

Letter Maker Help File

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Letter Maker Help File

1. General Information

This section of the documentation provides general information about the Letter Maker computer program.

Letter Maker is a computer program that allows you to create, edit, print, and save text documents.

Letter Maker allows you to create text documents, that contain up to 32768 characters.

Letter Maker allows you to exchange sections of text with other Windows programs, using standard copy and paste techniques.

Many of the languages of Western Europe use letters that are not found on a standard North American keyboard. Letter Maker allows you to easily include these Western European letters in your text document.

Letter Maker Help File

2. System Requirements

This section of the documentation provides information about the system requirements of the Letter Maker program.

Letter Maker is designed to run on a computer system, that provides the following requirements.

A Windows operating system, version Windows 95 or later, is required. Letter Maker is designed to run on a standard North American version of Windows. The documentation may differ slightly from the way your computer system works, if your computer is equipped with a non-North-American version of Windows.

A keyboard is required. Letter Maker is designed to use a standard North American keyboard. The documentation may differ slightly from the way your computer works, if your computer is equipped with a non-North-American keyboard.

A monitor is required.

A CD-ROM drive is required to access the Letter Maker program files.

A mouse device is required.

Access to a local or network printer is required, to print the files, you create and edit.

Access to local or network storage media is required to save the files you create and edit.

Letter Maker Help File

3.How to display the Letter Maker program files.

This section of the documentation provides information about how to display the Letter Maker program files.

You can display the Letter Maker program files, by following the steps described below.

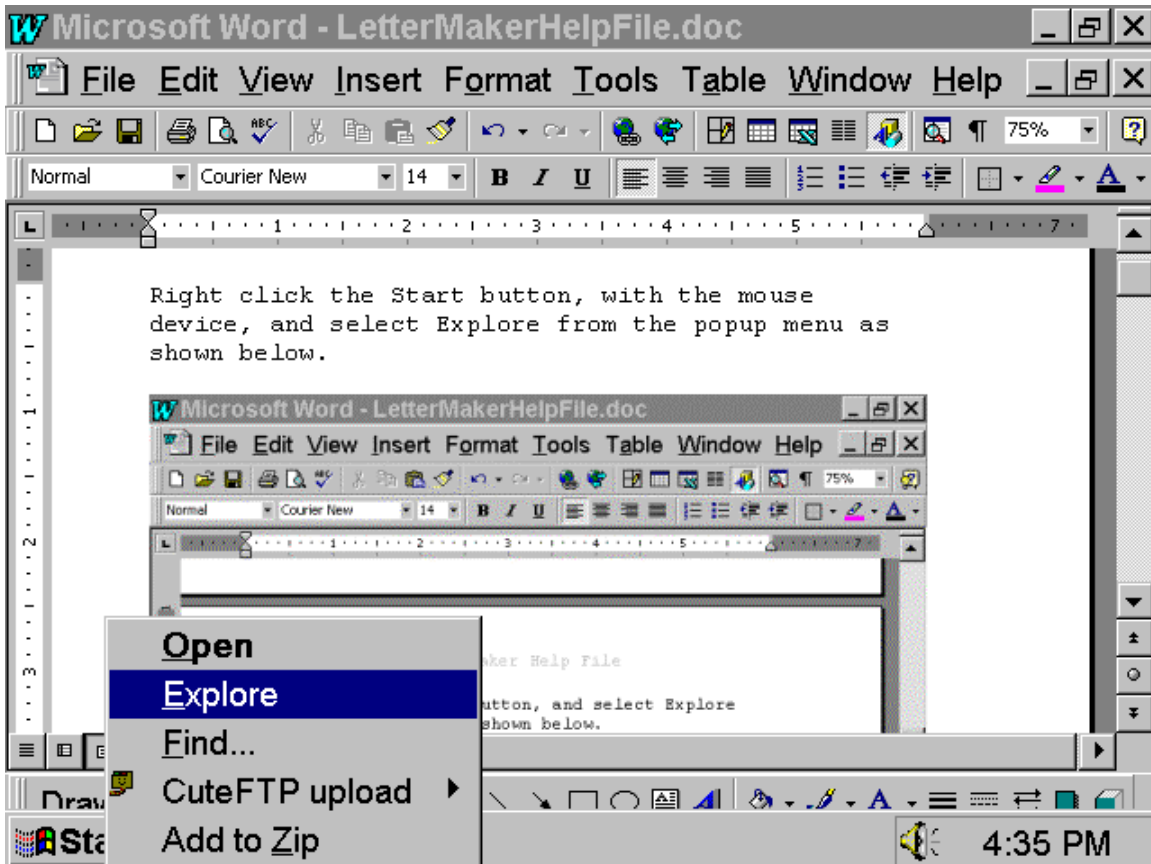
Start up your computer.

