

Serial Number: _____
of Users: _____

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User Manual

halCOLD Text File Support an add-on to halFILE for Windows

Version 1.3 SQL
June 12, 1998



Systems Corporation

Doc # hfw0001

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halCOLD Overview

halCOLD is an add-on product to halFILE for Windows™ which provides support for Text documents. ASCII text data that is captured to disk, (often called Computer Output Laser Disk or COLD) can be viewed, split into documents, imported into halFILE, automatically indexed on selected key words, archived using halFILE, and overlaid with an image within a halFILE Search. The product includes the following:

halCOLD Extensions – extensions added to halFILE that seamlessly integrate text documents with image documents and associated documents. halFILE for Windows version 1.2SQL or later is required.

Text File Splitter – a program (IMPCOLD.EXE) that, based user-defined file settings, can split a large text documents into multiple smaller documents based on some criteria such as page breaks or the occurrence of a data string in the text file.

Text Importer – a program (TEXTIMP.EXE) that, based on user definitions, can import text documents into a halFILE 1.2SQL basket, automatically indexing by filtering data from the text document.

Text Viewer – a program (TEXTOLE.EXE) that views and manipulates text documents.

Extensions to halFILE

Importing Text Files into halFILE

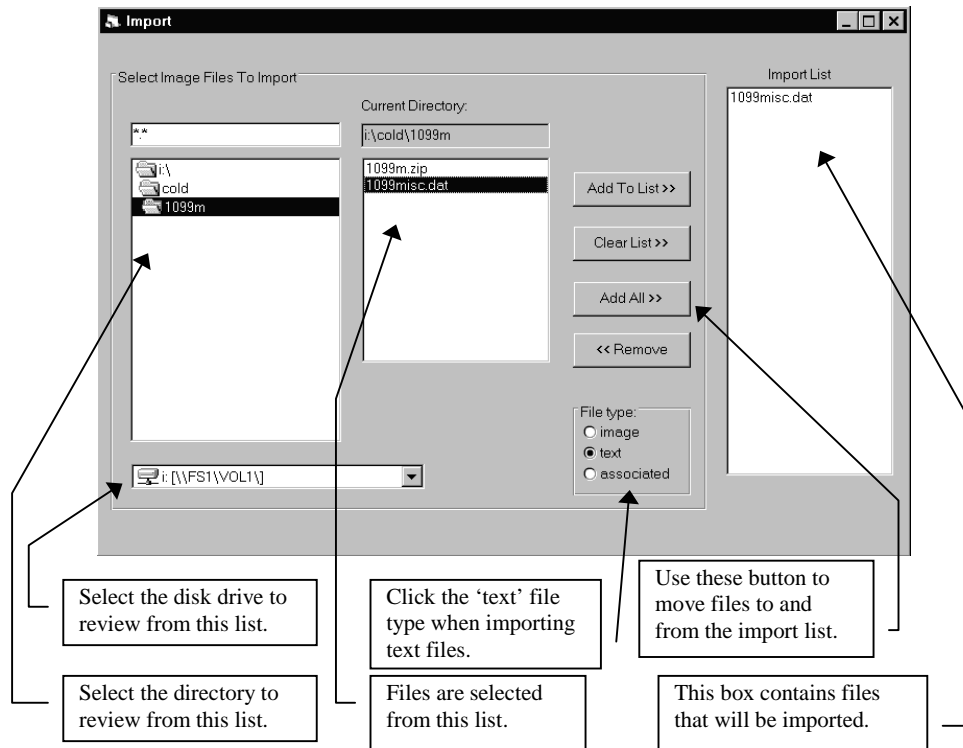
halFILE supports text files as well as document images. When a text file is imported into halFILE, the file is copied or moved to a new halFILE-compatible name. The halFILE database is used to keep track of where the text file resides and provides key word searching for documents.

There are two ways to import text files into halFILE:
(1) the Tools_Import menu selection from within halFILE or
(2) Text File Import and Index Utility (TEXTIMP.EXE).

Tools_Import

This menu selection activates the screen shown below.

Be sure to check the 'text' file type box before selecting files.



When a text file is viewed, a text view windows is shown similar to the image view window. The Text Viewer is supported in Import, Basket Status, Index and Search. The icons and menu selections across the top are different since they refer to text viewing instead of image viewing. For more information, see the Text Viewer section.

In search, when the text view window is active, the menu selections include:

File_Print Text – prints the entire text document, the highlighted section of the document or a specified range of pages.

File_Text Page Setup – set up the Header, Footer and margins for printing.

Text_Select All – selects the entire text document

Text_Overlay – overlays the text with an image. This is used to overlay text with a graphic TIFF image of a form such as a 1099 tax form. Overlays are set up in the Text Import utility (TEXTIMP.EXE) documented below.

Text_Find – find a string of text in the document.

Text_Repeat (or F3) – finds the next occurrence of the string.

Text_Go to line – goes to a specified line in the document.

Text_Go to page – goes to a specified page in the document.

Options_Font – designate the font type, size, and color used to display the text. Typically you want a fixed space font such as Courier or Courier New. The system uses the fonts settings as the default for the Application and Document Type being used.

The font used in display is also the font used when printing. So if the printed document is too small or too large, try changing the font size.

Options_Wrap – toggle wrapping or not wrapping text.

Options_Wrap Whole Words – toggle wrapping whole words or not.

Options_Stream Copy - make selections in stream blocks.

Options_Line Copy – make selections in line blocks.

Options_Column Copy – make selections in column blocks.

In search, when the text view window is active, the icons include:



Copy – copies the highlighted text to the Windows clipboard.



Find Text – finds a string of text in the document.



Find_Next – finds the next occurrence of the string.



Page_Up – go to the prior page of the document.



Page_Down – go to the next page of the document



Zoom in – make the text characters larger. Also, affects the font size use when printing.



