

No help available. Please click on **Help Topics** to return to the list of Help Topics.

File Menu Commands

New: Use this command to create a new document in SpeedEdit.

Open: Use this command to open an existing document in a new window. With the help of the menu **Window** you can switch between documents.

Close: Use this command to close the active document. SpeedEdit suggests saving changes to your document before closing it. If you close a document without saving changes, you lose all changes made since the last time you saved it. Before closing an untitled document, SpeedEdit displays the **Save As** dialog box and suggests naming and saving the document.

Save: Use this command to save the active document with its current name and directory. When saving a document for the first time, SpeedEdit displays the **Save As** dialog box enter a name for the document. If you want to change the name and directory of an existing document before you save it, choose the **Save As** command.

Save As: Use this command to save and name the active document. SpeedEdit displays the **Save As** dialog box to enter a name for the document.

Print: Use this command to print a document. A **Print** dialog box appears, where you can specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

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

Print Setup: Use this command to select a printer and a printer connection. This command presents a **Print Setup** dialog box, where you specify the printer and its connection.

Send: Use this command to send the active document via electronic mail. A mail window appears with the active document attached. Fill out the To: field, Subject: field, etc. You can add text to the body of the message if you want. To finish click the "Send" button to send the message.

1,2,3,4: Use the numbers and file names listed at the bottom of the **File** menu to open the last four documents you closed. Select the number that corresponds with the document you want to open.

Exit: Use this command to end your SpeedEdit session. You can also use the **Close** command on the application system menu. SpeedEdit prompts you to save documents.

Edit Menu Commands

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

Cut: Use this command to remove the selected data from the document and put it on the clipboard. This command is not available if no data is selected. Cutting data to the clipboard replaces the contents previously stored there.

Copy: Use this command to copy selected data onto the clipboard. This command is not available if no data is selected. Copying data to the clipboard replaces the contents previously stored there.

Paste: Use this command to insert a copy of the clipboard contents at the insertion point. This command is not available if the clipboard is empty.

Select All: Use this command to select the whole text.

Find: Use this command to search for a specific text.

Next: Use this command to go on searching for the same specific text.

Replace: Use this command to search for a specific text and to replace it.

Format Menu Commands

Font: Use this command to change the font SpeedEdit uses to display documents.

ANSI Mode: SpeedEdit can save the active document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedEdit uses the ANSI format. If the document didn't save SpeedEdit reload it in ANSI format.

ASCII Mode: SpeedEdit can save the active document in ANSI format or ASCII format. A check mark appears next to the menu item when SpeedEdit uses the ASCII format. If the document didn't save SpeedEdit reload it in ASCII format.

View Menu Commands

Toolbar: The toolbar is displayed on top of the application window, below the menu bar. The toolbar provides quick access to many tools used in SpeedEdit. To hide or display the toolbar, choose **Toolbar** from the **View** menu.

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

Maximize MDI window: Use this command to automatically maximize a new child window on **File New** or **File Open** command.

Exit with Escape: Activate this option if you want to exit SpeedEdit with **Escape**.

Window Menu Commands

New Window: Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. When opening a new window, it will be the active window and displayed on top of all other open windows.

Cascade: Use this command to arrange open windows as overlapping tiles.

Tile Horizontally: Use this command to arrange open windows as non-overlapping tiles.

Tile Vertically: Use this command to arrange open windows as non-overlapping tiles.

Arrange Icons: Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window some or all of the icons might not be seen because they will be underneath this document window.

1, 2, 3: SpeedEdit displays a list of open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Select a document from this list to activate it.

Help Menu Commands

Help Topics: Use this command to display the content of Help. Here you can use the step-by-step instructions for using SpeedEdit and various types of reference information.

About SpeedEdit: Use this command to display the copyright notice and version number of your copy of SpeedEdit.