Insert the compact disk, containing the Letter Maker program files, into the CD-ROM drive of your computer.

The Letter Maker program file, and the Letter Maker help file, may be displayed automatically. If the program file and help file, are not displayed automatically, please follow the steps described below to display these files.

Letter Maker Help File

Right click the Start button, with the mouse device, and select Explore from the popup menu as shown below.

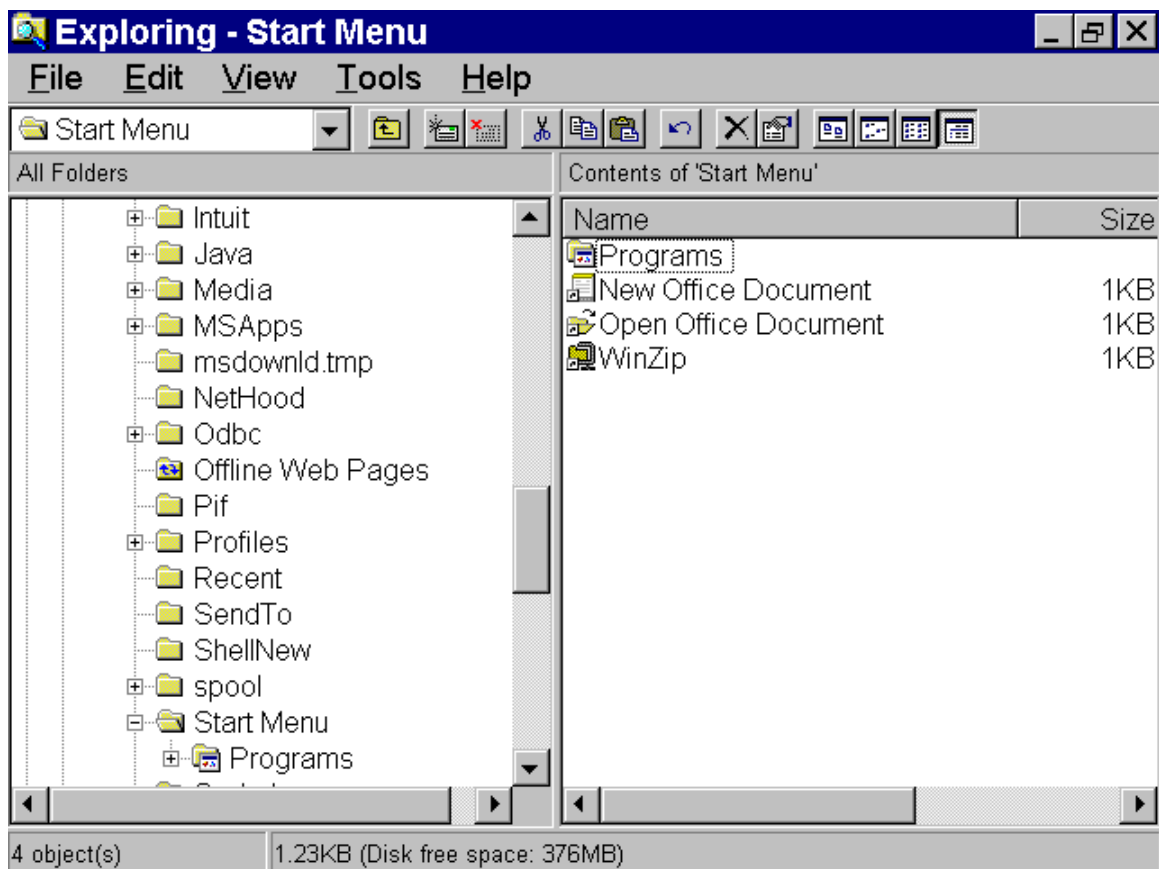


Letter Maker Help File

The program, Windows Explorer, is started up, as illustrated below.

Windows Explorer is part of the Windows operating system, and allows you to access the files available to your computer system.

You can use this program, to access the Letter Maker files, which are found on the compact disk, you just inserted into the CD-ROM drive of your computer.