Zoom out – makes the text characters smaller. Also, affects the font size use when printing.

this page left blank intentionally

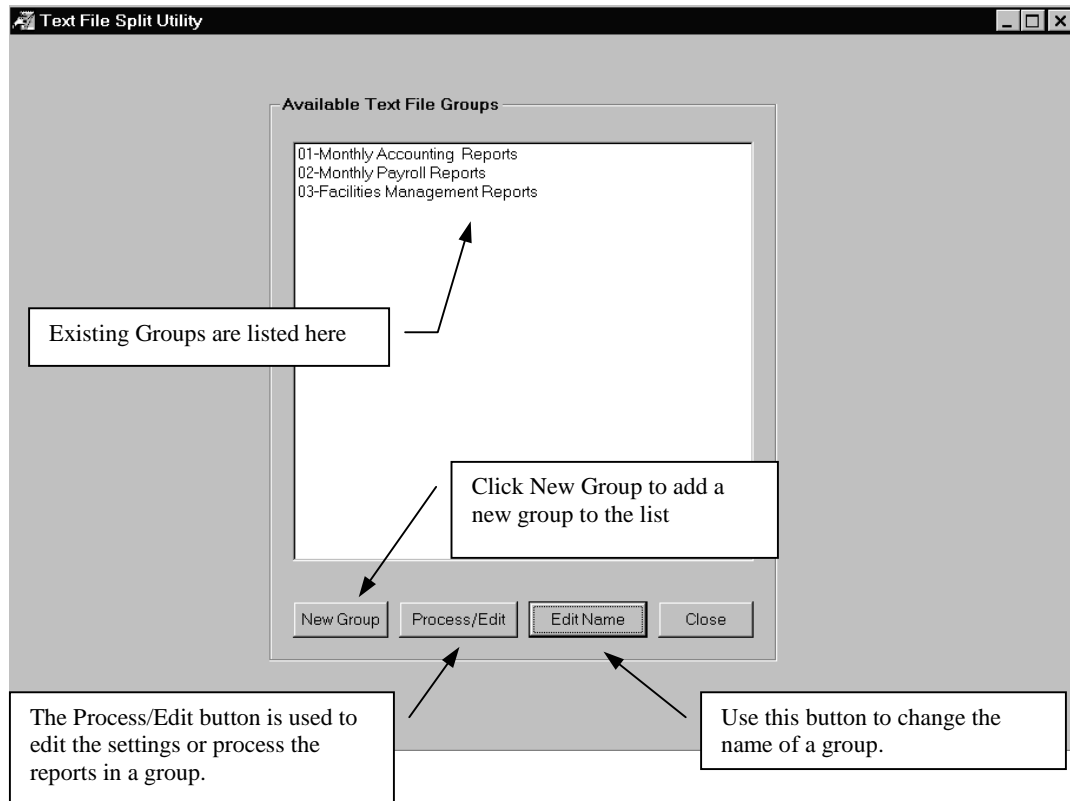
Text Splitter

The Text Splitter Program (IMPCOLD.EXE) is used to split a large text file into multiple smaller documents. These smaller documents can then be imported into halCOLD using the Text File Import program. The program uses user-defined file settings to designate what files are to be split and how they should be split.

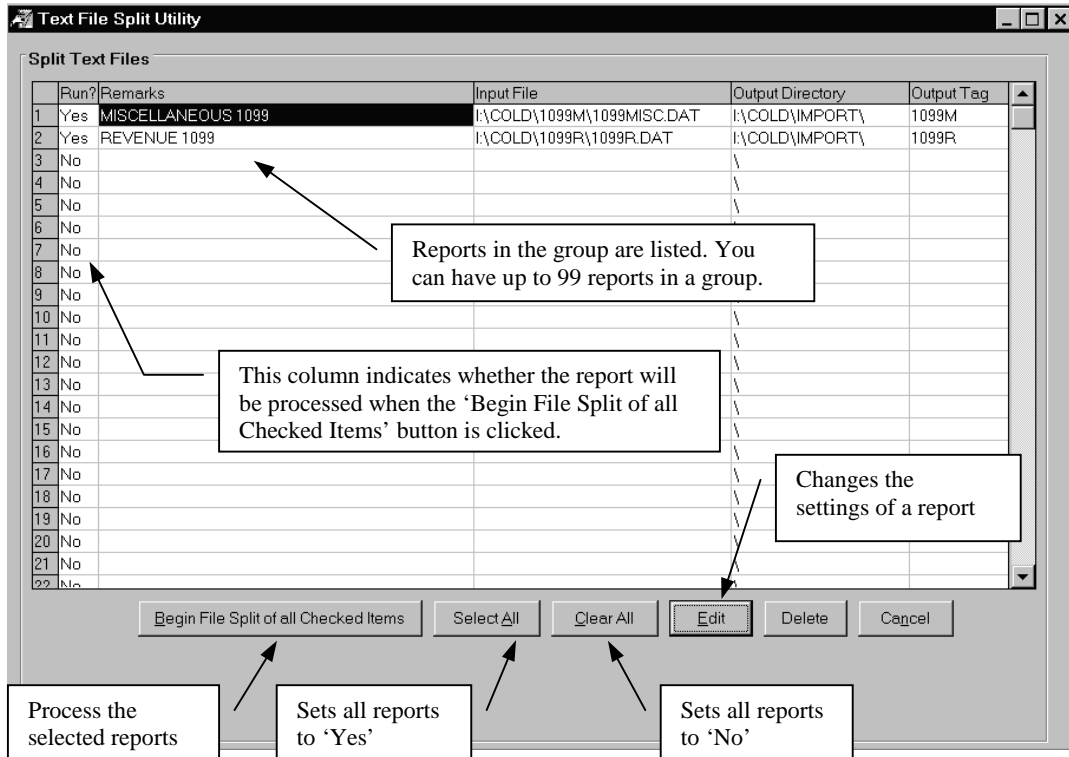
With the Text Splitter, you can organize reports that need to be processed into Groups. For instance, you can set up a group named Monthly Accounting Reports and include the definitions for splitting Accounting reports that are processed each month. Then, when you run the Text Splitter for the group, you are able to select all or some of the reports in that group for processing.

