### Adding a control using the Toolbox

1. Choose View - Show Toolbox to display the Toolbox.
2. Click the control icon in the Toolbox.
3. Move the mouse pointer where you want the control to appear in the dialog.
4. Click and drag until the control is the size you want.

**Tips** Double-click the control icon in the Toolbox to add a control to the middle of the dialog box. To use the Toolbox to add a custom control, you must add the control icon to the Toolbox. See Adding controls to the Toolbox.

---

{button ,AL(`;H_LDE_NAMING_A_CONTROL_STEPS;H_LDE_SETTING_CONTROL_PROPERTIES_STEPS',0)}
See related topics

### Adding a control using the Create menu

1. Choose Create - Control.
2. Do one of the following:
   - To add a standard Lotus control, select a control from the menu.
   - To add a custom control, choose More, select a control from the list, and click OK.
3. Position and size the control in the dialog before adding the next control.

---

{button ,AL(`;H_LDE_NAMING_A_CONTROL_STEPS;H_LDE_SETTING_CONTROL_PROPERTIES_STEPS',0)}
See related topics

### Adding controls to the Toolbox

You can display in the Toolbox the icon for any OCX custom control you have installed on your system.

1. Choose File - Toolbox Setup.
2. Select controls from the list of available controls.
3. Click OK.

**Tips** In Toolbox Setup, click Select All to select all of the controls in the list; click Deselect All to clear your selections. To display just the list of currently selected Toolbox controls, select Show selected controls only. You cannot remove the standard Lotus controls from the Toolbox.

---

{button ,AL(`;H_LDE_ADDING_A_CONTROL_STEPS',0)} See related topics

**Details: Aligning a collection of controls**
The table below summarizes the alignment options.

| Alignment option | Does this |
|---|---|
| Left | Aligns all controls with the left edge of the active control. |
| Right | Aligns all controls with the right edge of the active control. |
| Top | Aligns all controls with the top edge of the active control. |
| Bottom | Aligns all controls with the bottom edge of the active control. |
| Center Horizontally | Aligns the center-top handles of all controls with the center-top handles of the active control. |
| Center Vertically | Aligns the center-side handles of all controls with the center-side handles of the active control. |

---

{button ,AL(`H_LDE_ALIGNING_CONTROLS_STEPS',1)} Go to procedure

### Aligning a collection of controls

You can align all controls in a collection with the active control.

1. Select a collection of controls.
2. Choose Dialog - Align.
3. Choose the alignment you want.

**Tip** After aligning a collection of controls, you can restore the controls to their original positions by choosing Edit - Undo or pressing CTRL+Z immediately.

---

{button ,AL(`H_LDE_ALIGNING_CONTROLS_DETAILS',1)} See details
{button ,AL(`;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER',0)} See related topics

## Overview: Connecting Help

When you connect Help to a dialog box, you can press F1 and display a Help topic about the dialog box and about each active control.

You do the following to connect Help topics to dialogs and controls:

- Write the Help topics.
- Map each topic to a context number and create a compiled Help file, using the Windows Help compiler.
- Set the Help file name property of the dialog to the name of the compiled Help file, using the InfoBox in the Dialog Editor.

  **Tip** To display Help topics in a secondary Help window, append the secondary window name to the Help file name. For example, "Myhelp.hlp>Steps" displays topics in the "Steps" secondary Help window.
- Assign a Help context ID to the dialog box, using the InfoBox in the Dialog Editor.
- (Optional) Assign a Help context ID to each individual control in the dialog box, using the InfoBox in the Dialog Editor.

The context ID you assign to the dialog box serves as the default Help topic. If the active control has a Help context ID assigned to it, pressing F1 displays that topic. Otherwise, pressing F1 displays the default Help topic that is assigned to the dialog box.

---

{button ,AL(`;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER',0)} See related topics

**Details: Copying controls**

**Naming copied controls**
The Dialog Editor assigns a unique default name, such as "Text2," to each control you copy. Select the control and use the Basics tab in the InfoBox to assign your own name to each copied control.

**Note** The captions of controls you copy stay the same.

**Using "Source" to refer to controls in event scripts**
Whenever possible, it's helpful to use the parameter "Source" to refer to controls in event scripts, rather than the specific control name. In this way, you don't have to change the names of the controls in the scripts you copy.

**Related SmartIcons**


Paste


Paste Special

---

{button ,AL(`H_LDE_COPYING_CONTROLS_STEPS',1)} Go to procedure

### Copying controls

Copying and pasting a control lets you easily add a group of similar controls to a dialog. If you have written scripts for the controls, you can copy those scripts with the control.

1. Select the controls you want to copy.
2. Choose Edit - Copy.

The Dialog Editor places a copy of the selected controls on the Clipboard.

3. Choose a command:
   - To paste the controls, including properties but not scripts, choose Edit - Paste.
   - To paste the controls, including properties and scripts, choose Edit - Paste Special, and click Yes in the Paste Special dialog box.

   **Note** When you paste controls to the same dialog, the Dialog Editor pastes them directly on top of the copied controls.
4. Drag the copies to where you want to place them on the dialog.

---

{button ,AL(`H_LDE_COPYING_CONTROLS_DETAILS',1)} See details

{button ,AL(`;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER',0)} See related topics

### Creating a dialog box

When you create a dialog box, the Dialog Editor adds a tab containing a new dialog box with default OK and Cancel buttons.

- Choose Create - Dialog.