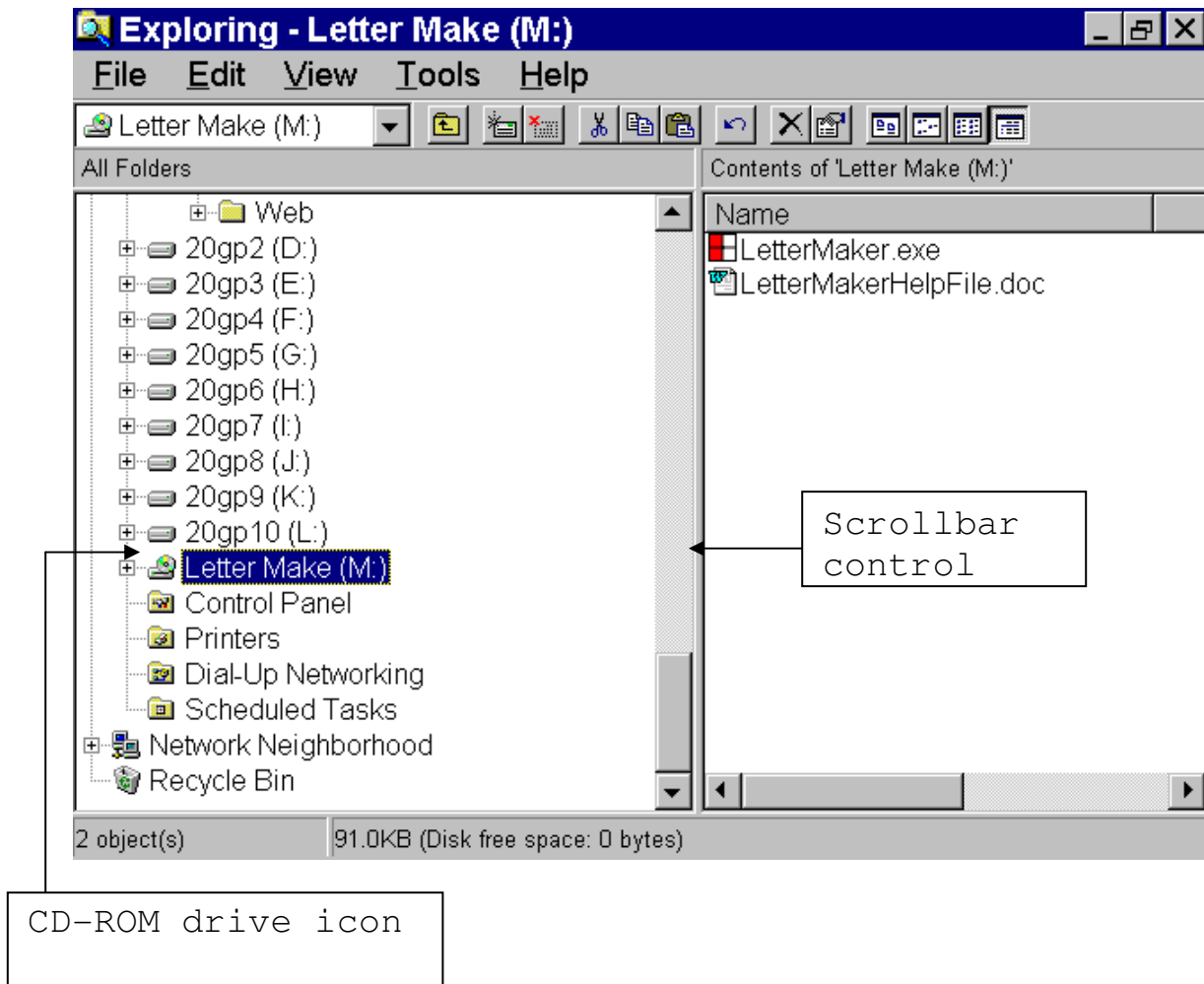


Letter Maker Help File

Using the scrollbar control, navigate to the CD-ROM drive, that contains the Letter Maker program disk.

A CD-ROM drive icon, distinguishes a CD-ROM drive, from the other drives available to your computer system.

Select the appropriate CD-ROM drive, by clicking the CD-ROM icon, with the mouse device, as shown below.