Using the Text Splitter program

When you run the Text Splitter program, the first screen shows the groups that have been defined as shown below.



When you select the Process/Edit button, the following screen is displayed listing the reports that are in the group:



To process all the reports that are marked with a 'Yes,' click the '**Begin File Split of all Checked Items**' buttons. This processes and splits each report according to the setting defined behind the 'Edit' button. You are asked the following questions:

When the split is complete, do you wish to run the import for all items flagged for import?

If you answer yes to this question, the Text Import program is automatically started after all the selected files have been processed. Within the Text Import program, you can identify reports that are automatically processed. Only those reports that are set up for automatic processing will be imported into the designated halfILE database.

While files are being split, a log file is generated recording the input files processed and the output files generated as well as any errors encountered. This log is saved in the file IMPCOLD.LOG in the program directory for IMPCOLD.EXE.

To set all reports in the list to 'Yes' so they are included in the processing, click '**Select All.**'

To set all reports in the list to 'No' so no files are included in the processing, click '**Clear All.**'

If you **double click** on a row in the list or click a row and then click the 'Select' button, the processing state for that report is toggled from Yes to No.

To clear the settings for a report, select the report and click the **'Delete'** button.

The **'Cancel'** button exits to the Group list.

To change the settings for a report, select the report and click the **'Edit'** button. You can also add new reports by selecting a blank row and clicking 'Edit.' A sample Edit screen is shown below. These settings provide the instructions needed for splitting the text file.

Input File Settings

The Input File frame contains instructions on how to process the input file and include:

Input File – the location and name of the file to be processed and split. Click the **'select'** button to locate the file.

File Type – drop down the list to select the type of system the file was generated on. File types are as follows:

MSDOS – created on an MS-DOS or Windows system. Files are ASCII format with Carriage Return (ascii 13), Line Feed (ascii 10) as the end of line characters. Page breaks are identified by Form Feed (ascii 12).

MSDOS-FIX – this is a custom filter that is used to correct MSDOS formatted reports that do not adhere to the standard as described above.

AS400 – created on an IBM AS-400. This format includes a character in position 1 of each line that identifies line handling as follows:

Blank	do nothing just output
0	double space
-	triple space
+	overpunch
1	new page

VAX – created on a DEC VAX. This format includes a character in position 1 of each line that identifies line handling as follows:

Blank - Form feed

line count - a decimal representation of the number of lines to skip in the report. For example, chr(2) is double spaced.

FIXED LINES PER PAGE – the file was created so every page had a fixed number of lines and there are no special form feed characters in the file. When this option is selected, a ‘Lines Per Page’ box is displayed to let you enter the number of lines per page.

If your system type is not in the list, try one of the other file types. If the file cannot be processed correctly, then a filter for your system type can be written for you. Contact Technical Support for more information.

Split Style – drop down the list to select the method of splitting the report. Options are as follows:

Match 1 Field – the report is split when data found in a particular row and column on the page matches pre-defined data or when the data changes from the prior page. For instance, a report can be set to create a new file whenever the word “Account” is found on row 5 in column 12. Or, a report can be set to split whenever three characters found starting in column 21 of row 5 are different from the prior page. The actual matching data is set up in the ‘1st Match used to split file’ frame.

Match 2 Fields – the report is split in the same fashion as described above for Match 1 Field but a second matching criteria is defined. Using this option, for example, you could split a report whenever the word ‘Account’ is found in column 12 of row 5 **AND** the three characters found starting in column 21 of row 5 are different from the prior page. The actual matching data is set up in the ‘1st Match used to split file’ frame and the ‘2nd Match used to split file’ frame.

Page break – each page of the report is split into a new file.

No Breaks – the entire report is processed and written as a single file. This option would be used to convert from a non-MSDOS format to the MS-DOS format that the Text Import program expects. For example, if you wanted to import an entire VAX or AS-400 report into halCOLD, you would process it using the Text Splitter program simply to convert it to the correct format.

Remarks – this describes the report so it can be easily identified by users.

Output File Settings

The Output File frame contains instructions on how to create output files and include:

Path – defines the location where output files are placed. Use the ‘select’ button to find and select the path.

File name – This is the output file name or tag that is used to create output files. This may be an entire file name if the split style is ‘No Breaks’ or a file prefix if the split style is not set to ‘No Breaks’ (i.e. multiple output files will be created).

Style – this defines how the output file name is created. Options are shown in the drop down box and include:

Output name exactly – the output file name is created exactly from the name entered into the file name box. This option should be used only when the split style is ‘No Breaks.’

Output Name w/ file count extension (ASCII) – the output file name is created from the name entered into the file name box plus an numeric ASCII extension beginning with zero. The file name should not include an extension in this case. On the example screen above, the File name is ‘P1099M’. Using this option, the first file created would be ‘P1099M.0,’ the second would be ‘P1099M.1’ and so forth. The number of files that can be created using this option is 999.

Output Name w/ file count extension (HEX) – this works the same as the above option except a HEX extension is used. Using hex expands the number of output files that can be created to 4095.

Output Name with extension using data from file – this option uses data from the report as the file extension. When you select this option the ‘create output file name using text in input file’ frame appears with the following fields:

Row – which line on the first page of the output file to use.

Column – which column on the first page of the output file to use.

Length – the length of the text string to use. This should be set to 3 or less to conform to file extension conventions.

For example, if column 45 of line 3 contained a 3-character operator id that you want to use as the output file extension, you would set row to 3, column to 45 and length to 3.

Data from File w/ file count extension (ASCII) – this works similar to the above option except the extracted data is used as the first part of the file name and the extension is a sequential ascii counter beginning with 0.

