

# Software Grove Messages for Networks

## Help Contents

This index contains a list of all Help topics available for **Software Grove Messages™**.

To return to this index from any topic, press the Contents  button.

To learn how to use Help, press **F1**  or choose **How to Use Help** from the Help menu.

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## What is "Software Grove Messages"?

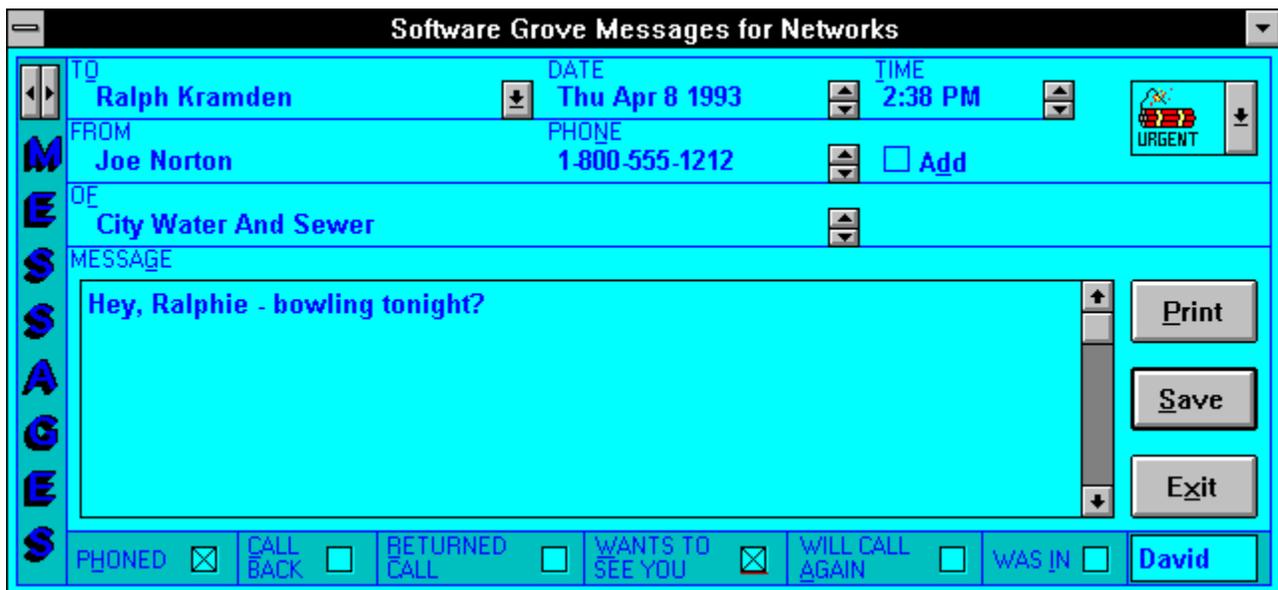
Welcome to **Software Grove Messages™** (also referred to as **Messages™**).

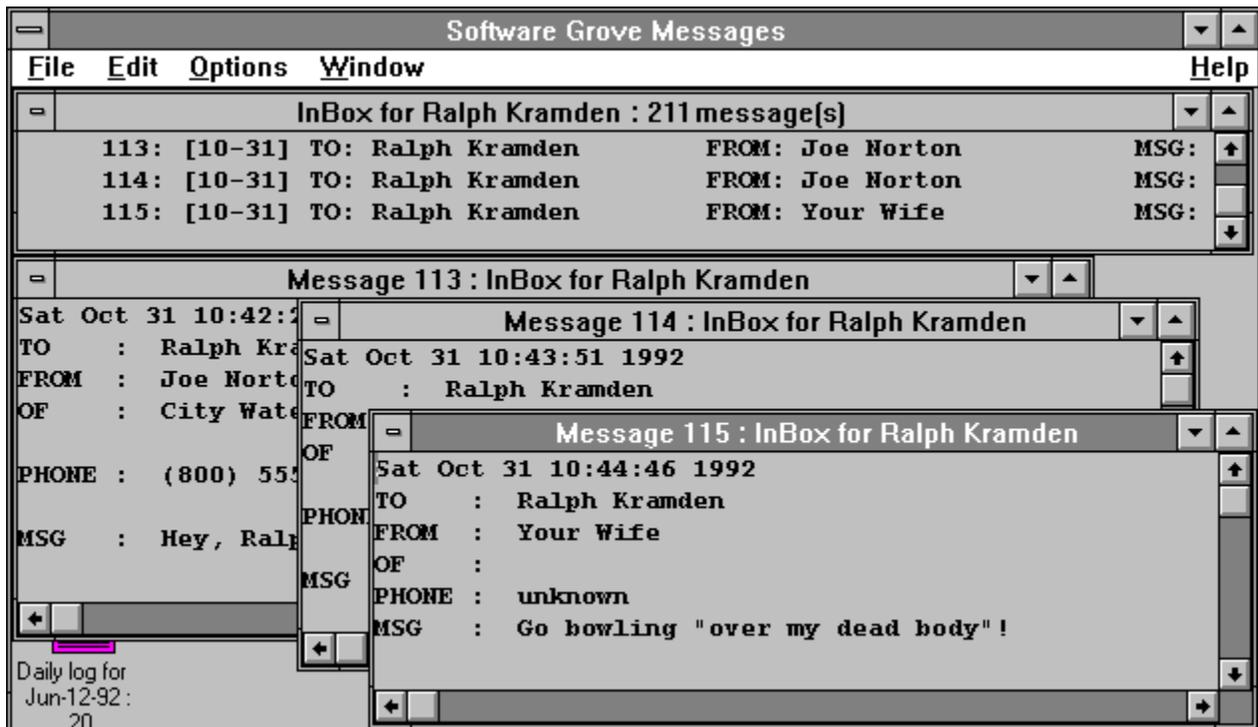
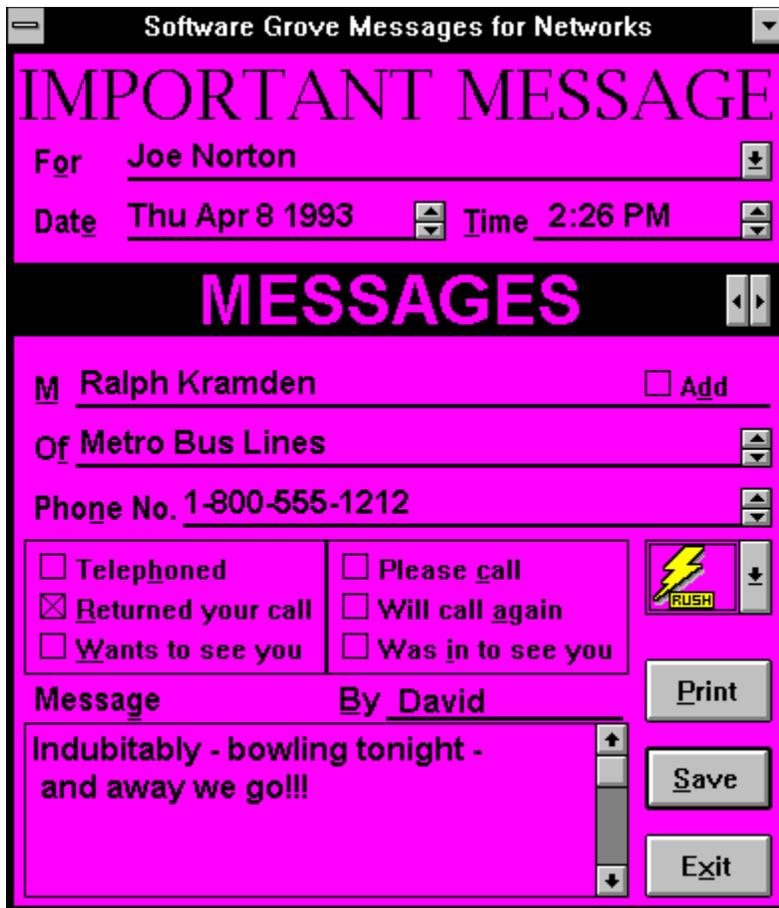
**Messages** is an electronic telephone-message-pad program oriented toward enabling you to answer the phone and take messages without turning your attention away from the computer screen or searching for the message book and pen.

**Messages** uses the universally known format of the telephone message pad. A major advantage to **Messages** is that instead of turning away from your current task, and losing your concentration, you will be able to maintain screen contact **and** take those important phone messages simultaneously.

**Messages** uses Microsoft Windows standards whenever possible. Any exceptions are noted within this help document.

**Messages** can be displayed (and used) as an **icon**, a **message pad**, or as a **logfile** window. Multiple "industry standard" message pad formats are provided, allowing you to choose the form most similar to the paper form you are now using.





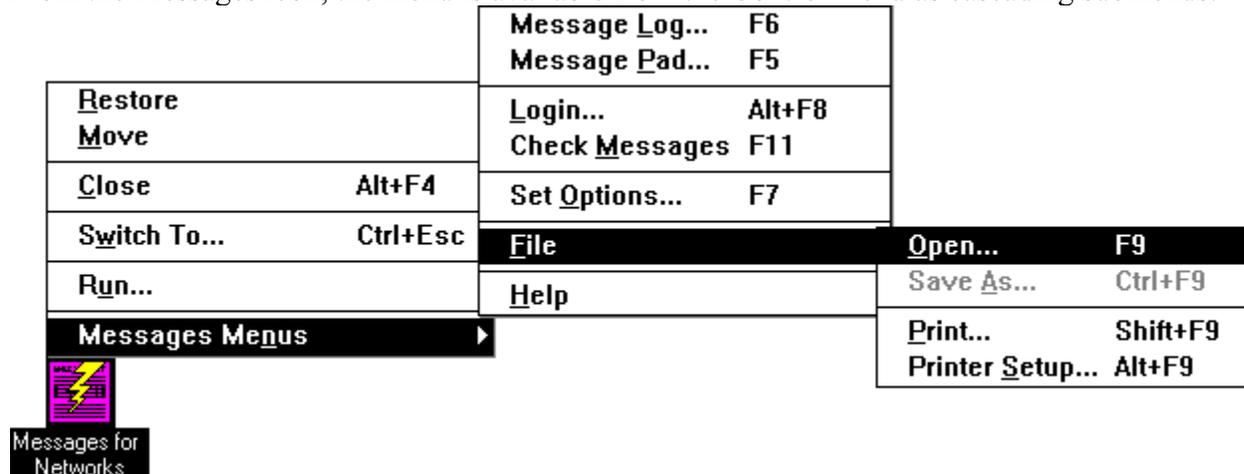
### **Messages Features Include:**

- phone message pad is always close and handy.
- faster than hand-writing a message.
- messages are printed; no problems reading handwriting.
- all messages are stored in the computer and can be found and retrieved quickly.
- "smart" message pad fields:
  - date and time are automatically filled in.
  - phone numbers are automatically formatted.
  - list of message recipients can be used for quick selection to **For (To)** field.
  - name in **From (M)** field can automatically be added to client datafile.
  - can automatically fill in the **Of** and **Phone** fields from the client datafile.
  - names in **For (To)** and **From (M)** fields can be anticipated as you type..
- multiple printing templates allows you to choose a print form that best suits your needs.
- **many** user-settable options.