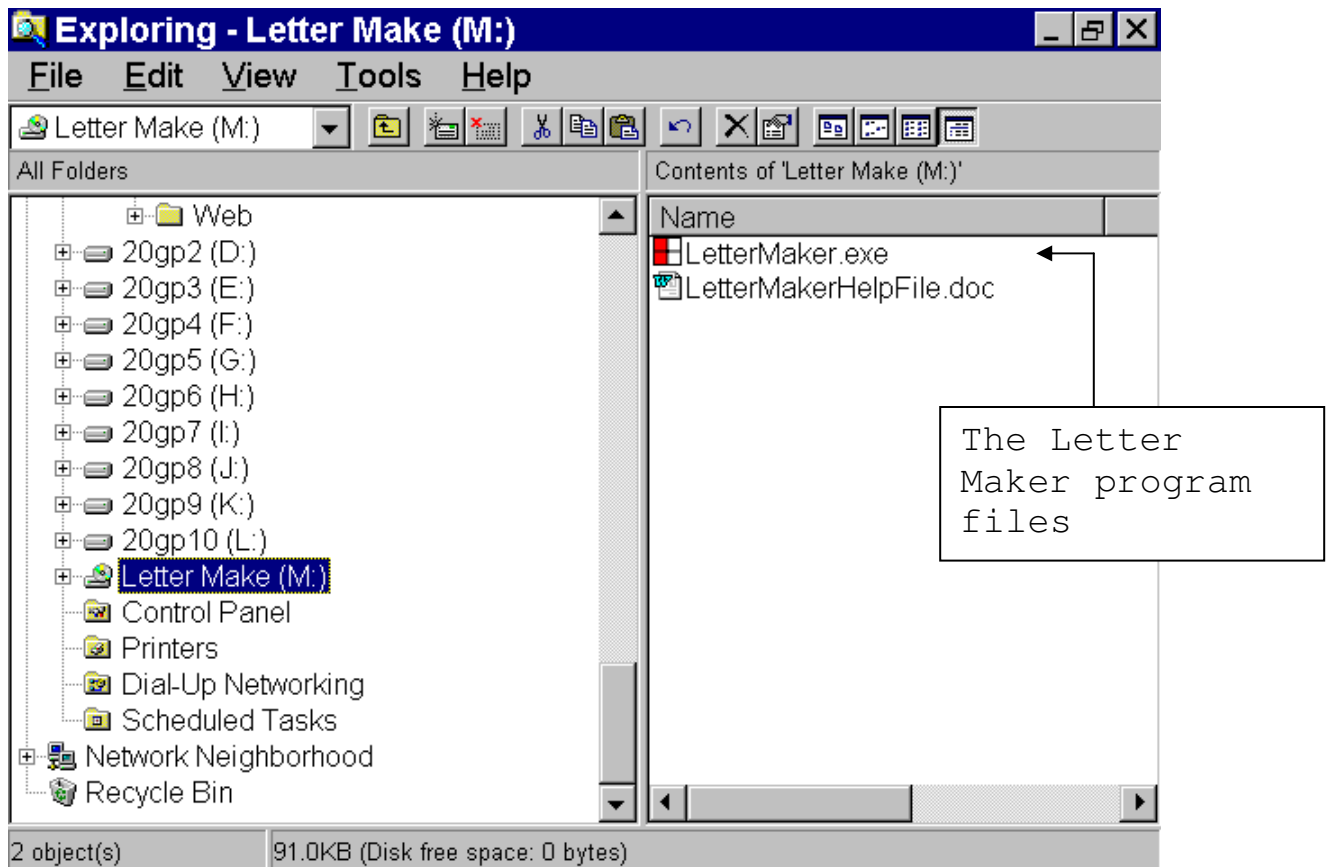


Letter Maker Help File

The files, LetterMaker.exe and LetterMakerHelpFile.doc, should now be displayed in the right pane of Windows Explorer, as illustrated below.

LetterMaker.exe is the Letter Maker program file.