Data from File w/ file count extension (HEX) - - this works similar to the above option except the extracted data is used as the first part of the file name and the extension is a sequential hex counter beginning with 0.

Output Name w/ zero-filled file count extension (ASCII) – this option works similar to ‘Output Name w/ file count extension (ASCII)’ except the extension is zero filled (i.e. ‘.001’).

Match Settings

The 1st and 2nd Match settings frame appear only when the Split Style is set to Match 1 Field or Match 2 Fields. The settings include:

Style – the options are listed in the drop down box and define the type of text matching to be used to determine when a new output document should be created. Options include:

page break when text matches – select this option to split when a particular text string is found in the report.

page break when text changes – select this option to split when the data found in a particular position changes from the prior page.

page break when text matches - exclude blanks - if the input file has blanks in the designated match position, then no match is performed.

page break when text changes – exclude blanks - if the input file has blanks in the designated match position, then no match is performed.

Text to match – this box appears when the ‘page break when text matches’ option is selected. Enter the text which will be compared to the data found in the specified Row and Column of the page.

Row – the row of the report on which the text to match occurs.

Column – the column where the text to match begins.

Length – the length of the text string to match.

Bypass Options

The Bypass Options frame describe how certain lines within the input file are skipped or certain output files are removed during processing.

Skip lines with text ____ found in column ____ - this setting is used to skip lines containing a particular string of text. Some reports have a file header which you do not want to include in the output document. By defining what text string to look for and in what column of each line to examine, the unwanted line can be skipped.

Delete pages containing less than ____ characters – this setting will delete output documents that contain less than the specified number of characters. Some reports have double for feeds or a trailing grand total page which you do not want to include in the output document. For example, at the end of a report there is a page break and a single line reading “*end of report *.” The splitter program creates a new output document containing this information and the output document is 20 characters in size. You could set this option to delete pages containing less than 25 characters and the last page would be eliminated.

Sample page

The **Sample Page** button will convert and display the first page of the specified input file. The Text Viewer is used to display the page. Using the Text Viewer, you can position the cursor to determine the row and column positions in the report (the row and column of the cursor is shown at the bottom of the Text Viewer screen).

INI Files Used by the Text Splitter Program

Several INI files contain the parameters used by the Text Splitter program. These INI files are maintained by the Text Splitter program and should not be modified by the user under normal circumstances.

The IMPCOLD.INI file contains the Group Names. A sample is shown below:

```
[IMPCOLD01]      (this is the section header for the first group)
GroupName=Monthly Accounting Reports  (the first group name)
```

```
[IMPCOLD02]      (this is the section header for the second group)
GroupName=Monthly Payroll Reports      (the second group name)
```

```
[IMPCOLD03]      (this is the section header for the third group)
```

GroupName=Facilities Management Reports (the third group name)

Each of the above sections has a related INI file containing the split parameters for reports in the group. The INI file for the [IMPCOLD01] group is IMPCLD01.INI, the INI file for the [IMPCOLD02] group is IMPCLD02.INI, etc. A sample is shown below:

```
[Import1]
ImportFile=I:\SPLIT\IN\GENLED.TXT      (This first report to split)
                                         (input path and file name)
FileType=0                              (file type - see below)
LinesPerPage=66                         (lines per page for FileType=4)
SplitStyle=3                             (how to split the file - see below)
OutputDirectory=I:\SPLIT\OUT\          (output files path)
TagStyle=0                               (output file is naming - see below)
TagRow=3                                 (row to find data for tag styles 2,
3 or 4)
TagColumn=79                            (column for tag styles 2, 3 or 4)
TagLength=3                             (length for tag styles 2, 3 or 4)
OutputTag=GENLED                        (output file name tag)
MatchStyle1=0                           (1st match style - see below)
MatchLength1=0                          (1st match text length)
MatchRow1=3                              (1st match data row position)
MatchColumn1=79                         (1st match data column position)
MatchStyle2=0                           (2nd match style - see below)
MatchLength2=0                          (2nd match text length)
MatchRow2=3                              (2nd match data row position)
MatchColumn2=79                         (2nd match data column position)
SkipText=@#$$&*                         (skip line when this text is found)
SkipColumn=3                            (column to look for SkipText)
DeleteBlankPageThreshold=0              (remove files less than this size)
Remarks=Permanent Suspense              (remarks describing the report)
```

FileType: 0 – MSDOS
1 – MSFIX
2 – AS400
3 – VAX
4 - FIXED LINES PER PAGE

SplitStyle: 0 – MATCH 1 FIELD
1 – MATCH 2 FIELDS
2 – PAGE BREAKS
3 – NO BREAKS

TagStyle – 0 – Output Name w/ file count extension (ASCII)
1 - Output Name w/ file count extension (HEX)
2 - Output Name with extension using data from file
3 – Data from File w/ file count extension (ASCII)
4 - Data from File w/ file count extension (HEX)

MatchStyle – 0 – page break when text matches
1 – page break when text changes

Running the Text Splitter

Once the parameters for splitting text files are set up, you select the appropriate group from the Group menu and press the **Process/Edit** button. Set the **Run column** for items that you wish to process to YES and click the **Begin File Split of All Checked Items** button. You are then asked the question:

When the split is complete, do you wish to run the import for all items flagged for import?

If you answer YES, the Text Import program is run after the completion. Any reports that are flagged for automatic import will be processed and imported into the appropriate database.