**Note** The Dialog Editor always displays at least one tab with one dialog box. If you delete this dialog, the Dialog Editor automatically creates a new default dialog box to replace it.

---

{button ,AL(`;H_LDE_DELETING_A_DIALOG_BOX_STEPS;H_LDE_NAMING_A_DIALOG_BOX_STEPS;H_LDE_SAVING_DIALOG_BOXES_STEPS',0)} See related topics

### Deleting a dialog box

1. Click the tab for the dialog box you want to delete.
2. Choose Edit - Delete Dialog.

**Notes** Check your scripts for any code that refers to the deleted dialog, and remove or modify the code appropriately. The Dialog Editor always displays at least one tab with one dialog box. If you delete the last dialog, the Dialog Editor automatically creates a new default dialog box to replace it.

**Details: Deleting controls**
When you use Edit - Clear to delete controls, the Dialog Editor does not place the data on the Clipboard. As a result, you can't paste controls that you have deleted using Edit - Clear. To restore the controls to the same location, choose Edit - Undo or press CTRL+Z immediately.

---

{button ,AL(`H_LDE_DELETING_CONTROLS_STEPS',1)} Go to procedure

### Deleting controls

1. Select one or more control(s).
2. Choose Edit - Clear.

**Tip** You can also select the control(s) and press DEL.

---

{button ,AL(`H_LDE_DELETING_CONTROLS_DETAILS',1)} See details

## Overview: Design time and run time

You can set and change a dialog and its control properties at design time or run time.

### Design time

Use the InfoBox in the Dialog Editor to set design-time properties of a dialog and it controls. Design-time properties determine how the dialog appears when you first display it, unless you change the properties at run time.

### Run time

To change the run-time properties of a dialog or control, add script to a dialog or control event or call a subroutine that changes the dialog or control properties.

For example, you can add script to the dialog Load event to set initial values for variables connected to dialog controls. The following script changes the caption of the MyDialog dialog box to "Employee Names," initializes the Rate variable to 500, and displays this value as a string in the txtAmount text box.

```
'Setting dialog properties at load time
Sub Load(Source As Lotusdialog)
   Source.Caption = "Employee Names"
   Rate = 500
   Source.txtAmount.text = Str(Rate)
End Sub
```

### Read-only properties

Some properties are read-only, and cannot be directly changed at either design or run time. For example, the ListCount property of the LotusComboBox control is read-only. It always equals the number of items in the list.

---

{button ,AL(`;H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER;H_LDE_MODAL_AND_MODELESS_DIALOGS_OVER;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER',0)} See related topics

**Dialog and control names**

The name of a dialog or control must be a valid LotusScript identifier.

The following rules govern the construction of identifiers in a script:

- The first character in an identifier must be an uppercase or lowercase letter.
- The remaining characters must be letters, digits, or underscore ( _ ).
- The maximum length of an identifier is 40 characters, not including the optional suffix character.
- Names are case-insensitive. For example, VerED is the same name as vered.
- Characters with ANSI codes higher than 127 (that is, those outside the ASCII range) are legal in identifiers.

**Note** Do not include a data type suffix character (%, &, !, #, @, or $) in a control name.

## Overview: Displaying dialog boxes in a script application

Use the Show method to display a dialog box in a script application. The Style argument of the Show method determines whether the dialog is invoked as modal or modeless.

By default, the Show method invokes dialogs as modeless. For example, the following statement invokes MyDialog as a modeless dialog box:

```
MyDialog.Show
```

To invoke a dialog box as modal, set the Style argument for the Show method to 1, or use the constant DIALOG_MODAL, as shown in the example below.

```
MyDialog.Show DIALOG_MODAL
```

---

{button ,AL(`H_LDE_PROGRAMMING_DIALOG_BOXES_OVER;H_LDE_USING_CONSTANTS_OVER',0)} See related topics

### Closing the Dialog Editor

When you close a Dialog Editor session, the document that contains the dialogs remains active. You must save the document to save any changes you made to the dialogs.

- Choose File - Close Dialog Editor from the Dialog Editor menu.

---

{button ,AL(`H_LDE_STARTING_DIALOG_EDITOR_STEPS;H_LDE_SAVING_DIALOG_BOXES_STEPS',0)} See related topics

**Details: Entering and editing scripts**

**Using the Dialog Editor with the LotusScript IDE**
The Dialog Editor is part of the LotusScript Integrated Development Environment (IDE).

What script you see when you open the IDE Script Editor for a dialog box depends on the following:

- If the dialog box or the selected control contains a script, the Script Editor shows either the last script you edited or the first sub, function, or other group of statements that contains a script for the control or dialog box.
- If the dialog box or selected control does not contain a script that you have edited, the Script Editor shows the sub for the object's default event.

**Locating Lotus dialog script classes in the IDE Browser panel**
The IDE Browser panel lists standard Lotus dialog script classes under the class list for each Lotus product. For example, if you are creating a dialog in 1-2-3, select "Lotus 1-2-3: Classes" in the Categories drop-down list and scroll down to display the available Lotus dialog classes.

**Entering scripts for custom controls**
You enter scripts for custom OCX controls in the same way you enter scripts for standard Lotus controls. After you add a custom control to a dialog, the IDE Object drop-down lists the name of the custom control under the class list for the Lotus product you are using. For example, if you are creating a dialog in Word Pro and add a custom control, the IDE adds information about the custom control under "Lotus Word Pro: Classes."