LetterMakerHelpFile.doc is a Word document, that provides information about the Letter Maker program.



Letter Maker Help File

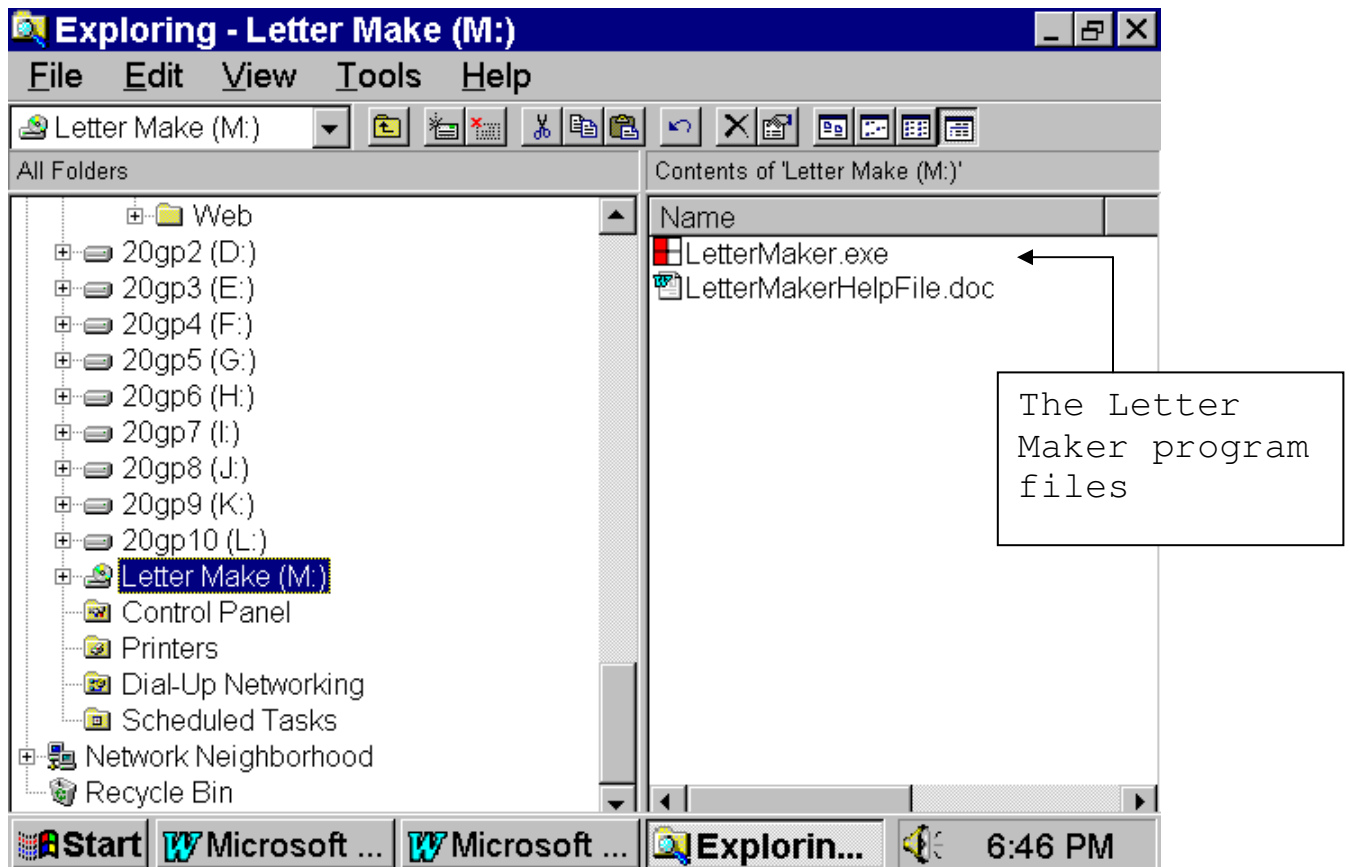
4. How to start up the Letter Maker program

