward-pointing triangle in the upper right corner of the window in Windows 3.1 or 3.11) or (a button containing a top scored box in the upper right corner of the window in Win-

dows 95).

2. Using the keyboard for an application window, press Alt+Spacebar, X.
3. Using the keyboard for a document or group window, press Alt+Hyphen, X.

Restoring a Maximized Window

When you maximize a window, that window's Maximize button becomes a Restore button. To restore a window to its previous size, follow these steps:

1. Using a mouse, click on the Restore button (an upward-pointing triangle sitting on top of a downward-pointing triangle in the upper right corner of the window in Windows 3.1 or 3.11) or (a button with two miniature document icons in the upper right corner of the window in Windows 95).
2. Using the keyboard for an application window, press Alt+Spacebar, R.
3. Using the keyboard for a document or group window, press Alt+Hyphen, R.

Sizing a Window

To stretch or compress a window using the mouse, drag a window border to the desired size. When you release the mouse button, Windows expands or shrinks the window to fill the new area.

- To change window height, drag the window's top or bottom border.
- To change window width, drag the window's left or right border.
- To change both height and width, drag a corner of two borders.

To stretch or compress a window using the keyboard, follow these steps:

1. For an application window, press Alt+Spacebar, S. For a document or group window, press Alt+Hyphen, S.
2. Press the arrow key that corresponds to the window border you want to change. The up arrow key corresponds to the top border, the down arrow key corresponds to the bottom border, the right arrow corresponds to the right border, and the left arrow key corresponds to the left border. (To change both height and width at the same time, press two arrow keys simultaneously.)
3. Using the arrow keys, move the border to the desired location and press Enter. When you press Enter, Windows expands or shrinks the window to fill the new area.

Moving a Window

One of the benefits of the Windows desktop is that it allows you to move your work around to suit your needs and priorities. To move a window:

- Using a mouse, drag the title bar of the window to the desired location.
- Using the keyboard, press Alt+Spacebar, M for an application window or press Alt+Hyphen, M for a document or group window.

Then use the arrow keys to move the window to the location you desire, and press Enter. When you move a window, Windows moves only an outline of the window until you release the mouse button or press Enter.

Closing a Window

When you close an application window, the corresponding application stops. If you have made changes and have not yet saved the changes on disk, a dialog box appears asking whether you want to save the changes. You can close a window using the mouse or the keyboard.

- Using a mouse, double-click on the window's Control menu box (located in the upper left corner of the window in Windows 3.1 or 3.11) or click on the window close box (a button with an X in the upper right corner of the window in Windows 95).
- Using the keyboard, press Alt+Spacebar, C or Alt+F4 for an application window or press Alt+Hyphen, C or Ctrl+F4 for a document or group window.