**Note** The Browser uses the name for a custom control that appears in the title bar of the InfoBox. You may need to refresh the class list in the Browser by switching to a different category, then switching back, to see the custom control in the class list.

All of the properties, methods, and events available in the LotusControl class are automatically added to any custom control you add to a dialog box. Any limits of the LotusControl class properties take precedence over any overlapping property of the custom control. For example, if the custom control allows 256-character captions but LotusControl limits captions to 40 characters, the 40-character limit takes precedence.

You can script all of the custom control class members, as well as all of the LotusControl base class members. However, some base class members may not apply to each custom control. For example, if a custom spinner control does not display a caption, using the InfoBox or script to set the LotusControl Caption property for the spinner has no visible effect.

**Saving dialog scripts**
The scripts you create in the IDE are saved in the product document, along with the dialog box. For example, if you create a dialog box in Word Pro and use the IDE to add scripts to dialog box controls, the dialog box and the scripts are saved in the current .LWP file.

**Default events for standard Lotus dialog controls**
The table below lists the default event for each standard Lotus dialog control.

| Lotus Control | Default event |
|---|---|
| Dialog | Load |
| Text box | Change |
| Combo box | Pick |
| Label, check box, option button, list box, command button, slider, image | Click |
| Frame, progress bar | Gotfocus |
| Spin button | Spindown |

---

{button ,AL(`H_LDE_ENTERING_AND_EDITING_SCRIPTS_STEPS',1)} Go to procedure

### Entering and editing scripts

You use the IDE Script Editor to write and edit scripts, check script syntax, and set breakpoints for debugging dialog scripts.

- In the Dialog Editor, double-click the control you want to script, or double-click any open area to script the dialog itself.

  The Script Editor displays a script for the dialog or selected control in the Script Editor.

---

{button ,AL(`H_LDE_ENTERING_AND_EDITING_SCRIPTS_DETAILS',1)} See details

{button ,AL(`;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER',0)} See related topics

## Overview: Collecting user input

You often use dialog boxes to prompt users for information. You use scripts attached to the dialog box and its controls to gather the information entered in a control, change the status of other controls in the dialog, validate the information entered, and pass it along to other procedures in the script application.

For example, the procedure below is attached to the Click event of the OK button in MyDialog, a dialog box in a 1-2-3 script application. The procedure enters the text in the txtEmployeeName text box into the EmployeeNameCell range in 1-2-3.

```
'Getting user input
Sub Click(Source As Lotuscommandbutton)
   Dim EmployeeName As String
   EmployeeName = MyDialog.txtEmployeeName.text
   [EmployeeNameCell].Select
   Selection.Contents = EmployeeName
End Sub
```

### Validating user entries

You can also attach scripts to the change events of controls to validate user entries.

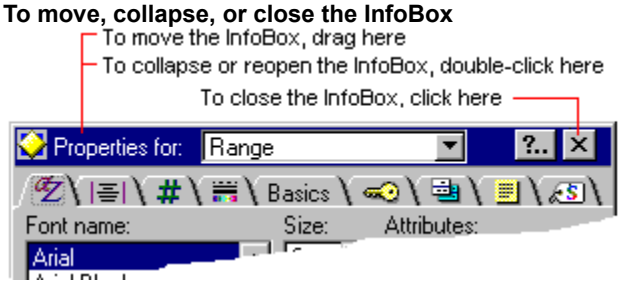
For example, the procedure below checks that the entry in the txtRate text box is between 0 and 100.

```
'Procedure to validate user entries
Sub Change(Source As Lotustextbox)
   Rate = Val(Source.Text)
   If Rate < 0 Or Rate > 100 Then
      Messagebox "Bad Rate"
      Source.Text = "0"
   End If
End Sub
```

---

{button ,AL(`;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER',0)} See related topics

**To move, collapse, or close the InfoBox**



## Overview: Modal and modeless dialog boxes

A script application can invoke a dialog box as either modal or modeless. The Style argument of the Show method determines how the dialog is invoked.

### Modal dialog boxes

A modal dialog box requires the user to complete or cancel an action before continuing. For example, when you open a file, you use a modal dialog box where you must specify and open a file, or cancel the dialog, before you can do anything else.

Some key points about scripting a modal dialog box include the following:

- Modal dialog boxes are always enabled and visible. Deselecting the Enabled or Visible properties in the InfoBox has no effect when you invoke a dialog modally. Attempting to turn off the Enabled or Visible properties of a modal dialog box in a script results in a run-time error.
- A script in a modal dialog can invoke another modal dialog, but not a modeless dialog.
- A script that closes a modal dialog box also closes any other modal dialog boxes the original modal dialog box invoked.
- Modal dialog boxes usually include OK and Cancel buttons, with scripts that process the information entered in the dialog and close it.

### Modeless dialog boxes

A modeless dialog box lets the user change settings in the dialog box and perform other tasks in the application without closing the dialog. For example, the InfoBox in Lotus products is modeless. You can select and make many changes to several objects without closing the InfoBox.

Some key points about scripting a modeless dialog box include the following:

- You can hide a modeless dialog box by setting the Visible property to False or using the Hide method.
- You can disable a modeless dialog box by turning off the Enabled property.
- A script in a modeless dialog may invoke another dialog as either modeless or modal.
- Closing a modeless dialog box has no effect on other dialog boxes invoked from it.
- Modeless dialog boxes may include an Apply button, with scripts that process the information entered in the dialog and keep the dialog displayed and ready to accept more information.