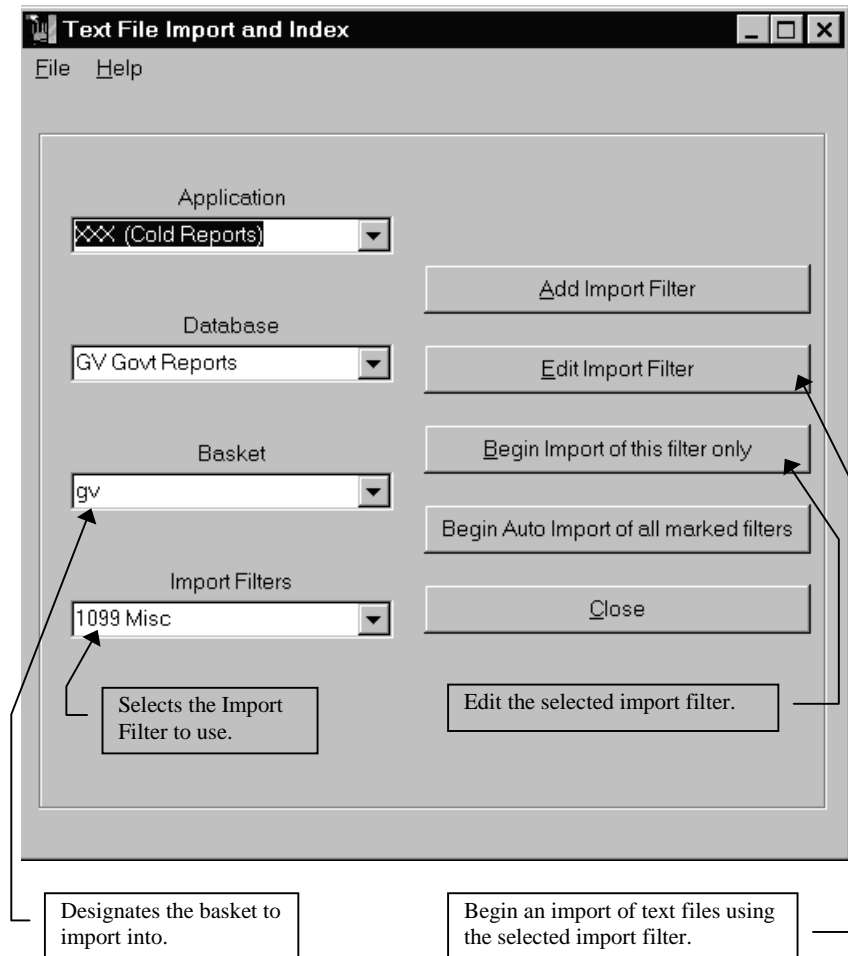
A log of the items processed is created called IMPCOLD.LOG in the program directory of IMPCOLD.EXE. The log is also displayed on the screen at the end of all processing.

Text File Import and Index Utility

The Text File Import and Index Utility (TEXTIMP.EXE) is a convenient way to automate the text file import and index process. With this utility, you can define a text file import specification that will locate selected text files, import them into a specified halFILE basket, automatically select key words from the text file and place them into the halFILE index and set up a image overlay.

The example below shows the first screen of this utility. From this screen, you can select the halFILE for Windows Application, Database and Basket for the text file import. You can add new Import Filters, edit existing Import Filters, and run a text file import using the selected Import Filter.

An Import Filter is the parameters which designate the files to be imported, the data that is extracted from the text file or keyed by the operator, and where the data is located.



Adding or Editing an Import Filter

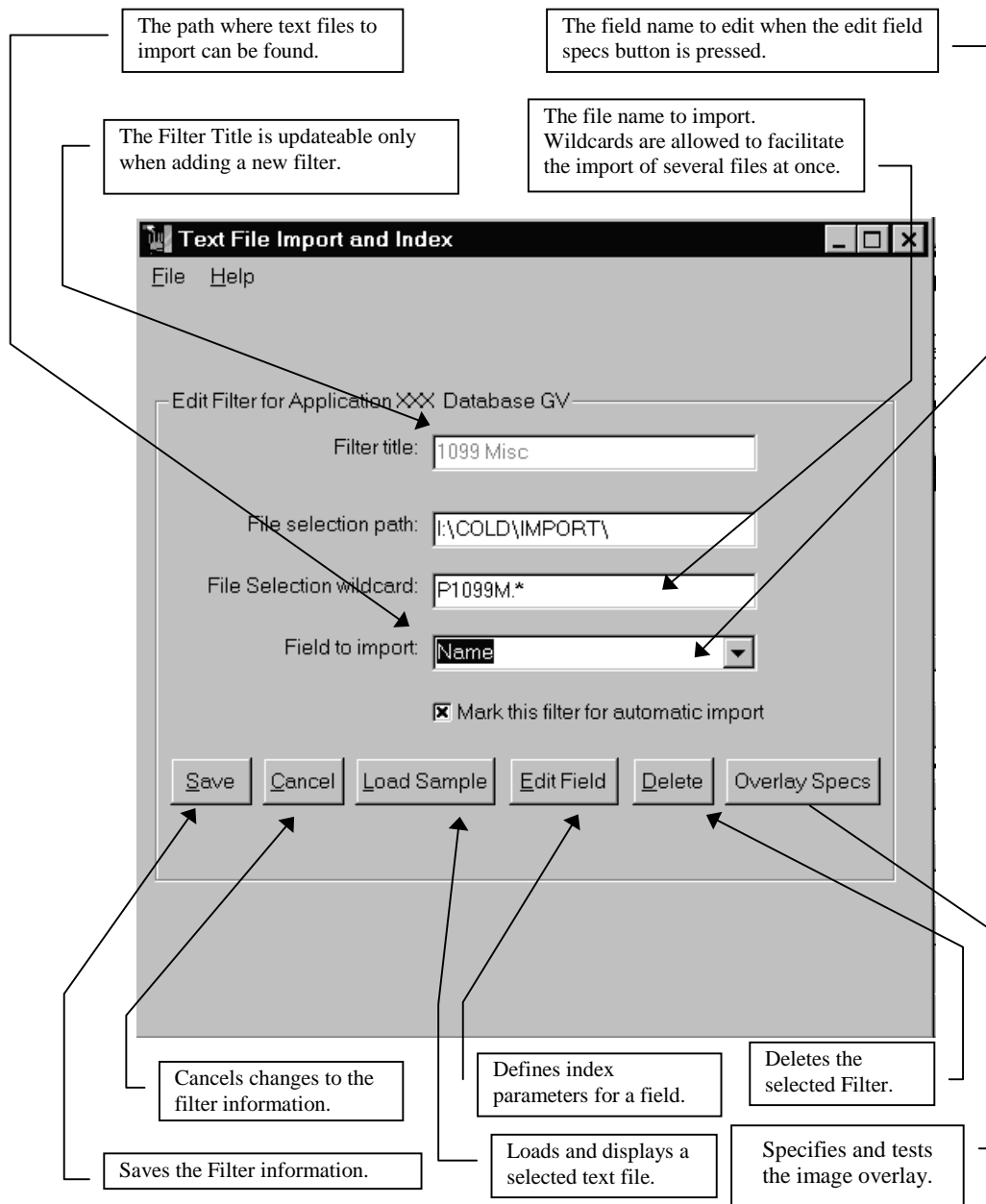
To add an Import Filter:

1. Select the Application and Database for which the Import Filter is applicable.
2. Click the **Add Import Filter** button to add a new filter.
3. On the Import Filter set up screen (shown below), enter a Filter Title that describes the filter, enter the Path and File Specification where the text files to be imported reside.
4. Select Save to save the Import Filter.
5. Edit the Filter to define the fields that will be indexed when the filter import is run.

*The **Load Sample** button is provided to load an existing text file to help you define the filter.*

To edit an existing Import Filter:

1. Select the Application and Database for which the Import Filter is applicable.
2. Click the **Edit Import Filter** button to edit the filter definition.
3. On the Import Filter set up screen (shown below), enter a Filter Title that describes the filter, enter the Path and File Specification where the text files to be imported reside.
4. From the drop down list box of Fields to import, select a field that you want to index during the import. Then click the **Edit Field Specs** button to display the Field Specs screen. Fill out the instructions for indexing the field.
5. Repeat step 4 for all fields that should be indexed.
6. Click Save to save the filter information.



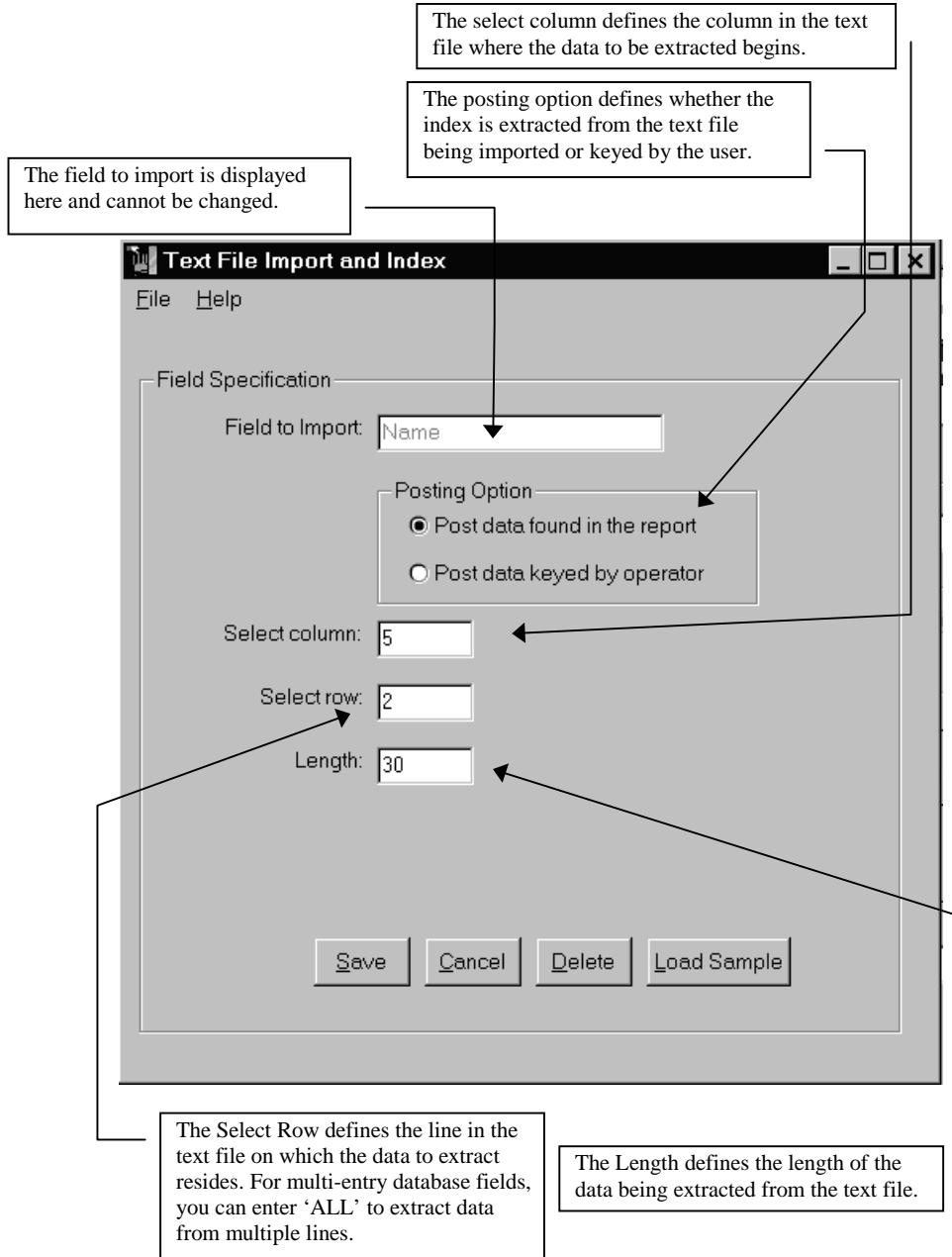
Editing Field Specs

The Field Specs screen shown below is used to define how the data will be extracted from the text file and placed into the halFILE for Windows™ database.