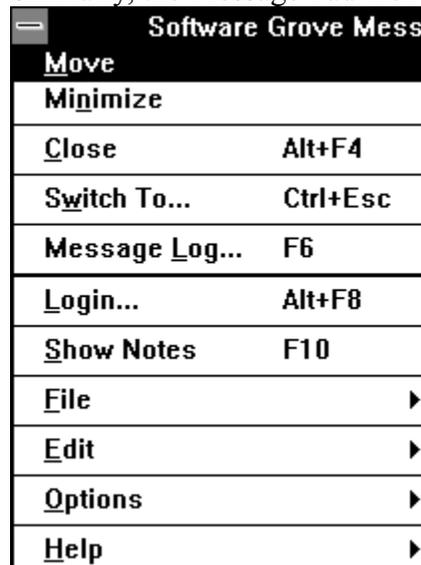
## Menubars

The main menubar is somewhat different as seen from the Messages icon, Message Pad and Message Log, but each contains essentially the same drop-down submenus.

From the Messages icon, the menu is available from the Control menu as cascading submenus:



Similarly, the Message Pad menu cascades from the Control menu:



The Message Log menu is a standard menubar:

Software Grove Messages - [Daily-Log for Apr-1-93 : 7 message(s)]			
File Edit Options Window Help			
1:	Open...	F9	FROM: Teresa MSG: no
2:	Save As...	Ctrl+F9	FROM: Bruce Ventriglia MSG: no
3:	Print...	Shift+F9	FROM: Willette Abbey MSG: Wa
4:	Printer Setup...	Alt+F9	FROM: Tom Bligh MSG: Yo
5:	Select...	F8	FROM: Anastasia MSG: re
6:	Login...	Alt+F8	FROM: Paul Rohrer MSG: no
7:	Check Messages	F11	FROM: Test 7 MSG: no
	Exit Messages	Alt-F4	

## Run Command

**Run...**

Starts an application or opens a document.  
The Run dialog box has the following options:

### Command Line

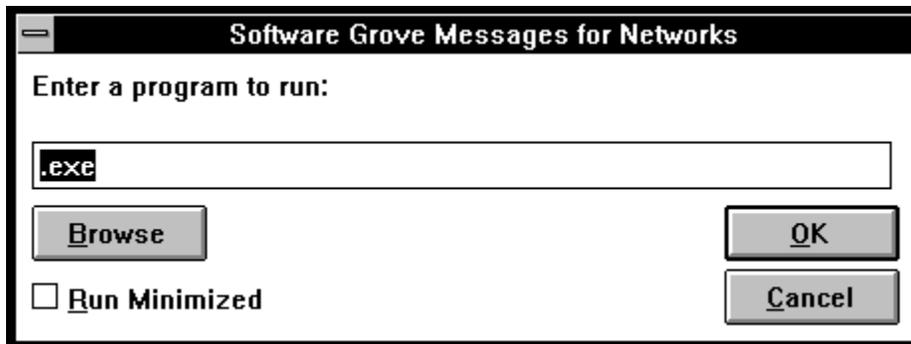
Type the application filename, including the path, if necessary.  
If you want to open a document, type the application filename following by a space and the name of the document.

**Browse**

If you don't know the name or location of the application or document file, use the Browse button to open the Browse dialog box.

### Run Minimized

Select this checkbox if you want the application to be reduced to an icon as it starts.

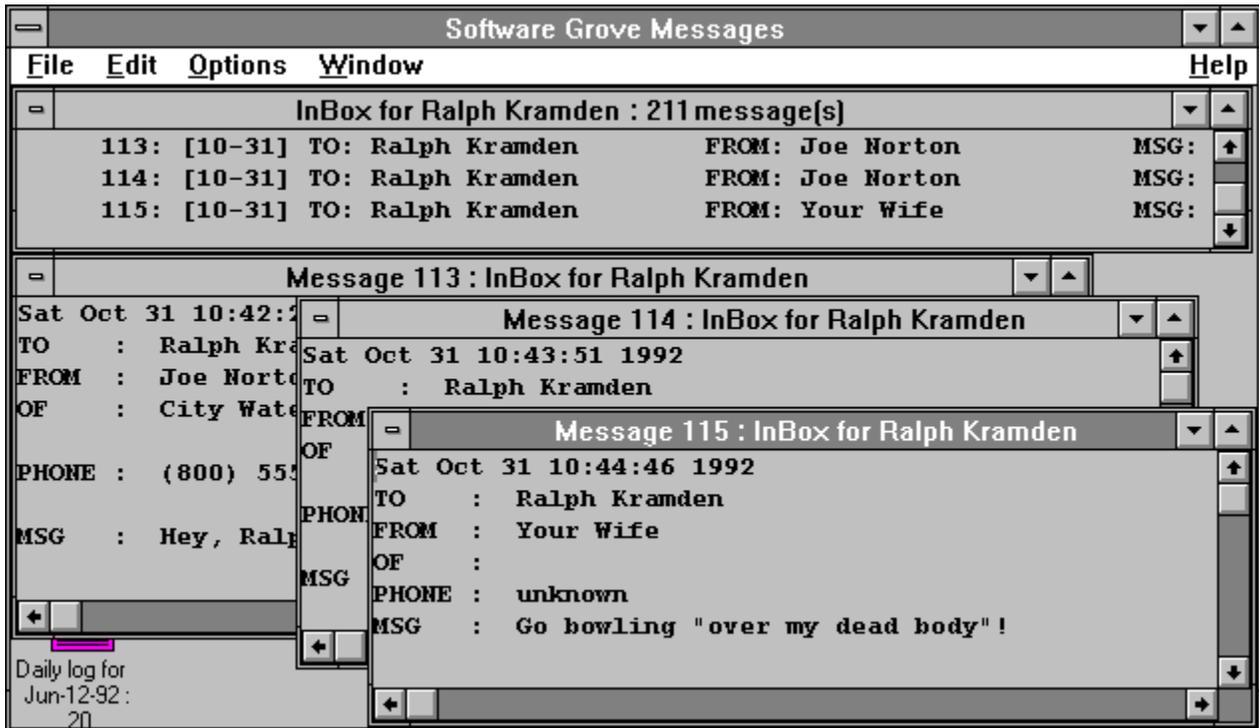


## Message Log Command



Use this command to view the currently open logfile(s).

The main log window consists of a title frame and a menubar. Within the log frame, multiple windows may contain daily logfiles and selected messages. Each log or message window may be opened, closed, moved, sized, or mimimized (iconized) using standard Windows menu/key commands.



The Edit menu Cut and Copy commands can be used to cut/copy the selected message(s) to the Clipboard for pasting into other applications.

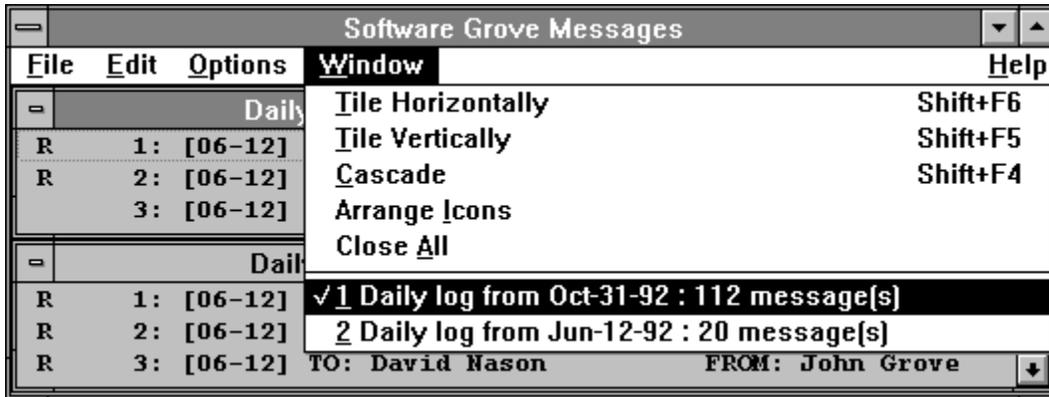
The Edit menu Clear command can be used to delete the selected message(s) from the logfile.

The File menu Print command can be used to print the selected message(s). If no messages are selected, the entire message log will be printed.

The File menu Open command can be used to open a different message logfile.

The Edit menu Flag n commands can be used to attach a user-defined flag to the selected message(s).

The Windows menu commands can be used to organize and stack the subwindows, or to change the currently active subwindow.



## Message Pad Command

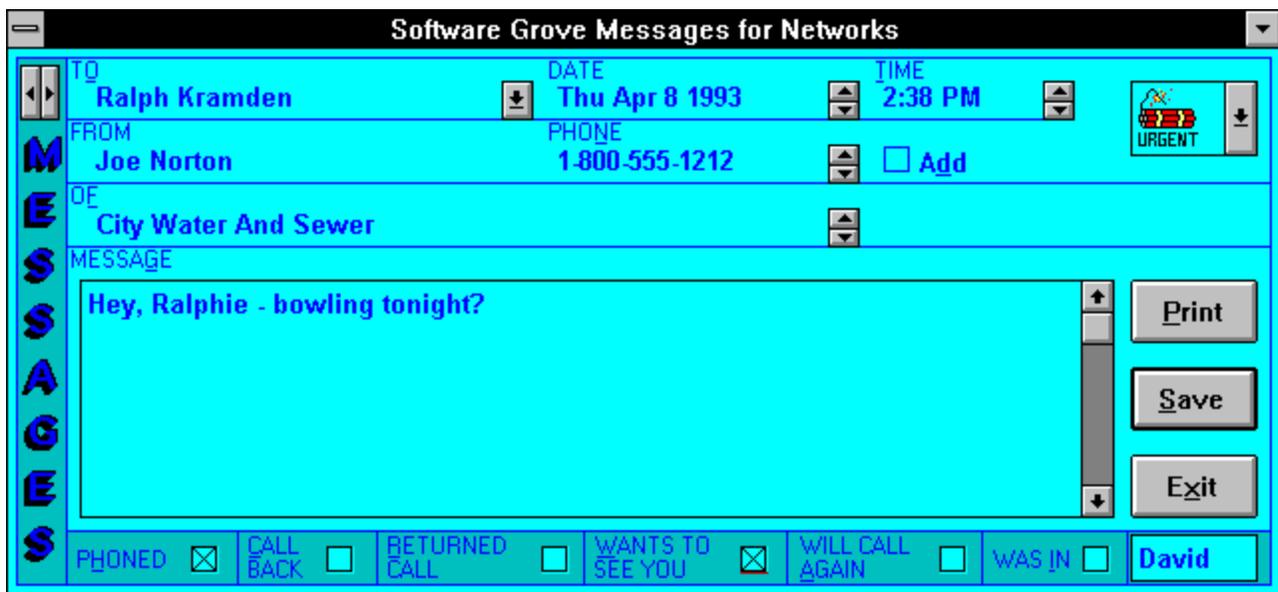


Use this command to create a new message.