---

{button ,AL(`H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER;H_LDE_MODAL_AND_MODELESS_DIALOGS_OVER;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER;H_LDE_DISPLAYING_DIALOG_BOXES_IN_YOUR_APPLICATION_OVER',0)} See related topics

**Details: Moving controls**

**Using the grid**
You can automatically align controls to a dialog grid. For more information, see Using the grid.

**Using the keyboard**
Select a control; press and hold down CTRL; then press UP, DOWN, RIGHT, or LEFT to move a control one pixel or grid unit in any direction.

**Using the InfoBox**
You can use the Infobox to position a control. Select the control and click the size and position tab.

Enter new values for the top left corner of the control.

---

{button ,AL(`H_LDE_MOVING_CONTROLS_STEPS',1)} Go to procedure
{button ,AL(`;H_LDE_USING_THE_INFOBOX_STEPS',0)} See related topics

### Moving controls front and back

When a control overlaps another control, you can display it either in front or behind the overlapping control.

1. Select a control that overlaps another control.
2. Choose a command:
    - To move the selected control in front of the overlapping control, choose Dialog - Bring to Front.
    - To move the selected control behind the overlapping control, choose Dialog - Send to Back.

### Moving controls

You can drag controls to move them.

1. Select one or more controls.
2. Drag the control(s) by any part except the handles.
3. Release the mouse button.

**Tip** If you select a collection of controls, you can move them all by dragging one.

---

{button ,AL(`H_LDE_MOVING_CONTROLS_DETAILS',1)} See details

{button ,AL(`H_LDE_USING_THE_GRID_STEPS;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER', 0)} See related topics

### Moving controls to other dialogs

You can cut controls from one dialog and move them to another dialog in the same document by cutting and pasting.

1. Select the controls want to move.
2. Choose Edit - Cut.

The Dialog Editor removes the controls from the dialog and places a copy of them on the Clipboard.

3. Click the tab of the dialog box where you want to place the controls.
4. Choose a command:
   - To paste the controls, including properties but not scripts, choose Edit - Paste.
   - To paste the controls, including properties and scripts, choose Edit - Paste Special, and click Yes in the Paste Special dialog box.
5. Drag the copies to where you want to place them on the dialog.

---

{button ,AL(`;H_LDE_COPYING_CONTROLS_STEPS',0)} See related topics

### Naming a control

Naming a control makes it easier to code scripts. The Dialog Editor assigns a default name, such as "Text1," to every control, but you can use the InfoBox to change the name.

1. Right-click the control.
2. Choose Properties.
3. Click the Basics tab in the InfoBox.


4. Enter a name for the control.
5. (Optional) Move, collaspe, or close the InfoBox.

---

{button ,AL(`;H_LDE_ADDING_A_CONTROL_STEPS;H_LDE_ADDING_A_CONTROL_USING_THE_CREATE_MENU_STEPS;H_LDE_ENTERING_AND_EDITING_SCRIPTS_DETAILS;H_LDE_NAMING_A_DIALOG_BOX_STEPS;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER;H_LDE_USING_THE_INFOBOX_STEPS',0)} See related topics

### Naming a dialog box

Naming a dialog box makes it easier to code scripts. The Dialog Editor assigns a default name and caption, such as "Dialog1," to every dialog. You can use the InfoBox to change the name.

1. Right-click any open area in the dialog.
2. Choose Properties.
3. Click the Basics tab.


4. Enter a name for the dialog.
5. Enter a caption.

**Tip** You use the dialog name to refer to the dialog in script procedures. The caption can be a string variable of up to 256 characters in length. It appears in the title bar when you display the dialog box in your application.

---

{button ,AL(`;H_LDE_CREATING_A_DIALOG_BOX_STEPS;H_LDE_ENTERING_AND_EDITING_SCRIPTS_STEPS;H_LDE_NAMING_A_CONTROL_STEPS;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER',0)}
See related topics

**Details: Navigating between dialogs**

**Related icons**
You can use the following icons to navigate between dialogs:


Displays the Go To Dialog dialog.


Scrolls dialog tabs to bring hidden tabs into view.

**Related commands and keyboard shortcuts**
You can use the following menu commands and keyboard shortcuts to navigate between dialogs:

| Command | Keyboard shortcut | Does this |
|---|---|---|
| View - Next Dialog | Ctrl+PgDn | Goes to the dialog in the tab to the right of the current tab. |
| View - Previous Dialog | Ctrl+PgUp | Goes to the dialog in the tab to the left of the current tab. |
| View - Go To Dialog | None | Displays the Go To Dialog dialog. |

---

{button ,AL(`H_LDE_NAVIGATING_BETWEEN_DIALOGS_STEPS',1)} Go to procedure

**Navigating between dialogs**
To navigate to a dialog, click the dialog tab.


If the dialog you want to navigate to isn't visible, use View - Go To Dialog to find it or click a left or right scroll button.

---

{button ,AL(`H_LDE_NAVIGATING_BETWEEN_DIALOGS_DETAILS',1)} See details

## Overview: The LotusScript Dialog Editor

The LotusScript Dialog Editor provides a usable and powerful set of tools for creating and scripting dialogs for use in Lotus products. If you have worked with IBM VisualAge or Microsoft Visual Basic, you will be comfortable creating dialogs with the LotusScript Dialog Editor.

The LotusScript Dialog Editor is an OCX container, so you can take advantage of any OCX custom controls you are already using.