To edit the Index Field Specifications for a field:

1. Select the Import Filter that you wish to work with.
2. From the Edit Filter screen, select a field to edit in the 'Field to Import' box then click the **Edit Field Specs** button (see screen sample below)
3. Enter the Posting Option:
Post data found in the report - data will be extracted from the report and placed into the index field.
Post data keyed by operator - data will be entered by the operator when the import procedure is run.
4. If you select 'Post data found in the report', enter the Select Column, Select Row and Length. The Select Column is the column of the text file where the data to extract is located. Select Row is the line of the text file on which the data can be found. Length is the length of the text that should be extracted.
5. If the halFILE for Windows database field is multi-entry, you are given the option of extracting data from multiple lines in the text file. This is defined using the 'Match Column' and 'Text to match for' fields. The Match Column parameter defines which column to examine for the contents of the 'Text to match for' box. If the correct data is found in that column, then the data is added to the multi-entry field in the database.
6. Click the **Save** button to save the field specification.
7. Repeat steps 2 through 6 for each field from which data should be extracted. Fields that are not set up for data extraction or user data entry will be left blank.
8. If a text file sample is needed to help you select rows and columns, click the **Load Sample** button and select the sample text file to view.

Hint: At the bottom of the text view window, the position of the cursor is displayed (for example: Line=23 Column=44). Position the cursor at the beginning of the data to extract and use this information to fill in the 'Select Column', 'Select Row' and 'Match Column' fields.



Processing an Import Filter

To process an Import Filter, select the Filter to process and click the **Begin Import** button. When an Import Filter is processed, the system:

1. If the halFILE Folder option is set for user entry, the folders are listed and the user must select a folder to place the text file into.
2. Performs a file search using the File Selection Path and Wildcard boxes on the Filter Definition screen and displays all match files in a list box.
3. Asks if the text files should be deleted after the import.
4. Asks the operator to enter the data for fields which were to be entered by the user.
5. Extracts the fields that were designated for extraction and posts the data to the halFILE database. Each file imported becomes a single document in the database.
6. Copies the files to its halFILE name in the designated basket directory.
7. Sets the basket status for the files to Index Complete if so designated by the user.

Text files to import are selected and moved to the right hand box. Select the **File_Begin Import** menu selection to place them into the current basket (shown at the top of the screen). You are asked if you wish to delete the original files after the import. The import then begins by displaying the first text file selected and providing options for importing the current file, importing all files, or skipping the current file.

Text files are renamed to the next available document number with a .TXT extension and copied to the designated basket directory. For example, if the next available document number was 4386 and the basket directory was set to C:\BASKET6, the text file is copied to C:\BASKET6\00004386.TXT.

Use halFILE Index routine to assign key words to the text file (halFILE menu selection WorkFlow_Index). After indexing, the basket should be archived. This moves the text files to its permanent location. For more information on indexing, archiving or setting up a document database, refer to the halFILE for Windows™ manual.

Text Viewer

The Text Viewer, called TEXTOLE.EXE is an Text File Viewer built to view text files from within the Text Import Program. While TEXTOLE is not used in halFILE, the halFILE Text Viewer has many of the same features for working with text files as documented below. These features include:

- Copy to Windows Clipboard
- Print All or Print Selected Text
- Increase or decrease the font size
- Resize the text window as needed
- Find selected text
- Open multiple text documents simultaneously
- Go to a specific line
- Printer and Page Set up

When a text file is opened by halFILE, it is opened as read-only to prevent modification by the user. However, the Text Viewer can be run from the Windows Program Manager to provide all of the above capabilities plus the following:

- Cut / Paste
- Find/Replace Text
- Drag and Drop Blocks of Text
- Create new files
- Post the Date/Time

Menu Selections

File Menu

File_New

The File_New menu selection opens a new text, empty window and lets you enter data into it. The data can be saved using the File_Save or File_Save As menu selections.

File_Open

The File_Open menu selection displays the Open File dialog for selecting the drive, directory and file name to open. Once a file is selected, a new text window is created and the text from the selected file is displayed. If another text window was already opened, then the screen is split to hold the additional text window.

File_Close

The File_Close menu selection closed the currently selected text window. If other text windows are open, the windows can be resized to the largest possible setting using the Window_Tile menu selection.

File_Save

The File_Save menu selection saves the currently selected text file using its original name.

File_Save As

The File_Save As menu selection saves the currently selected text file and lets the user select the path and file name to save to.

File_Print

Prints the text in the currently selected text window. If a section of the text is highlighted, then you are asked if you wish to print the selected text only. If you answer no or if no text is highlighted, then the entire text file is printed.

File_Page Setup

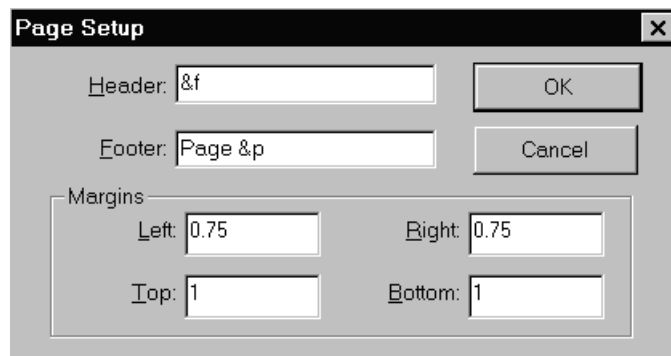
Used to select up the header and footer for printing. See sample screen below.

Header and Footer

Enter text to print, if any. You can also enter “&p” to print the page number and “&f” to print the file name.

Margins

Enter Left, Right, Top and Bottom margins values in inches.



File_Print Setup

This menu selection is used to select the Windows printer to print to. You can also select the paper size and orientation using this selection.