The current version of **Messages** supports the two message pad formats displayed below. Use the option, **PAD\_Form**, to specify your preference.

Choose from the following list for help on specific areas of the message pad:

- [Review an old message](#)
- [Print current message](#)
- [Save current message to Folder](#)
- [Increment/decrement For \(To\) field](#)
- [Increment/decrement Date and Time fields](#)
- [Add / Modify current Caller fields to cardfile](#)
- [For \(To\) Field](#)
- [Date and Time Field](#)
- [From \(M\), Of, and Phone Fields](#)
- [Flag Fields](#)
- [Message Field](#)
- [Note Field](#)
- [Scrolling in fields](#)



# IMPORTANT MESSAGE

For Joe Norton ↓

Date Thu Apr 8 1993 ⬇ Time 2:26 PM ⬇

## MESSAGES

 ⬅ ➡

**M** Ralph Kramden  Add

Of Metro Bus Lines ⬇

Phone No. 1-800-555-1212 ⬇

- |  |  |
|--|--|
| <input type="checkbox"/> Telephoned                    | <input type="checkbox"/> Please call       |
| <input checked="" type="checkbox"/> Returned your call | <input type="checkbox"/> Will call again   |
| <input type="checkbox"/> Wants to see you              | <input type="checkbox"/> Was in to see you |



Message By David

Indubitably - bowling tonight -  
and away we go!!!

Print

Save

Exit

## Options Menu

The Options menu includes commands that enable you to modify **Messages'** default settings.

For more information, select the Options menu command name:

Set Options

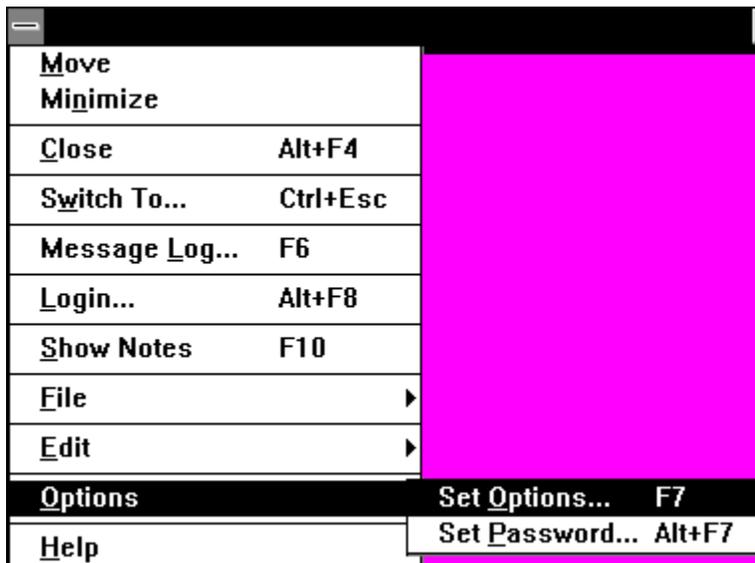
Modify or reset default settings.

Set Font

Change the current log window font (log window only).

Set Password

Change your login password.

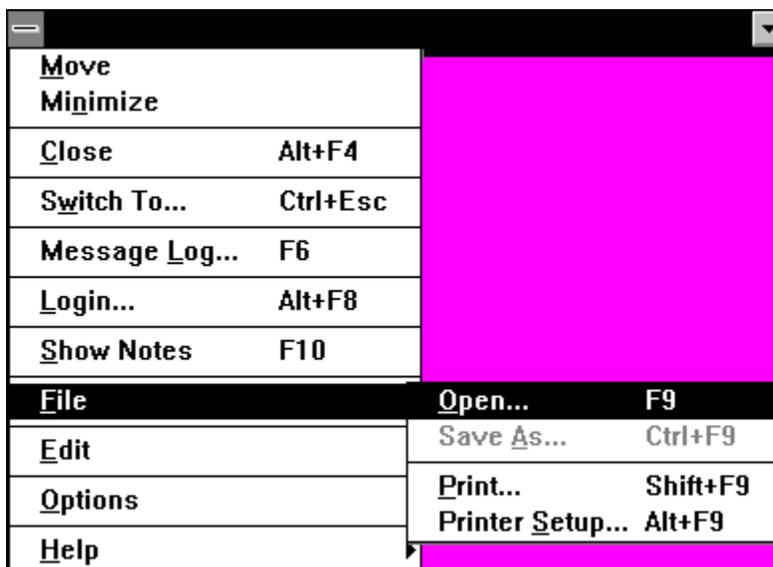


## File Menu

The File menu includes commands that enable you to open and save files, select messages, and to print.

For more information, select the File menu command name:

<u>O</u> pen	Open the specified <u>logfile(s)</u> .
<u>S</u> ave <u>A</u> s	Save an open logfile.
<u>P</u> rint	Print selected message(s).
<u>P</u> rinter <u>S</u> etup	Specify the printer and printer options to use.

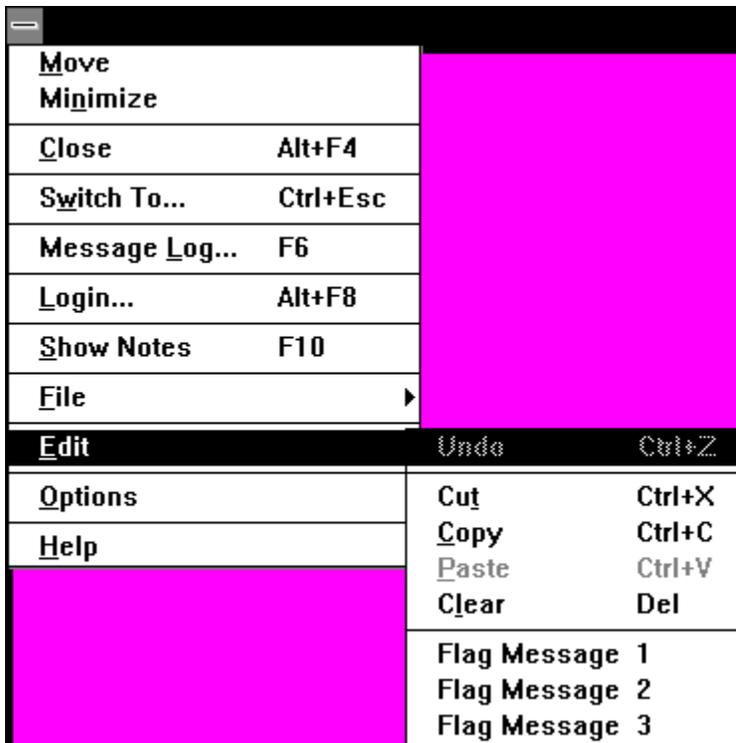


## Edit Menu

The Edit menu includes commands that enable you to 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:

<u>C</u> lear	Deletes text without moving it to the clipboard.
<u>C</u> opy	Copies text to the clipboard.
<u>C</u> ut	Deletes text and moves it to the clipboard.
<u>P</u> aste	Moves text from the clipboard to the edit window.
<u>U</u> ndo	Cancel a previous operation.

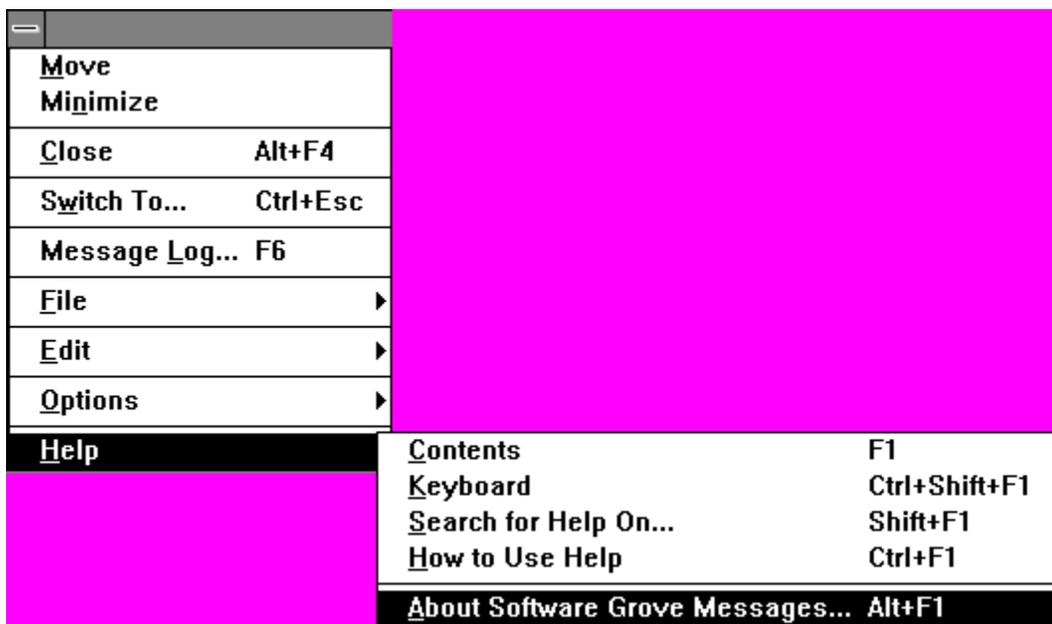


## Help Menu

The Help menu includes commands to get Help while running **Messages**.

For more information, select the Help menu command name:

Contents  
Search for Help On  
Keyboard Help  
How to Use Help  
About Messages



## Exit Messages

### Exit Messages

Use this command to exit from **Messages**. This command may be called by pressing Alt-F4 (note: if the **CLOSE\_EXITS\_PROGRAM** option is *no*, this key only exits from the icon. Alt+F4 from the PAD or LOG would return to the icon).

## Glossary

cardfile

clipboard

enter

field

flag

logfile

template

click

double-click

right-click

select

## messages.ini Entries

The listing below describes the **Messages** default values.

### Messages GENERAL OPTIONS

**USERNAME** and **MESSAGES\_PASSWD** are required entries. Removal or modification of these entries could cause MESSAGES to fail to run.

**ICON\_ALWAYS\_ON\_TOP**, **PAD\_ALWAYS\_ON\_TOP**, **LOG\_ALWAYS\_ON\_TOP** determine whether the icon, message-pad and/or message-log (respectively) will always remain visible, even when another application is running (defaults:NO to window/pad, YES to ICON).

ICON\_Always\_On\_Top=YES  
PAD\_Always\_On\_Top=NO  
LOG\_Always\_On\_Top=NO

**ALWAYS\_RETURN\_TO\_APP** determines whether the message-pad will return automatically to the last active application from which you jumped into MESSAGES (default:YES).