### Using the Dialog Editor with Lotus products

The following Lotus products support the Dialog Editor:

- 1-2-3
- Freelance Graphics
- Word Pro

Several of the ways you use the Dialog Editor with Lotus products make it different from other development environments you may have used:

- To run the Dialog Editor, you must first run a Lotus product and then open a document in that product.
- For each document that is active in your product, you can display a Dialog Editor window that, in turn, displays the dialogs in that document. For example, if you are running 1-2-3 and have opened three 1-2-3 workbooks, you can display a Dialog Editor window for each of those documents.
- The Dialog Editor saves your dialogs in product documents. If you develop dialogs for a Word Pro document named INVEST.LWP, the Dialog Editor stores all the dialogs in INVEST.LWP when you save that document.

### Working with the Dialog Editor and LotusScript IDE together

The Dialog Editor is closely connected with the tools in the LotusScript Integrated Development Environment (IDE). Use the Dialog Editor to construct the visual layout of your dialogs; use the IDE to write and debug scripts that use the dialogs you create in the Dialog Editor.

Use the Dialog Editor for these tasks:

- Creating and naming new dialog boxes
- Adding and arranging controls in a dialog box
- Setting design-time properties for dialogs and controls, such as name, caption, and font
- Saving dialog boxes in product documents

Use the LotusScript IDE for these tasks:

- Entering and editing scripts for dialogs and controls
- Creating scripts to collect and manage user input
- Connecting help to dialogs and controls
- Testing and debugging dialog box scripts

---

{button ,AL(`H_LDE_ENDING_DIALOG_EDITOR_STEPS;H_LDE_STARTING_DIALOG_EDITOR_STEPS;H_IDE_THE_LOTUSSCRIPT_IDE_OVER',0)} See related topics

## Overview: Programming dialog boxes

Once you have created a dialog box with controls in the Dialog Editor, you can use the IDE to attach LotusScript procedures to those controls and write procedures that include the dialog box in a script application.

You use LotusScript procedures for the following tasks:

- Displaying a dialog box in a script application.
- Setting the display behavior of the dialog as modal or modeless.
- Defining variables and integrating the controls with the dialog.

  For example, you may want to define variables that hold the default entries in text boxes, or the items in a list box, or the initial settings of check boxes or option buttons.
- Collecting and validating user input.

  For example, you may display a dialog box with fields for name, address, and phone number, and use script procedures to check that the user makes valid entries.
- Responding to user actions.

  For example, you may include scripts that calculate a value when a user clicks a command button or fill in a text box when a user positions a slider control.
- Integrating the dialog and its controls with the host product.

  For example, you may include scripts to make entries in a 1-2-3 range, based on values entered in a dialog.
- Integrating the dialog and its controls with other dialogs in your script application.

  For example, a data entry application may have a series of dialogs that prompt users for different types of data.
- Providing Help about the dialog and its controls.

---

{button ,AL(`;H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER;H_LDE_MODAL_AND_MODELESS_DIALOGS_OVER;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER',0)} See related topics

### Running a dialog box from the Dialog Editor

You can run a dialog box from within the Dialog Editor to test its appearance, layout, and basic functionality.

1. Click the tab for the dialog you want to run.
2. Choose Dialog - Run Dialog.

3. To close the dialog that's running, do one of the following:
   - Click the Close box in the dialog title bar

   - Press ALT+F4
   - Press CTRL+BREAK

**Note** With this method, the Dialog Editor runs dialogs modally. To run a modeless dialog, you must run a script that uses the Show method to display the dialog.

---

{button ,AL(`;H_LDE_DISPLAYING_DIALOG_BOXES_IN_YOUR_APPLICATION_OVER',0)} See related topics

### Saving dialog boxes

You save a dialog box in the product document where you created it. For example, if you create a dialog while working in 1-2-3, you save changes to a workbook (.123) document.

- Choose File - Save Dialogs from the Dialog Editor menu.

**Tip** Anytime you save a product document, you save all dialogs and scripts stored in it. For example, you can also save any dialogs associated with the active document by choosing File - Save from the product or IDE menu.

---

{button ,AL(`;H_LDE_ENTERING_AND_EDITING_SCRIPTS_STEPS',0)} See related topics

## Overview: Scope and visibility of dialog boxes and controls

The Dialog Editor registers each instance of a dialog as a named object of the LotusDialog class. It registers dialog controls as named objects of the LotusControl class. Each dialog also contains a LotusControls collection class that represents all of its controls. This makes the dialog and its controls visible to all scripts contained in the document that contains the dialog.

The Dialog Editor registers each control you add to a dialog as an extended property. This allows you to access the control in a script by the control name.

### Referring to dialogs and controls in script

Use the dialog name to refer to a dialog in a script. To refer to a control, use the dialog name and the control name.

For example, the following script displays "Allison" in the text box named txtName when you click a command button in the dialog box.

```
'Referring to dialogs and controls in script
Sub Click(Source As Lotuscommandbutton)
   MyDialog.txtName.Text = "Allison"
End Sub
```

A script in one dialog can refer to controls in any other dialog in the same document.