This section, of the documentation, provides information about how to start up the Letter Maker program.

You can start up the Letter Maker program by following the steps described below.

Display the Letter Maker program files in Windows Explorer, as illustrated below.

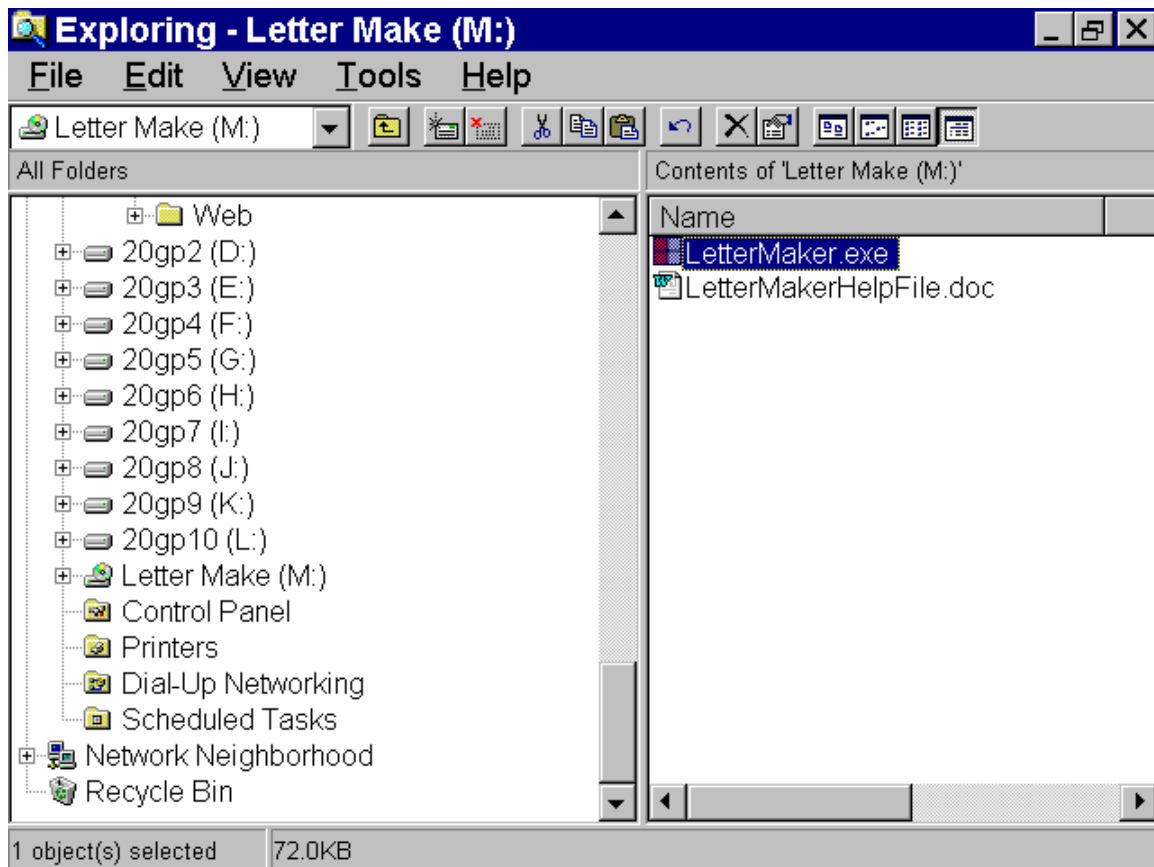
The steps to display the Letter Maker program files are described in Section 3 of the documentation.