Always\_Return\_To\_App=YES

**STARTUP\_AS** determines whether MESSAGES will startup as the message **LOG**, the message **PAD** or as an **ICON** (default: ICON)

Startup\_As=ICON

**EXIT\_ON\_SAVE** determines whether the SAVE button on the message-pad will also cause the message-pad to exit (default:YES).

Exit\_On\_Save=YES

**EXIT\_ON\_PRINT** determines whether the PRINT button on the message-pad will also cause the message-pad to exit (will save first if SAVE\_ON\_PRINT is YES) - (default:NO).

Exit\_On\_Print=NO

**SAVE\_ON\_PRINT** determines whether the PRINT button will also automatically SAVE the message (default:YES).

Save\_On\_Print=YES

**CLOSE\_EXITS\_PROGRAM** determines whether the CLOSE menu item (and ALT-F4 hotkey) will exit from MESSAGES when executed from the message-pad and the message-log, or simply return to the icon (default:YES). Close will always exit when executed from the icon.

Close\_Exits\_Program=YES

**DELETE\_ON\_READ** determines whether READING a message will automatically flag it as DELETED (default:NO).

Delete\_On\_Read=NO

**CARDFILE** to use in preloading "FROM (M)" fields after from-name is entered (default:CALLERS.CRD).

Caller\_CardFile=CALLERS.CRD

MESSAGES can **add** or **modify** the cardfile "FROM" fields (if a cardfile is specified above) (options: ALWAYS, NEVER, CHECKON, CHECKOFF) (default:CHECKON).

Modify\_Cardfile=CHECKON

**AREACODE** specifies the default areacode to be used in the "PHONE" field (default:initialized by setup).

Default\_AreaCode=000

**CARDFILE** containing the names to be pre-defined for the "FOR (TO)" field on the message-pad (default:INBOXES.CRD).

InBox\_CardFile=INBOXES.CRD

If this option is turned on the "Set Options..." dialog box will include a **button** that can be used to start NotePad (or other text **editor**). (default:NO).

Options\_Editor\_Button=YES

Options\_Editor=notepad.exe

## **MESSAGES DISPLAY OPTIONS**

### **WINDOW DEFAULT POSITIONS...**

**LOG\_x** defines where the main window will be placed initially...

**\_STYLE** can be one of: 1=normal, 2=minimized, 3=maximized,

if **\_style** is "normal" **\_x**, **\_y**, **\_w**, and **\_h** can be used to specify

the default x & y, width & height.

LOG\_X=0

LOG\_Y=0

LOG\_W=1000

LOG\_H=1000

LOG\_Style=3

**PAD\_X** and **PAD\_Y** specify a screen location for the Message-Pad. If these options are not used or are less than 1, the pad is placed by Windows.

PAD\_X=  
PAD\_Y=

**ICON\_X** and **ICON\_Y** specify a screen location for the icon. If these options are not used or are less than 0, the icon is placed by Windows (default: placed by Windows).

ICON\_X=  
ICON\_Y=

**LOG\_BKGND** and **PAD\_BKGND**, **LOG\_FRGND** and **PAD\_FRGND** define the background and foreground colors, for the LogFile windows and Message-Pad, respectively, and can be: (case ignored)  
**BLACK, RED, BLUE, GREEN, YELLOW, MAGENTA, CYAN, WHITE, DKRED, DKGREEN, DKBLUE, TAN, PURPLE, AQUA, GRAY, LTGRAY**,  
or a hexadecimal RGB value (two hex chars each for Blue, Green, and Red).

LOG\_Bkgnd=ltgray  
LOG\_Frgnd=black

PAD\_Frgnd=black  
PAD\_Bkgnd=magenta

**PAD\_FONTFACE** and **LOG\_FONTFACE** (and **\_FONTSIZE**) define the font to use in the message pad/log windows (defaults are the system defaults).

LOG\_FontFace=  
LOG\_FontSize=

PAD\_FontFace=  
PAD\_FontSize=12

**PAD\_FORM** - defines the message-pad form to use  
(choices currently include **PINK\_PAD** (square) and **BLUE\_PAD** (horizontal rectangle))  
(default: PINK\_PAD)

PAD\_Form=PINK\_PAD

**INIT\_TO\_NAME** determines whether the first person in the INBOXES cardfile (if a cardfile is specified above) is automatically inserted in the "For (To)" field when the form appears (options: NONE or n where n is the nth card in the cardfile) (default: 1).

Init\_To\_Name=1

**MULTILINE\_TO\_FIELD** determines whether or not the "TO" field uses carriage-returns (enter-key) to enter additional names or to move to the next field (default: NO (move)).

MultiLine\_To\_Field=NO

**AUTOFILL** determines whether or not to fill the "OF" and "PHONE" fields for a given "FROM", using the cardfile specified above (default: YES).

AutoFill=YES

**MULTILINE\_CALLER\_FIELDS** determines whether the "OF" and "PHONE" fields for a given "FROM" use carriage-returns (enter-key) to enter additional lines (default: NO (move)).

MultiLine\_Caller\_Fields=NO

**COMPLETE\_TO\_NAME** and **COMPLETE\_FROM\_NAME** determine whether or not to attempt to anticipate the names being typed in the "TO" and "FROM" fields (defaults: NO).

Complete\_To\_Name=NO  
Complete\_From\_Name=NO

**CAPITALIZE\_NAMES** determines whether or not to automatically capitalize the first character in each word in the "TO" and "FROM" fields (default: NO).

Capitalize\_Names=NO

**MULTIPLE\_ICON\_FLAGS** determines whether or not multiple icons may be selected for a given message. If YES, the selection must be made (or unmade) using the <Space> key, otherwise just normal selecting (default: NO).

Multiple\_Icon\_Flags=NO

These options can be used to change the format used in **date and time** strings on the message-pad (as opposed to **Date\_MDY** and **Time\_12hr**) (defaults: NO).

Date\_DMY\_Format=NO  
Time\_24hr\_Format=NO

These options can be used to automatically pre-select the specified **checkboxes** on the message-pad (defaults: NO).

Phoned\_Default\_On=NO  
Called-To-See-You\_Default\_On=NO  
Wants-To-See-You\_Default\_On=NO  
Please-Call-Back\_Default\_On=NO  
Will-Call-Again\_Default\_On=NO  
Returned-Call\_Default\_On=NO

**SHOW\_EXCERPTS** determines whether the first several words of the message should be displayed in the log message-list and in the message-select box (default: NO).

Show\_Excerpts=YES

**SHOW\_FLAGS** determines whether the icon-flags of the message should be displayed in the log message-list and in the message-select box (default:NO).

Show\_Flags=YES

**SHOW\_TIME** determines whether the time of the message should be displayed in the log message-list and in the message-select box (default:NO).

Show\_Time=YES

## **MESSAGES PRINTER OPTIONS**

**LOG\_PRINT\_TEMPLATE** and **PAD\_PRINT\_TEMPLATE** are used to define the default printing formats. (NONE=PROMPT USER)  
(defaults:message-pad=trackltr.frm, other=4up-ltr.frm).

LOG\_Print\_Template=4up-ltr.frm

PAD\_Print\_Template=trackltr.frm

**PRINT\_FONTFACE** (and **\_FONTSIZE**) defines the font to use in printing messages.

**PRINT\_FONTSIZE** is only used when printing an entire logfile, otherwise the best-fit fontsize will be used. (defaults: fontface=ARIAL, fontsize=12)

Print\_FontFace=ARIAL

Print\_FontSize=12

**PRINTERDEVICE** is used to define the default printer. Must be of the format

DEVICENAME,DRIVER,PORT: and must be found in win.ini (see Control Panel) (NONE=system default) (default:NONE)

PrinterDevice=NONE

**LOG\_TEMPLATE\_PROMPT** and **PAD\_TEMPLATE\_PROMPT** define whether to force the use of the default templates defined above or to prompt at printing time (options:ALWAYS,NEVER,FIRST)  
(defaults:NEVER to PAD\_TEMPLATE\_PROMPT,ALWAYS to LOG\_TEMPLATE\_PROMPT).

LOG\_Template\_Prompt=ALWAYS

PAD\_Template\_Prompt=NEVER

**DEVICE\_PROMPT** defines whether to force the use of the default printerdevice defined above or to prompt at printing time (options:ALWAYS,FIRST) (default:FIRST).

Device\_Prompt=FIRST

## Message Pad - Review Messages

**Messages** provides two methods to view the messages in the currently open logfile:

- use the Message Log menu command to view entire logfiles,
- scroll forward/backward through the messages, displaying one at a time on the message pad.

To scroll the message pad, mouse click on the pad scrollbar , left to scroll forward, right to scroll backward.

To view messages from other daily logfiles, use the File menu Open command.

By default, "historic" messages will not automatically be saved when the message-pad **Print** button (if the `SAVE_ON_PRINT` option is *on*) is pressed.

---

See also:

[Message Log Command](#)



## Message Pad - FOR (TO) Field

The option, **InBox\_CardFile**, can be used to supply names that may be entered in the **For (To)** field. If a cardfile is supplied, the dropdown button  (or the up-arrow and down-arrow keys) can be used to view and scroll up and down through the list, each name being automatically entered into the field. More information on this field is available in the [Message Pad - Cardfile](#) topic.

If the option, **Init\_To\_Names**, is set, the first (or specified) name in the list will automatically be placed in the field.

---

See also:

[Message Log Command](#)  
[messages.ini Entries](#)

## Message Pad - DATE and TIME Fields

The **Date and Time** fields are automatically initialized to the system date and time. They may be changed manually by typing a new value into the appropriate field. If a legitimate date/time is entered, the field will be formatted when you leave it. Scrolling the date and time fields will increment/decrement the date/time (see below).

The default formats are

**Sat Jan 2 1992** (Month-Date-Year format)

**11:00 PM** (12-hour format)

Optional formats are:

**Sat 2 Jan 1992** (Date-Month-Year format)

**23:00 PM** (24-hour format)

You can specify the formats by using *Windows' Control Panel* (International Settings), or by setting the options, **Date\_DMY\_Format** and/or **Time\_24HR\_Format**.

The **Date** and **Time** fields have special scrolling features. Click on the field scrollbar  or use the following keys:

Up Arrow	increment date/time by one day/minute.
Down Arrow	decrement date/time by one day/minute.
Shift+Up Arrow	increment date/time by one month/hour.
Shift+Down Arrow	decrement date/time by one month/hour.
Control+Up Arrow	increment date/time by one week/hour.
Control+Down Arrow	decrement date/time by one week/hour.

---

See also:

[Message Log Command](#)  
[messages.ini Entries](#)

## Message Pad - FROM (M), OF and PHONE Fields

Like the **For (To)** field, the **From (M)** field is special in that it may be used as the connection between **Messages** and a *Windows CardFile* database. More information on this field is available in the Message Pad - Cardfile topic.