---

{button ,AL(`;H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER;H_LDE_MODAL_AND_MODELESS_DIALOGS_OVER;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER;H_LDE_SCOPE_AND_VISIBILITY_OF_DIALOG_BOXES_OVER',0)} See related topics

## Overview: Selecting and deselecting controls

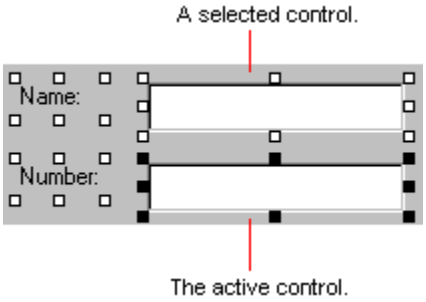
The table below describes how to select and deselect dialog controls in the Dialog Editor.

| Task | Do this |
|---|---|
| Select a single control | Click the control. **Note** If you select a collection of controls, you must deselect all controls before you can select a single control. |
| Select a collection of controls | Move the mouse pointer near the first control, click, then drag the box to enclose the controls you want to select. |
| Add a single control to a collection | SHIFT+click the control. |
| Make a control the active control in a collection | Click the control. |
| Select all controls | Choose Edit - Select All. |
| Deselect all controls | Choose Edit - Deselect All. |

## The appearance of selected controls

When you select a single control, handles appear around it.

When you select a collection of controls, the active control has black handles and the other controls have white handles.




### Keyboard shortcuts

You can deselect all controls and select an adjacent single control by pressing UP, DOWN, RIGHT, LEFT, TAB, or SHIFT+TAB.

### Related SmartIcons

Select all controls

Deselect all controls

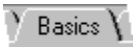
---

{button ,AL(`H_LDE_ALIGNING_CONTROLS_STEPS;H_LDE_SPACING_CONTROLS_STEPS;H_LDE_MOVING_CONTROLS_STEPS',0)} See related topics

**Details: Setting control properties**

**InfoBox tabs for control properties**

Each of the following tabs in the InfoBox contains a category of properties you can change for each control:




Change basic properties.

Set the size and position of the dialog on the screen.

Change font, size, color, and attributes for selected text.

Change color, pattern, and line style.

For standard Lotus controls, the InfoBox also displays one of the following tabs, depending on the selected control:


Change properties of labels.

Change properties of text boxes.

Change properties of check boxes.

Change properties of frames.

Change properties of option buttons.

Change properties of list boxes.

Change properties of combo boxes.

Change properties of command buttons.

Change properties of image objects.

Change properties of spin buttons.

Change properties of sliders.

Change properties of progress bars.

**Setting properties of custom controls**

Custom controls use the standard control properties in the InfoBox plus additional custom properties. To set custom properties for custom controls, display the Basics tab in the InfoBox and click Properties.

---

{button ,AL(`H_LDE_SETTING_CONTROL_PROPERTIES_STEPS',1)} Go to procedure

### Setting control properties

Use the InfoBox to set design-time properties of a control. You can make changes to one control or several controls without closing the InfoBox.

1. Right-click the control.
2. Choose Properties.
3. Click the tab for the properties you want to change.
4. Select one or more options.
5. (Optional) Move, collapse, or close the InfoBox.

**Tip** You can also choose Dialog - <control-type> Properties, press ALT+ENTER, or use the InfoBox icon to display the InfoBox.

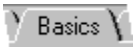
---

{button ,AL(`H_LDE_SETTING_CONTROL_PROPERTIES_DETAILS',1)} See details

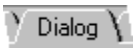
{button ,AL(`H_LDE_USING_THE_INFOBOX_STEPS;H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER',0)} See related topics

**Details: Setting dialog box properties**

**InfoBox tabs**
Each tab in the InfoBox contains a category of properties you can change for the current dialog.




Changes basic properties




Sets Always on top, redraw, Control box, border style, and help file name

Sets the size and position of the dialog on the screen

**Size**
You can set the width and height of a dialog box in either of the following ways:

- Selecting the dialog and dragging a handle in the direction you want to size it
- Setting the Width and Height in the InfoBox

**Position**
Enter values for Left and Top in the InfoBox for where the dialog box will appear when you run it. The values you enter are relative to the top left of the screen.

**Control Box**
By default, dialogs include Control-menu and Close buttons in the title bar. To remove these buttons from a dialog box design, deselect "Control box" in the Dialog tab of the InfoBox.

If you create a dialog without a control box, you need to provide a way to close the dialog. For example, you might include the following code with the click events for the OK and Cancel buttons:

```
Source.Parent.Close
```

**Note** You can always close a modal dialog box by pressing CTRL+BREAK.

**Border Style**
Set the border style to one of the following:

| Border Style | Description |
|---|---|
| No Border | Creates a borderless dialog with no caption |
| Fixed Single Border | Creates a dialog with an unsizeable border |
| Sizeable Border | Creates a dialog with a sizeable border |
| Fixed Dialog Border | Creates a dialog with an unsizeable border |
| Fixed Tool Border | Creates a dialog with an unsizeable border and a small title bar with no Control-menu button |
| Sizeable Tool Border | Creates a dialog with a sizeable border and a small title bar with no Control-menu button |

---

{button ,AL(`H_LDE_SETTING_DIALOG_BOX_PROPERTIES_STEPS',1)} Go to procedure

{button ,AL(`H_LDE_CONNECTING_HELP_OVER;H_LDE_NAMING_A_DIALOG_BOX_STEPS;H_LDE_DESIGN_TIME_LOAD_TIME_AND_RUN_TIME_OVER',0)} See related topics

### Setting dialog box properties

Use the InfoBox to set design-time properties of a dialog box.

1. Click the tab for the dialog box whose properties you want to set.
2. Right-click any open area in the dialog box.
3. Choose Properties.
4. Click the tab for the properties you want to change.
5. Select one or more options.
6. (Optional) Move, collapse, or close the InfoBox.