The page is printed in the font size and style that have been selected using the Options_Font menu selection.

File_Exit

This selection exits the Text Viewer.

File History

At the bottom of the file menu, the last 4 files that were opened by the Text Viewer are listed for quick selection. These files come from the Recent Files section of TEXTOLE.INI found in the Windows directory.

Edit Menu

Edit_Undo

This selection is used to “undo” the last change made to the text (hot key ALT-BACKSPACE).

Edit_Redo

Used to “redo” an action to the text after selecting Edit_Undo.

Edit_Cut

Cuts the selected text and places it into the Windows clipboard (hot key is CTRL-X). This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Copy

Copies the selected text to the Windows clipboard (hot key is CTRL-C).

Edit_Paste

Pastes the text in the Windows clipboard into the current cursor position (hot key is CTRL-V). This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Delete

Deletes the highlighted text. This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Select All

Selects the entire text area. This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Clear All

Clears the entire text area. This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Time/Date

The selection stamps the current date and time into the current cursor position.

Edit_Find

The activates a panel where you can enter the text to search for, then finds the first occurrence of that text in the currently selected text window (hot key is CTRL-F).

Edit_Replace

This menu selection is used to search and replace text in the currently selected text window (hot key CTRL-R). This menu selection is removed if the text is displayed from halFILE for Windows™.

Edit_Repeat

This repeats the last find to find the next occurrence of the search text (hot key is F3).

Edit_Go To Line

This selection is used to jump to a designated line number in the text.

Options Menu

Options_Tool bar

This menu selection determines whether the tool bar is displayed or not. When the menu selection is checked the tool bar is shown, when it is not checked the tool bar is hidden.

Options_Font

This is used to select the font, the font style and the font size for viewing and printing.

Courier fonts work best for most reports because it is a fixed space font.

Options_Wrap

When checked, this menu selection wraps the text lines when they are unable to fit the width of the text window. When not checked, the text that cannot be shown in the display window is truncated and you must use the scroll bars or widen the text window to view it.

Options_Wrap Whole Words

This options is used only when the Options_Wrap selection is checked. When Options_Wrap Whole Words is checked, then when text is wrapped, only whole words are wrapped to the next line.

Options_Drag & Drop Blocks

When checked, this activates block copying where a section of text can be highlighted then the entire highlighted section can be moved or copied to another part of the text.

To move text from one place to another:

1. Position the mouse cursor to the upper left corner of the text to move.
2. Press and hold down the left mouse button and drag it to the lower right corner. When you release the mouse button, the text area should be highlighted.
3. Click and hold the left mouse button down in the highlighted area and drag it to its new position. When you release the mouse button the text should be moved.

To copy text from one place to another:

1. Position the mouse cursor to the upper left corner of the text to move.
2. Press and hold down the left mouse button and drag it to the lower right corner. When you release the mouse button, the text area should be highlighted.
3. Press and hold down the CTRL key on the keyboard. Click and hold the left mouse button down in the highlighted area and drag it to its new position. When you release the mouse button the text should be copied.

This menu selection is removed if the text is displayed from halFILE.

Window Menu

Window_Cascade

Used to cascade all open Text View Windows so they are place one behind the other.

Window_Tile

This selection rearranges all open Text View Windows so they are all visible of equal size.

Window_Arrange Icons

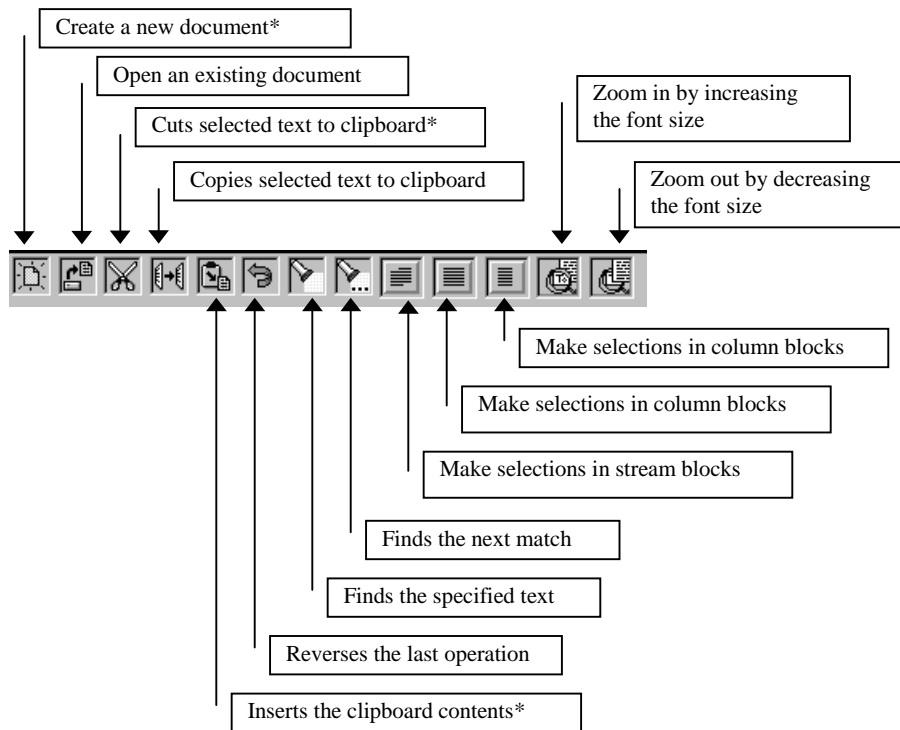
If any Text View Windows are minimized, this rearranges the minimized icons.

Help menu

Help_About

Displays program version information.

The Tool Bar



* not available when viewing halFILE documents

Tool Bar Help

By placing the mouse pointer over a tool for about 2 seconds, a small help tip will be displayed.

Hiding the Tool Bar

Use the **Options_Tool Bar** menu selection to hide or unhide the tool bar.