The **Of**, and **Phone** fields are multiple-line fields which, like the **From** field, are capable of accepting up to 255 characters of text (see ENTER). The multiple-line fields will automatically format and word-wrap.

---

See also:

Message Log Command

Message Pad Scrolling

## Message Pad - FLAG Fields

The **flag** fields vary in sequence and name on the different **Messages** message pad forms. But the flags are identical.

**Messages** flags include:

**Telephoned**  
**Please Call Back**  
**Returned Your Call**  
**Will Call Again**  
**Wants To See You**  
**Was In To See You**

Each of these is turned **off** by default, although the following options may be used to automatically preset the checkboxes **on**:

**Phoned\_Default\_On**  
**Called-To-See-You\_Default\_On**  
**Wants-To-See-You\_Default\_On**  
**Please-Call-Back\_Default\_On**  
**Will-Call-Again\_Default\_On**  
**Returned-Call\_Default\_On**

**Messages** includes a set of **icons** that function as flags, as well. These include:



**no** icon flags are set.



**IMPORTANT** flag.



**RUSH** flag.



**URGENT** flag.



**SECOND CALL** flag.



**THIRD CALL** flag.



**CALLER IS ON HOLD** flag.



**PERSONAL** flag.



**FAX** flag.



**FYI** flag.



**PLEASE SEE OPERATOR** flag.

---

See also:

[Message Log Command](#)

## Message Pad - MESSAGE Field

Unlike any other field on the message pad, other than the **Notes** field, the **Message** field has virtually no size limit. It is a multiline field which will automatically format and word-wrap its text to fit in the display box. Use the **Enter** key to insert additional line breaks.

If the message consists of more lines than can display in the message field, the field will automatically scroll to keep the cursor visible. Use the cursor movement keys and text edit keys to modify the message.

---

See also:

[Message Log Command](#)

[Message Pad - Notes Field](#)

[Message Pad Scrolling](#)

## Message Pad - NOTES Field

Like the **Message** field, the **Notes** field has virtually no size limit. It is a multiline field which will automatically format and word-wrap its text to fit in the display box. Use the **Enter** key to insert additional line breaks.

If the note consists of more lines than can display in the message field, the field will automatically scroll to keep the cursor visible. Use the cursor movement keys and text edit keys to modify the message.

If your computer and Windows are set up to support a **Pen** device, the **Notes** field can contain handwritten notes which may be saved in that form.

---

See also:

[Message Log Command](#)

[Message Pad - Message Field](#)

[Message Pad Scrolling](#)

## Message Pad - Scrolling in fields

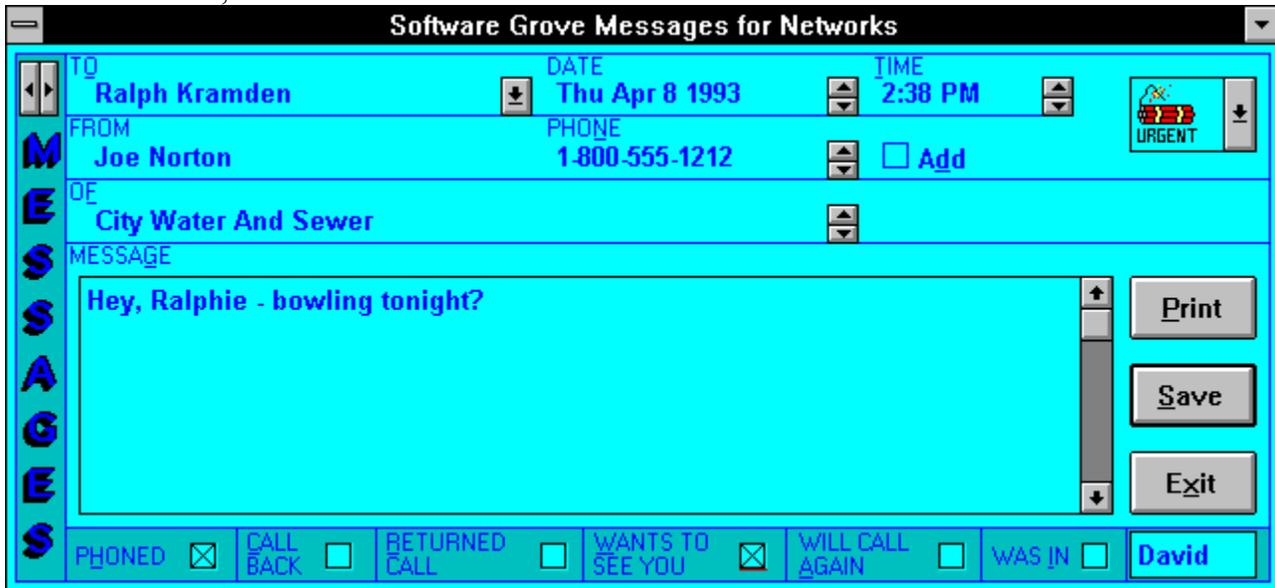
Scrolling and moving around the message pad can be accomplished with or without a mouse, to

move between fields, either click on the destination-field with the  left mouse button, or use the following keys:

Tab, or ENTER	jump to next field.
Shift-Tab	jump to previous field.
Page Up	jump to previous field.
Page Down	jump to next field.

See also ENTER

To edit/view text, click the left mouse button in the field or on the field's scrollbuttons



, or move within the field using the following keys:

Up Arrow	scroll up one line within the field (see exceptions below).
Down Arrow	scroll down one line within the field (see exceptions below).
Left Arrow	scroll left within the field.
Right Arrow	scroll right within the field.
Backspace	delete the character before the cursor.
Del	delete the character after the cursor.

Exceptions to the these scrolling rules are noted in the topics regarding the For (To) field and Date and Time fields.

Click anywhere in **Messages** with the right mouse button  to "popup" the main (Control) menu.

See also:

[Accelerator Keys](#)  
[messages.ini Entries](#)

## Message Pad - Printing



Click on the message-pad **Print** button to print the current message.

The printing template defined by the option, **PAD\_Print\_Template**, will be used to determine the default page layout. If no default layout is specified, **Messages** will prompt for a template file.

If the option, **Save\_On\_Print**, is *on*, the message will be saved before printing.

---

See also:

[File - Print Command](#)  
[messages.ini Entries](#)

## Message Pad - Save Message



Click on the message-pad **Save** button to save the current message in the open logfile. If the currently open logfile is not the default daily log, a warning message will be displayed to remind the user to first reopen the correct logfile.

If the option, **Save\_On\_Print**, is *on*, the message will be saved before printing.

---

See also:

[File - Open Command](#)

[File - Print Command](#)

[messages.ini Entries](#)

## Message Pad - Card File

Messages can use files of the Windows cardfile format as a callers database for the **From (M)**, **Of**, and **Phone** fields, and as a inbox database for the **For (To)** field.

If the option, **Caller\_CardFile** (or **InBox\_Cardfile**), supplies a file of the proper format, the data will be scanned as a name is entered in the **From (M)** field (or **For (To)** field). If the option, **Complete\_From\_Name** (or **Complete\_To\_Name**) is *on*, the name will be predetermined, if possible. If the name is found, the corresponding field will be filled in, If the **From (M)** name is found, Of and Phone fields will also be filled in.

### Adding a Card File Entry

If the name in the From (M) field is not found in the caller cardfile, one of four things will happen, depending upon the setting of the **Modify\_CardFile** option:

- |          |  |
|----------|--|
| Always   | automatically add the From, Of and Phone fields to the cardfile when the <b>Save</b> button is clicked.  |
| Never    | no action, do not modify the cardfile.   |
| CheckOn  | place a checkbox, <b>Add</b> , preset to <i>on</i> , on the screen. If the checkbox is checked when the <b>Save</b> button is clicked, the From, Of and Phone fields will be added to the cardfile.  |
| CheckOff | place a checkbox, <b>Add</b> , preset to <i>off</i> , on the screen. If the checkbox is checked when the <b>Save</b> button is clicked, the From, Of and Phone fields will be added to the cardfile. |

### Modifying a Card File Entry

If the From field name is found in the cardfile, and the Of or Phone field is subsequently changed, one of three things will happen, depending upon the setting of the **Modify\_CardFile** option:

- |          |   |
|----------|---|
| Always   | automatically update the Of and Phone fields in the cardfile when the <b>Save</b> button is clicked.  |
| Never    | no action, do not modify the cardfile.  |
| CheckOn  | place a checkbox, <b>Modify</b> , preset to <i>on</i> , on the screen. If the checkbox is checked when the <b>Save</b> button is clicked, the From, Of and Phone fields will be updated in the cardfile.  |
| CheckOff | place a checkbox, <b>Modify</b> , preset to <i>off</i> , on the screen. If the checkbox is checked when the <b>Save</b> button is clicked, the From, Of and Phone fields will be updated in the cardfile. |

#### Notes:

Messages makes every attempt to prevent damage to or loss of your cardfiles. This is accomplished by writing only to a temporary cardfile (e.g., callers.tmp), and saving the

existing cardfile as a backup (e.g., callers.bak) before replacing it with the temporary. If any message indicating that reading, writing, or saving the cardfile failed, remember that any unsaved changes are likely still in the temporary and that your backup cardfile is still in the same directory. In the event of a problem or machine/system crash, these files can replace the cardfile using DOS copy or Windows File Manager.

A message stating that the cardfile is not recognizable can mean one of two things:  
(1) the cardfile was modified by another application that inserted non-textual data into it, or  
(2) the memory offsets that Messages uses to allow fast scanning of the cardfile no longer match the file itself. This latter case may also be the result of another application modifying the cardfile, and can usually be overcome by exiting Messages and restarting.

---

See also:

[messages.ini Entries](#)



## Accelerator Keys

[Messages Accelerator Keys](#)

[Message-Pad Accelerator Keys](#)

[Message-Log Accelerator Keys](#)

The keyboard topics below come from *Help for Windows*. Any exceptions in **Messages** are noted. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

## Messages Accelerator Keys

**Messages** keys are effective as long as the current active window is the Message Pad, the Message Log, or the Messages icon.

<b>Key(s)</b>	<b>Function</b>
Alt+Space	Drop down the main (Control) menu.
F1	<u>Help index</u>
Alt+F1	<u>About Messages</u>
Shift+F1	<u>Search for Help On</u>
Control+F1	<u>Help on help</u>
Control+Shift+F1	<u>Keyboard Help</u>
Alt+F4	<u>Exit Messages</u>
F5	<u>Message-Pad</u>
F6	<u>Message-Log</u>
F7	<u>Start options editor</u>
Shift+F7	<u>Choose window font</u>
F9	<u>Open logfile</u>
Alt+F9	<u>Printer setup</u>
Control+F9	<u>Save logfile and/or message</u>
Shift+F9	<u>Print</u>
Esc	Return to icon/log/pad

## Message Pad Accelerator Keys

Message Pad keys are effective as long as the active window is the Message Pad.