**Tip** You can also choose Dialog - Dialog Properties, press ALT+ENTER, or use the InfoBox icon to display the InfoBox.

---

{button ,AL(`H_LDE_SETTING_DIALOG_BOX_PROPERTIES_DETAILS',1)} See details

{button ,AL(`;H_LDE_SETTING_CONTROL_PROPERTIES_STEPS;H_LDE_USING_THE_INFOBOX_STEPS',0)} See related topics

### Sizing a collection of controls

You can size all controls in a collection equally, according to the height or width of the control that's active.

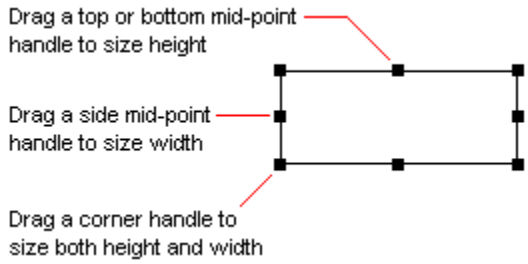
1. Select a collection of controls.
2. Choose Dialog - Equal Sizing.
3. Choose an option:
   - "Vertical" changes the height of all of the controls in the collection to the height of the active control
   - "Horizontal" changes the width of all of the controls in the collection to the width of the active control

**Tip** After resizing a collection of controls, you can restore the controls to their original sizes by choosing Edit - Undo or pressing CTRL+Z immediately.

---

{button ,AL(`H_LDE_SIZING_SINGLE_CONTROLS_STEPS;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER;H_LDE_USING_THE_GRID_STEPS',0)} See related topics

**Details: Sizing a single control**
You drag different handles to size a control the way you want.




**Restoring the size of a control**
While dragging to size a control, you can restore it to its original size by pressing ESC.

After releasing the mouse button, you can restore a control to its original size by choosing Edit - Undo or pressing CTRL+Z immediately.

**Using the InfoBox to size a control**
You can use the InfoBox to size a control. Select the control and click the size and position tab.

Enter new values for the width and height of the control.

---

{button ,AL(`H_LDE_SIZING_SINGLE_CONTROLS_STEPS',1)} Go to procedure
{button ,AL(`;H_LDE_USING_THE_INFOBOX_STEPS',0)} See related topics

### Sizing a single control

1. Select the control.
2. Drag a handle in the direction you want to size the control.
3. Release the mouse button when the control is the size you want.

---

{button ,AL(`H_LDE_SIZING_SINGLE_CONTROLS_DETAILS',1)} See details

{button ,AL(`H_LDE_SIZING_A_GROUP_OF_CONTROLS_STEPS;H_LDE_USING_THE_GRID_STEPS;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER',0)} See related topics

### Spacing controls

You can space all controls in a collection equally.

1. Select a collection of three or more controls.
2. Choose Dialog - Equal Spacing.
3. Choose how you want to space the controls:
   - "Vertical" spaces the controls equally between the top and bottom controls in the collection.
   - "Horizontal" spaces the controls equally between the left and right controls in the collection.

**Tip** After spacing a collection of controls, you can restore the controls to their original positions by choosing Edit - Undo or pressing CTRL+Z immediately.

---

{button ,AL(`;H_LDE_SELECTING_AND_DESELECTING_CONTROLS_OVER',0)} See related topics

### Starting the Dialog Editor

You can start the Dialog Editor from any Lotus product that supports it.

1. Start the Lotus product.
2. Open a document.
3. Choose Edit - Scripts & Macros (or equivalent), and choose Show Dialog Editor from the submenu.

**Note** You can display one new Dialog Editor window for each document.

---

{button ,AL(`;H_LDE_ENDING_DIALOG_EDITOR_STEPS',0)} See related topics

**Details: Undoing and redoing actions**

Some actions cannot be undone. For example, you cannot undo the following actions:

- Properties you set in the InfoBox
- Changes you make to Toolbox setup
- Changes you make to SmartIcons setup
- Changes you make to the Dialog Editor preferences
- Changes in the front-to-back order of controls
- Changes to documents you have saved
- Any actions that occur while a dialog is running

---

{button ,AL(`H_LDE_UNDOING_AND_REDOING_ACTIONS_STEPS',1)} Go to procedure

### Undoing and redoing actions

You can often undo an action by performing Undo immediately after the action, but before doing anything else. For example, you can undo the effects of sizing or moving controls. You can also redo undone actions.

To undo an action, choose Edit - Undo.

To redo an action, choose Edit - Redo.

**Note** You cannot undo some commands and actions. See details.

---

{button ,AL(`H_LDE_UNDOING_AND_REDOING_ACTIONS_DETAILS',1)} See details

## Overview: Using constants

The Dialog Editor provides a set of constants that you can use in place of numeric arguments in certain LotusScript statements.

For example, to display a dialog box as modal, you can use the following statement:

```
MyDialog.Show DIALOG_MODAL
```

The constants used by the Dialog Editor are defined in LSDCNST.LSS. Use the %Include directive to incorporate this file in (Globals) or (Dialog Globals). The syntax for including this file is:

```
%Include "LSDCNST.LSS"
```

---

{button ,AL(`;H_LDE_PROGRAMMING_DIALOG_BOXES_OVER',0)} See related topics

## Overview: Using SmartIcons

SmartIcons are buttons that represent mouse shortcuts for actions and commands. When you first load the Dialog Editor, a set of SmartIcons appears in a bar at the top of the window.