Letter Maker Help File

Select the Letter Maker program file, "LetterMaker.exe", by left clicking it with the mouse device, as shown below.

Then, press the Enter key, to start up the Letter Maker program.

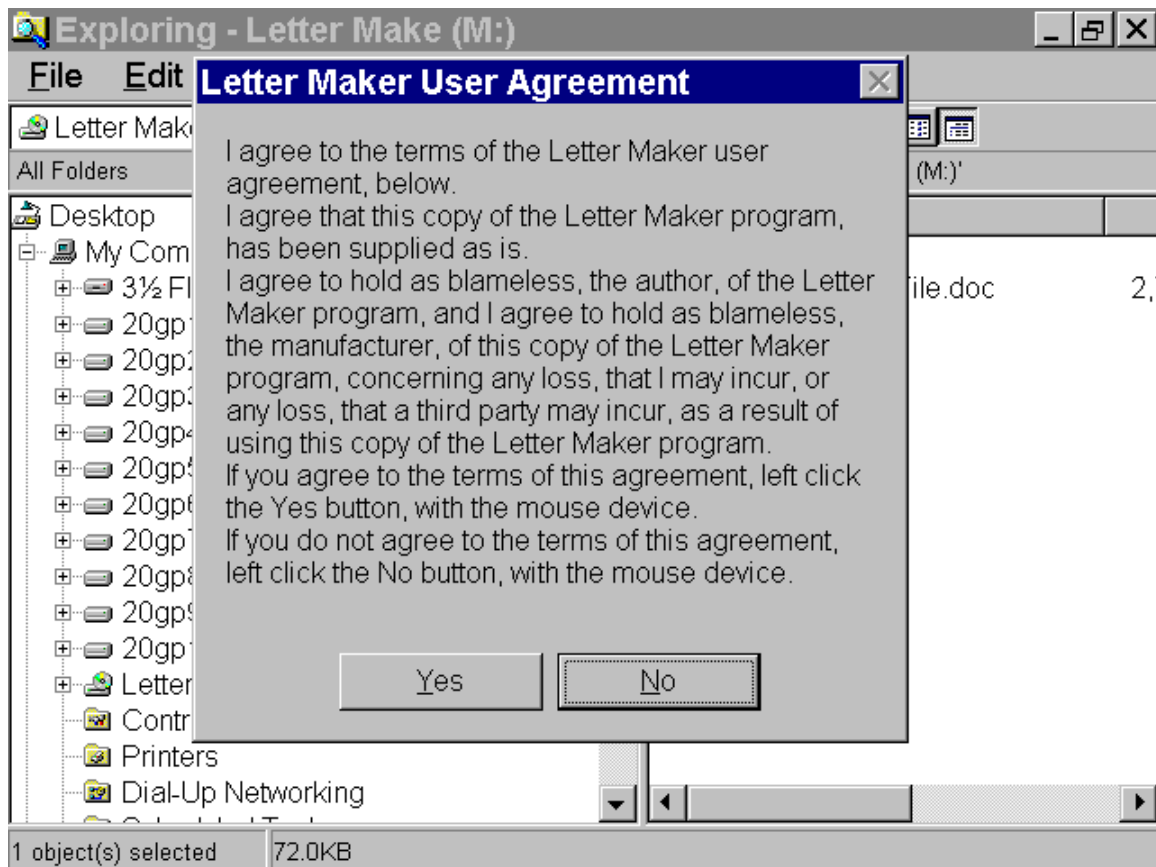


Letter Maker Help File

The Letter Maker User Agreement message box is displayed as illustrated below.