<u>Key(s)</u>	<u>Function</u>
Enter	Same as Tab, move from <u>field</u> to field.
Up Arrow	<u>Scroll field up.</u>
Down Arrow	<u>Scroll field down.</u>
Del	<u>Clear edit field.</u>
Control+Z	<u>Undo last edit (or last undo).</u>
Shift+Del or Control+X	<u>Cut from edit field to clipboard.</u>
Control+Ins or Control+C	<u>Copy from edit field to clipboard.</u>
Shift+Ins or Control+V	<u>Paste to edit field from clipboard.</u>
Esc	Return to icon/log
Alt+O	Jump to <b>For (To)</b> field.
Alt+M	Jump to <b>From (M)</b> field.
Alt+F	Jump to <b>Of</b> field.
Alt+N	Jump to <b>Phone No.</b> field.
Alt+B	Jump to <b>By</b> field.
Alt+G	Jump to <b>Message</b> field.
Alt+E	Jump to <b>Date</b> field.
Alt+T	Jump to <b>Time</b> field.
Alt+P	<u>Print current message</u>
Alt+S	<u>Save current message</u>
Alt+D	<u>Add/Modify current From in cardfile</u>
Alt+H	Toggle <b>Telephoned</b> flag checkbox.
Alt+C	Toggle <b>Please Call Back</b> flag checkbox.
Alt+R	Toggle <b>Returned Your Call</b> flag checkbox.
Alt+A	Toggle <b>Will Call Again</b> flag checkbox.
Alt+W	Toggle <b>Wants To See You</b> flag checkbox.
Alt+I	Toggle <b>Was In To See You</b> flag checkbox.
F10	Show/Hide <b>Notes</b> field.
Control-F	Popup <u>File Menu</u>
Control-E	Popup <u>Edit Menu</u>
Control-O	Popup <u>Options Menu</u>
Control-H	Popup <u>Help Menu</u>

## Message Log Accelerator Keys

Message Log keys are effective as long as the active window is the Message Log Viewer.

<u>Key(s)</u>	<u>Function</u>
Enter	View selected message(s).
Del	<u>Delete selected message(s).</u>
Alt+Del	<u>Undelete selected message(s).</u>
Shift+Del or Control+X	<u>Cut selected message(s) to clipboard.</u>
Control+Ins or Control+C	<u>Copy selected message(s) to clipboard.</u>

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
Direction (arrow) key	Moves the cursor left, right, up, or down in a field (see exceptions in <u>Message Pad Keys</u> ).
End or Control+Right Arrow	Moves to the end of a line.
Home or Control+Left Arrow	Moves to the beginning of a line.
PageUp or PageDown	Moves up or down in a field, one screen at a time(see exceptions in <u>Message Pad Keys</u> ).

## 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.
Escape	Closes a dialog box without completing the command. (Same as Cancel)
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.
Control+Slash	Selects all the items in a list box.
Control+BackSlash	Cancels all selections except the current selection.
Shift+ Direction key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text 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.

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt+Spacebar	Pulls down the Control menu.
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>
Control+Escape	Switches to the <i>Windows Task List</i> .
Alt+Escape	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 <u>Clipboard</u> .
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application.

## 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 Arrow	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.
Control+Shift+Left or Right Arrow	Selects text to the next or previous word.
Control+Shift+Up or Down Arrow	Selects text to the beginning (Up) or end (Down) of the paragraph.
Control+Shift+End	Selects text to the end of the document.
Control+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 (arrow) 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.



## Options - Set Options Command

Use this command to execute the **Options Editor** to set / reset / modify **Messages'** default settings.

The Options Editor provides a graphical interface to the defaults and options stored in messages.ini. The options are subdivided into groups, each represented by an icon.



Click on an icon in the "Groups" field then click on the **Select** button to display the group's variable names and values in the "Current Values" field (double-clicking on an icon has the same effect).

Click on a line within the "Description" field to display a textual explanation of the selected variable in the "Current Values" field.

Enter a change in the "New Value" field, which may change in appearance depending upon the type of variable selected. The entry may consist of a menu selection or a value typed in.



Click on the **Ok** button to save the changes in the messages.ini file.



Click on the **Reset** button to reload the selected group from messages.ini. Reset will not change values once Save has been pressed.



To reset **ALL** the values in the messages.ini file to the factory presets, click on the **Factory** button, then on the **Save** button.



Click on the **Exit** button to leave the Options Editor.

---

See also:

[messages.ini Entries](#)

**Software Grove Messages for Networks - Options Editor**

**Group:**

-  **General Options**
-  **Display Options**
-  **Network Options**
-  **Printing Options**

**Select**  
**Help**  
**Set Password...**  
**Editor...**

**Current Values**

**Entry:**

<b>Polling Interval</b>	<b>100</b>
<b>Network Path</b>	<b>T:\MESSAGES</b>
<b>Folder Path</b>	<b>c:\msgs\folders</b>
<b>Flag New Messages</b>	<b>NO</b>
<b>Flash New Messages</b>	<b>YES</b>

**Description:**

**Number of seconds to wait before checking for new messages.**

**New Value**

100

**OK**

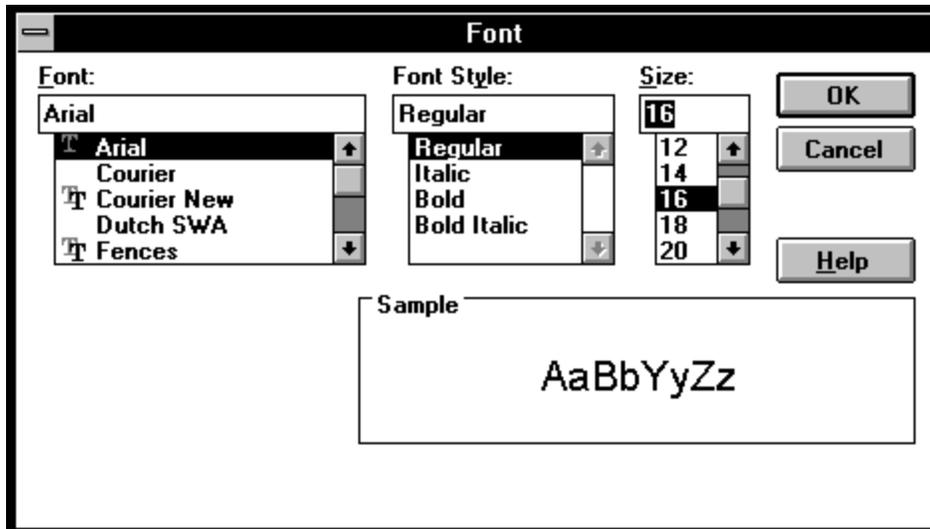
**Exit**   **Save**   **Factory**   **Reset**

## Options - Set Font Command

Use this command to change the font used in the current Message Log window.  
This is a **temporary** change. Use the **Set Options...** command to make **permanent** changes.

See also:

[Option - Set Options Command](#)



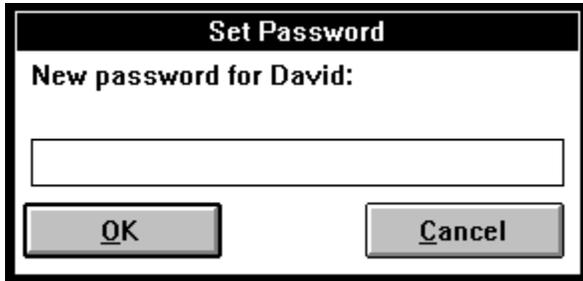
## Options - Set Password Command

Use this command to change the your login password.

---

See also:

[Option - Set Options Command](#)



A dialog box titled "Set Password" with a black header bar. Below the header, the text "New password for David:" is displayed. Underneath is a single-line text input field. At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right. Both buttons have a light gray background and a black border.

## File - Open Command

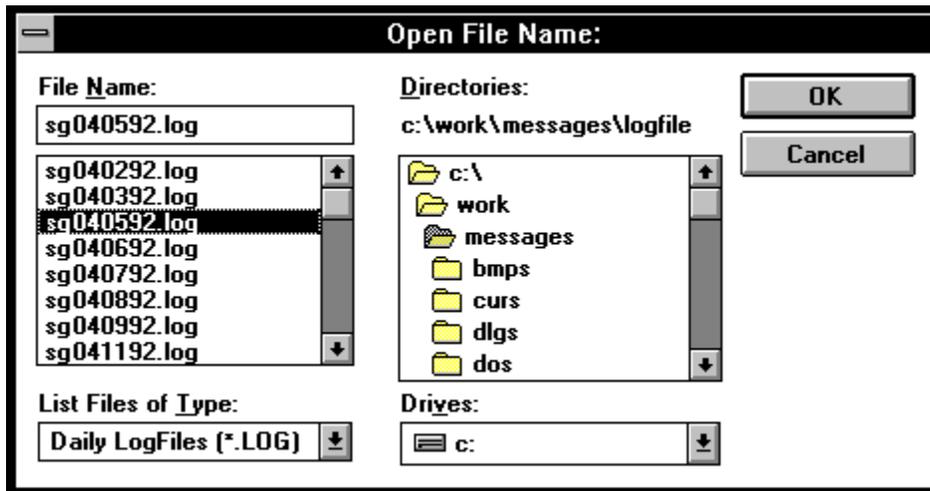
Use this command to open existing logfile(s).

Using this command, multiple logfiles can be opened at one time. The messages in the open logfiles can be viewed or printed.

---

See also:

[File - Print Command](#)



## File - Save As Command

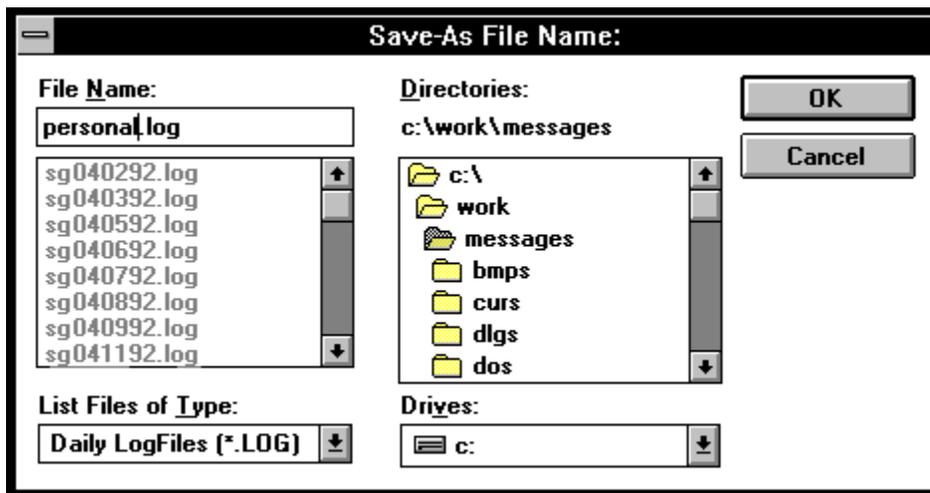
Use this command to save and name the currently open logfile.