To use an icon, simply click it.

To tell you what an icon does, bubble Help appears by default when you position the mouse pointer over an icon. If bubble Help does not appear, position the mouse pointer on the icon and press the right mouse button. You can hide or show SmartIcons bubble Help, or the set of SmartIcons.


## Customizing SmartIcons

Use File - SmartIcons Setup to change the icons that appear in the bar, create additional sets of SmartIcons, and change the position of icons within each set.

For more information about customing SmartIcons, see Help for the Lotus product in which you're using the Dialog Editor.

### Using the grid

You can display a grid and use it to align controls when you move or size them.

1. Choose File - Dialog Editor Preferences.

2. Select Show grid.
3. (Optional) Enter values for the width and height of the grid.
4. Select Align controls to grid.

---

{button ,AL(`;H_LDE_ADDING_A_CONTROL_STEPS;H_LDE_ADDING_A_CONTROL_USING_THE_CREATE_MENU_STEPS;H_LDE_ALIGNING_CONTROLS_STEPS;H_LDE_MOVING_CONTROLS_STEPS;H_LDE_SIZING_A_GROUP_OF_CONTROLS_STEPS;H_LDE_SIZING_SINGLE_CONTROLS_STEPS;H_LDE_SPACING_CONTROLS_STEPS',0)} See related topics

### Using the InfoBox

You can make changes to one control or several controls without closing the InfoBox.

1. Select what you want to modify.
2. Right-click the selection and choose Properties.
3. Click the tab for the properties you want to change.
4. Select one or more options.
5. (Optional) Move, collapse, or close the InfoBox.

---

{button ,AL(`;H_LDE_SETTING_CONTROL_PROPERTIES_STEPS;H_LDE_SETTING_DIALOG_BOX_PROPERTIES_STEPS',0)} See related topics

## Overview: Working with dialog box controls

You use dialog box controls, such as text boxes, check boxes, option buttons, list boxes, and command buttons, to create a user interface. In addition to standard Lotus controls, you can also add third-party custom controls to dialogs you create in the Dialog Editor.

### Standard Lotus controls

The table below summarizes the standard Lotus controls included with the Dialog Editor.

| Toolbox button | Class Name | Description |
|---|---|---|
|  | LotusLabel | Displays text that users cannot (directly) change. |
|  | LotusTextBox | Displays a box where users can enter text. |
|  | LotusCheckBox | Displays a box where users can select or deselect options. |
|  | LotusFrame | Groups a set of related controls, such as option buttons. |
|  | LotusOptionButton | Lets users choose a (single) selection from one or more options. |
|  | LotusListBox | Displays a list of items for users to choose from. |
|  | LotusComboBox | Combines the features of a text box and a list box. Users choose an item in a combo box either by typing it or selecting from the list. |
|  | LotusCommandButton | Performs an action. |
|  | LotusImage | Displays bitmaps and other graphics. |
|  | LotusSpinButton | Increments and decrements numbers. Also scrolls back and forth through a range of values. Must be used with another control that displays the values, such as a text box. |
|  | LotusSlider | Displays a slider (rule), which users can use to select a value or range or values. |
|  | LotusProgressBar | Indicates the (approximate) progress of an operation. |

### Custom controls

You can also use any OCX custom control that is installed on your system. Custom controls provide specialized features or enhanced versions of the standard controls. To see a list of the custom controls registered on your

system, choose Files - Toolbox Setup from the Dialog Editor menu.

---

{button ,AL(`;H_LDE_ADDING_A_CONTROL_STEPS;H_LDE_ADDING_A_CONTROL_USING_THE_CREATE_MENU_STEPS;H_LDE_ALIGNING_CONTROLS_STEPS;H_LDE_COPYING_CONTROLS_STEPS;H_LDE_DELETING_CONTROLS_STEPS;H_LDE_MOVING_CONTROLS_FRONT_AND_BACK_STEPS;H_LDE_MOVING_CONTROLS_STEPS;H_LDE_MOVING_CONTROLS_TO_OTHER_DIALOGS_STEPS;H_LDE_NAMING_A_CONTROL_STEPS;H_LDE_SETTING_CONTROL_PROPERTIES_STEPS;H_LDE_SIZING_A_GROUP_OF_CONTROLS_STEPS;H_LDE_SIZING_SINGLE_CONTROLS_STEPS;H_LDE_SPACING_CONTROLS_STEPS;H_LDC_CONTROLS_LSAL',0)} See related topics

## Can't create this control

You tried to add a third-party control to your dialog, but Dialog Editor couldn't find the DLL in which the control is implemented. This error is a symptom that the third-party control may not be installed on your system. Check to see that the control is installed, and that it has been installed properly. Also, check the control's pathname.

---

{button ,AL(`H_DLG_ERROR_CANT_CREATE_STOCK_CONTROL;H_IDE_IDE_ERROR_MESSAGES_OVER;',0)}
See related topics

## Can't create stock control

You selected one of the stock controls from the "Create... Control" menu, or pressed the Toolbox icon corresponding to a stock control, and the Dialog Editor didn't find the DLL in which the stock controls are implemented. This error is a symptom that the control or the Lotus product may not be installed on your system. Check to see that the control is installed, and that the Lotus product has been installed properly. Also, check the control's pathname.

---

{button ,AL(`H_DLG_ERROR_CANT_CREATE_CONTROL;H_IDE_IDE_ERROR_MESSAGES_OVER;',0)} See related topics