The currently open logfile can be saved as either a formatted logfile with a new name, or as a plain-text file.

---

See also:

[File - Open Command](#)



## File - Select Command

Use this command to select messages from currently open logfiles.

This command will temporarily open multiple logfiles simultaneously. The temporarily opened files will be closed upon exiting the dialog box.

Messages can be selected based upon any one of several **filters**:

ALL:	<b>all</b> messages in the logfile(s).
TO:	messages taken <b>for</b> the specified name.
FROM:	messages <b>from</b> a specified source.
DATE:	messages taken on a specified <b>date</b> .
OF:	messages from a specified source <b>company</b> .
PHONE:	messages from a specified source <b>phone number</b> (or areacode).
FLAG:	messages with a specified <u>flag</u> (or icon).
BY:	messages taken by a specified <b>operator</b> .
UNPRINTED:	all <b>unprinted</b> messages.
UNREAD:	all <b>unread</b> messages.
User Flag 1:	messages with <b>User-Flag-1</b> set.
User Flag 2:	messages with <b>User-Flag-2</b> set.
User Flag 3:	messages with <b>User-Flag-3</b> set.

The selection filter can be used to include or exclude messages. For example, all messages for a specific person can be included, or all messages *except* those for the specific person. To exclude, select the **Exclude** checkbox.

The **Exact Match** checkbox can be used to force a character-by-character match between the specified filter string and the appropriate message field. The default will allow the specified filter string to be a subset of the message field.

---

See also:

[File - Open Command](#)

[File - Print Command](#)

**Message Selection...**

**Message Filter**

Select Filter:  
**ALL Messages** ↓

Include/Exclude Filter String:

Match Entire Field     Exclude Matches

**Available Messages:**

01: [04-08; 1:18 PM]	TO: < John >	FROM: < Ginger Brewer >	↑	<input type="button" value="Select"/>
02: [04-08;12:06 PM]	TO: < Northgate >	FROM: < test14 >	MSG:	
03: [04-08;12:05 PM]	TO: < Northgate >	FROM: < test13 >	MSG:	
←				<input type="button" value="Select All"/>

**Selected Messages:**

## File - Print Command

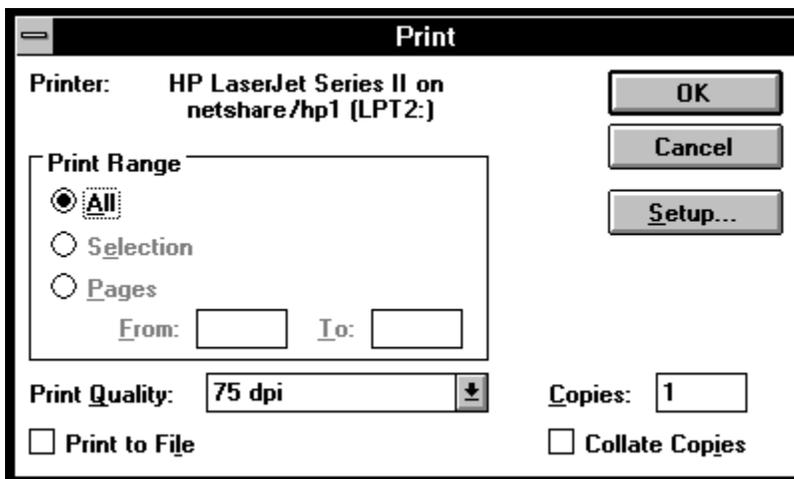
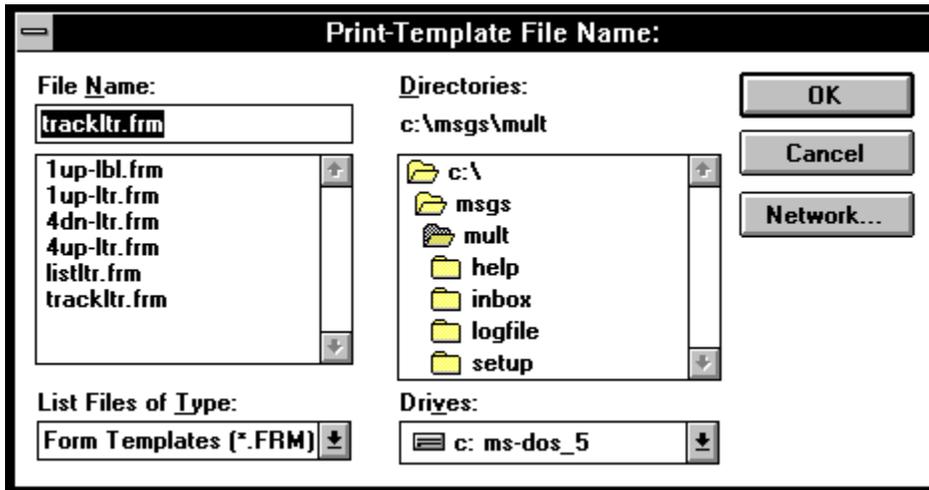
Use this command to control printing of messages.

The Print command will prompt for the printer to use. The messages.ini options Device\_Prompt, LOG\_Template\_Prompt, and PAD\_Template\_Prompt control whether to prompt for the template and whether subsequent printing will use the same template and printer settings. To change the printer or print settings, use the **Printer Setup...** command.

- if messages have been selected from the log window, they will be printed,
- otherwise, the **Select...** command is run.

See also:

[File - Printer Setup Command](#)

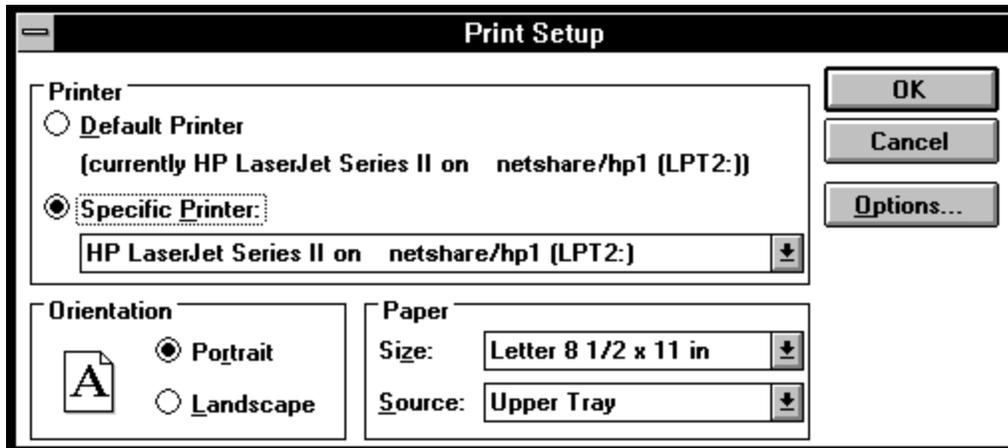


## File - Printer Setup Command

Use this command to specify a printer and it's connections.

See also:

[File - Print Command](#)



## **Edit - Clear Command**

Use this command to remove selected text from the message-pad, without copying it to the Clipboard.

This command is unavailable if you have no selected text.

Selected text is a selected field on the Message Pad.

## **Edit - Copy Command**

Use this command to copy selected text onto the Clipboard.

This command is unavailable if you have no selected text.

Selected text can be either a selected field on the Message Pad or selected message(s) from the Message Log window.

## **Edit - Cut Command**

Use this command to remove selected text from the message-pad and put it on the Clipboard.

This command is unavailable if you have no selected text.

Selected text is a selected field on the Message Pad.

## **Edit - Paste Command**

Use this command to insert a copy of the Clipboard at the insertion point.

This command is unavailable if the Clipboard is empty.

## **Edit - Undo Command**

Use this command to reverse the last editing action (or last undo command), if possible.

The Undo command is disabled on the menu if you cannot reverse your last action.

## **Log - Flag Command**

Use this set of commands at a Message Log window to flag selected messages with one of the user-defined flags.

This command is unavailable if you have no selected messages.

## **Log - Delete Command**

Use this command at a Message Log window to delete selected messages, without copying it to the Clipboard.

This command is unavailable if you have no selected messages.

## **Log - Copy Command**

Use this command at a Message Log window to copy selected messages onto the Clipboard.

This command is unavailable if you have no selected messages.

## **Log - Cut Command**

Use this command at a Message Log window to delete selected messages and copy them on the Clipboard.

This command is unavailable if you have no selected messages.

## Help - Contents Command

Use this command to get help on using **Messages**. The entry point will be the Table of Contents.

## **Help - Search for Help On Command**

Use this command to specify keywords on which to search for help.

## **Help - Keyboard Command**

Use this command to get help on using the keyboard (with or without a mouse) to run **MESSAGES**.

## **Help - How to Use Help Command**

Use this command to obtain help on using this help program.

## Help - About MESSAGES Command

Use this command to see the **About Messages** dialog box:

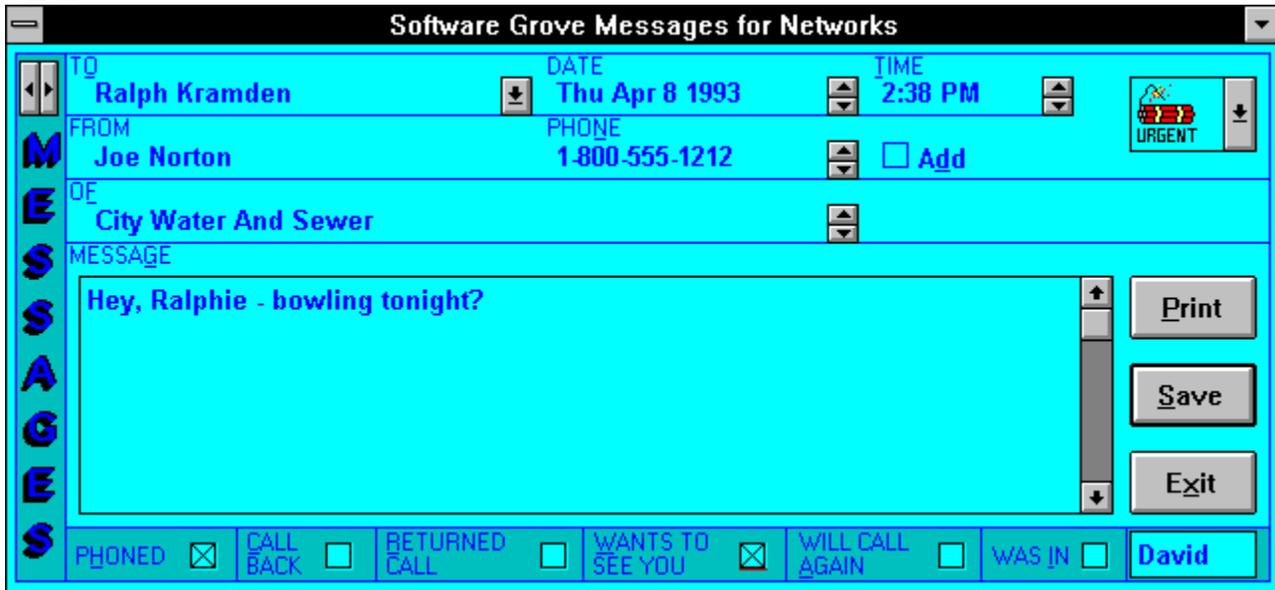




## **Clipboard**

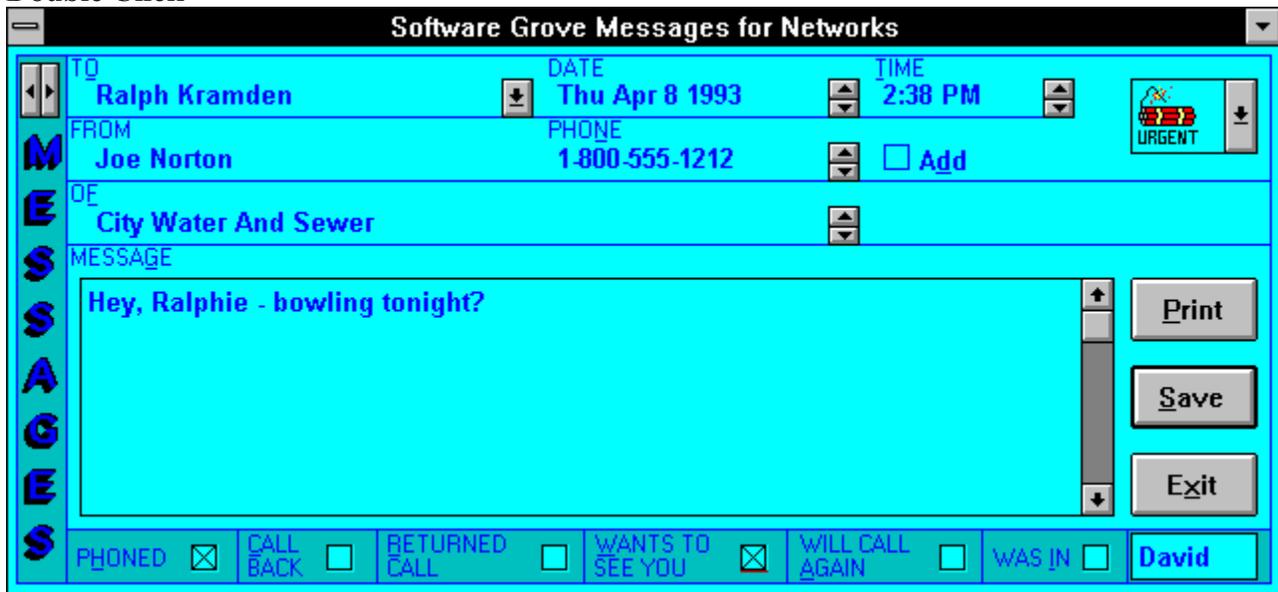
A temporary storage area for cut or copied text. You can paste the contents of the Clipboard into any edit field or into a file of another application, such as Microsoft Word. The Clipboard holds the information until you cut or copy another piece of text.

Click



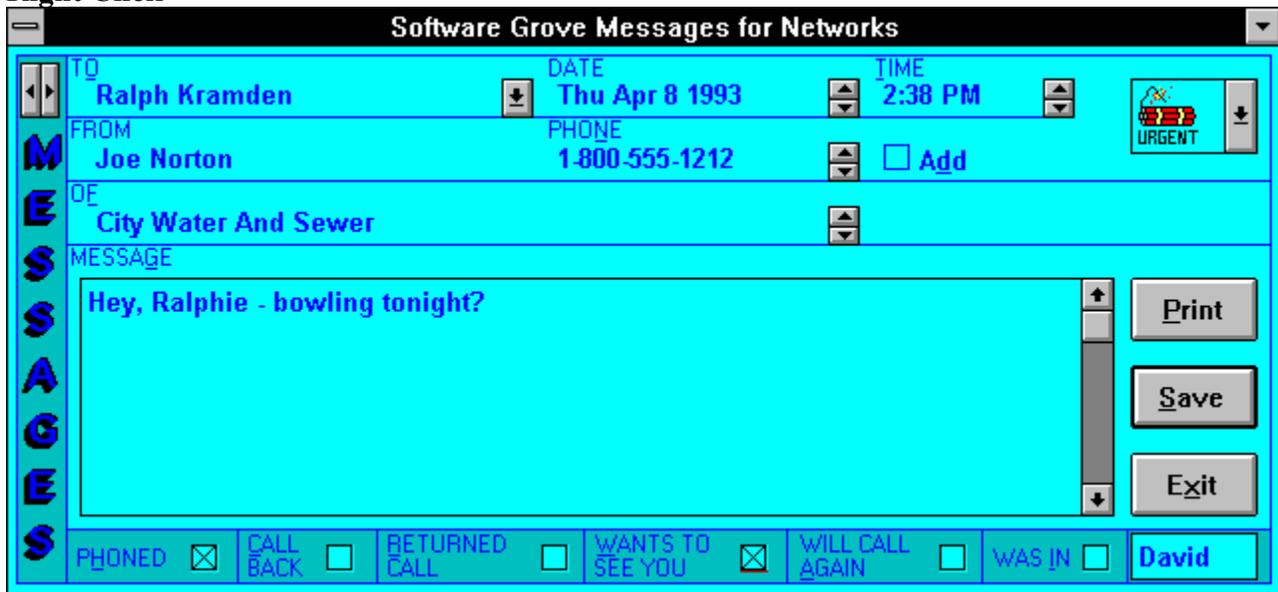
Press and release the **left** mouse button.  
If using a pen, press and release the pen button.

## Double Click



Quickly press and release the **left** mouse button twice without moving the mouse.  
If using a pen, press and release the pen button twice.

## Right Click



Press and release the **right** mouse button.

If using a pen, press and release the pen button while depressing the **Shift** key.

## Select

Choose an item by clicking on it or by using the **Tab** key and the Up or Down Arrow keys to move the selection bar to it. The selected item displays in a different color or with a box surrounding it.

## **LogFile**

The **Messages** "logfile" is a formatted file containing a specific day's or person's messages. A logfile can also be a "folder" of messages stored together. Each message contains special character codes that facilitate searching through fields and printing.

**Flag**

A **Messages** "flag" is any of the checkboxes (e.g., **Telephoned**) or icons (e.g., **Urgent**) on the message pad. Each message may have a number of flags and one icon associated with it.

## Template

A **Messages** "template" is a text file used to define a format in which messages will be printed. A number of these are provided with this release of Messages (e.g., 1up-form.frm, 4up-form.frm, tracker.frm).

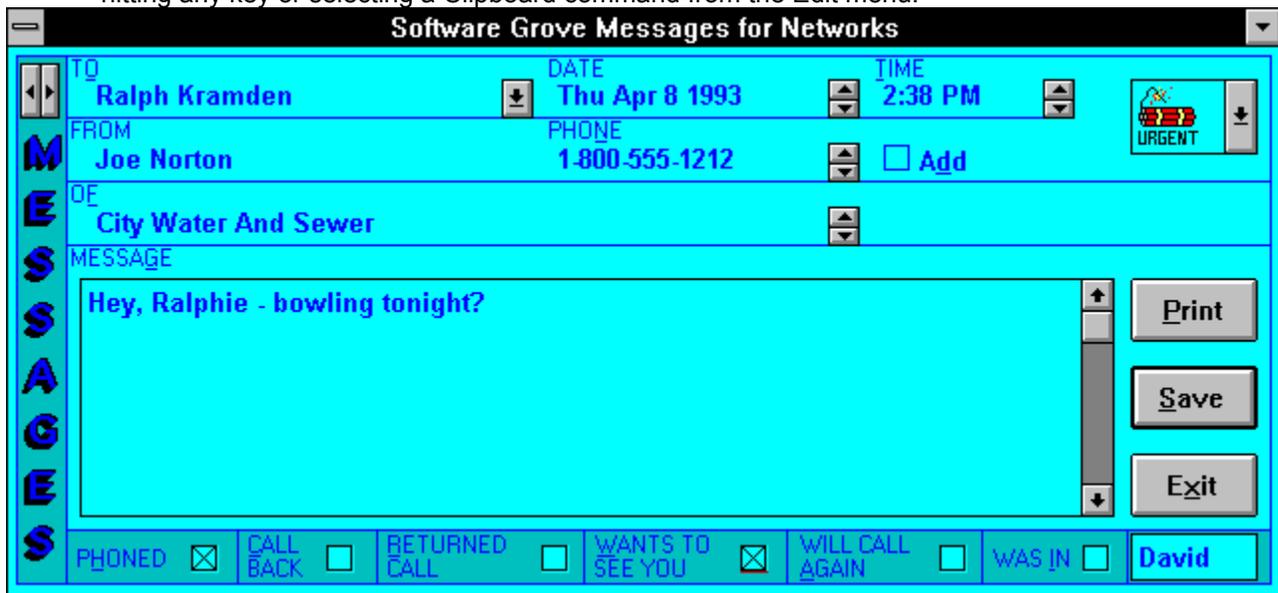
## Field



A **Messages** "field" is a text edit box. I

You'll notice that whenever you move the mouse pointer over a field, the cursor changes from the normal arrow to the "I-beam" and that when you click on a field (or move to a field using the Tab key), the blinking text-entry bar can be seen.

Using the mouse or the Tab key to move from field-to-field, you can "select" all or a part of the text in a field. The selected text is visibly highlighted, and can be replaced by hitting any key or selecting a Clipboard command from the Edit menu.



Some fields on the message pad are multiple-line fields. These are generally identified by the presence of a scrollbar beside the field. The **Message** field is an exception in that it has a scrollbar rather than a scrollbar. Multiple-line fields automatically word-wrap long lines, inserting carriage-returns to allow the lines to fit within the display width of the field. User-input carriage-returns (see ENTER) may also be used to break lines.

## Enter



If the option, **MULTILINE\_CALLER\_FIELDS**, is *on*, the **Of** and **Phone** fields will accept carriage-returns within the multiple line entries. Otherwise, Enter will jump to the next field.

Similarly, the **MULTILINE\_TO\_FIELD** option, if *on*, allows multiple lines to be inserted in the **For (To)** field.

Note: the **Of** and **Phone** fields will always word-wrap long lines into multiple-lines and accept Control+Enter as a carriage-return within the field.

## **CardFile**

A "cardfile" is in a format defined by Microsoft's Windows Cardfile application. This useful application can be used to initialize and maintain an "address book" of clients or customers from whom you may expect frequent calls. Any additions and/or modifications made by **Messages** are faithful to the cardfile format.

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