If you agree to the terms of the user agreement, left click the Yes button, with the mouse device.

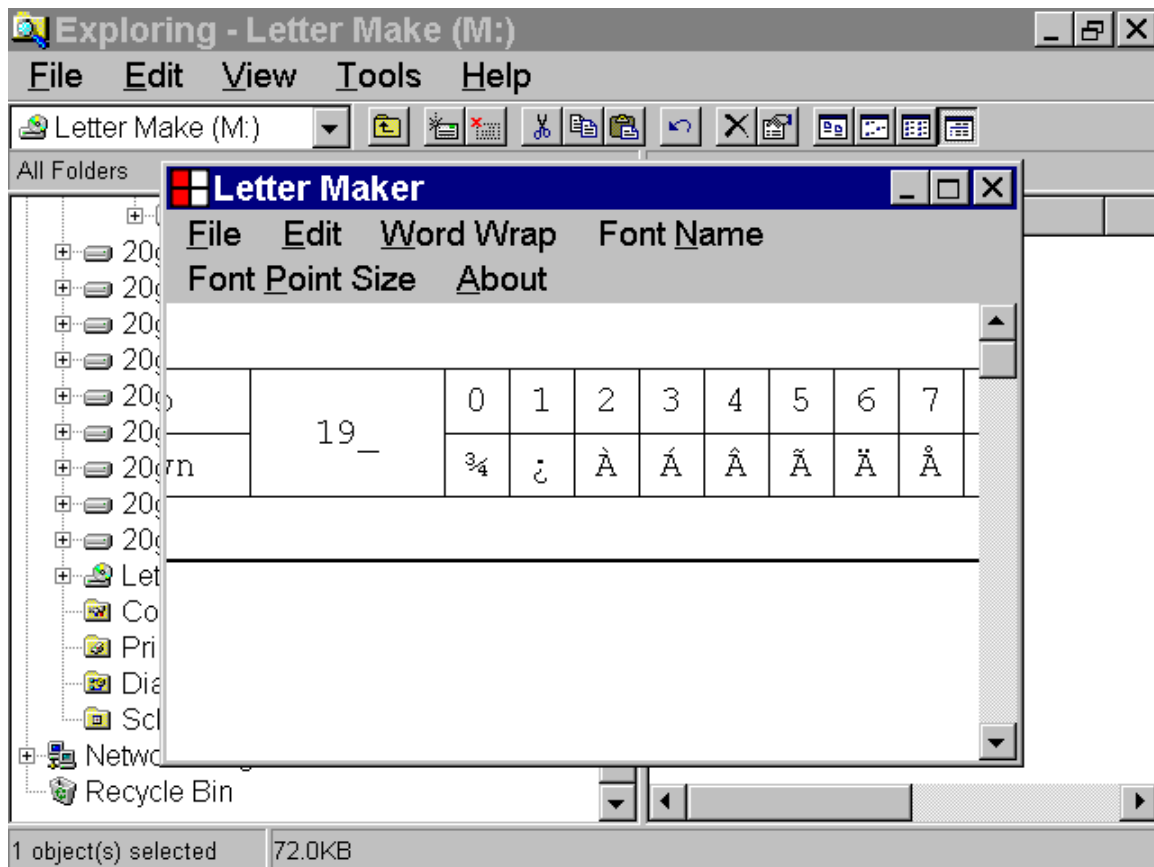
If you do not agree to the terms of the user agreement, left click the No button with the mouse device.



Letter Maker Help File

In the illustration, below, the Yes button of the Letter Maker User Agreement message box, has been left clicked with the mouse device.

The Letter Maker program window, is now displayed, as shown below.



Letter Maker Help File

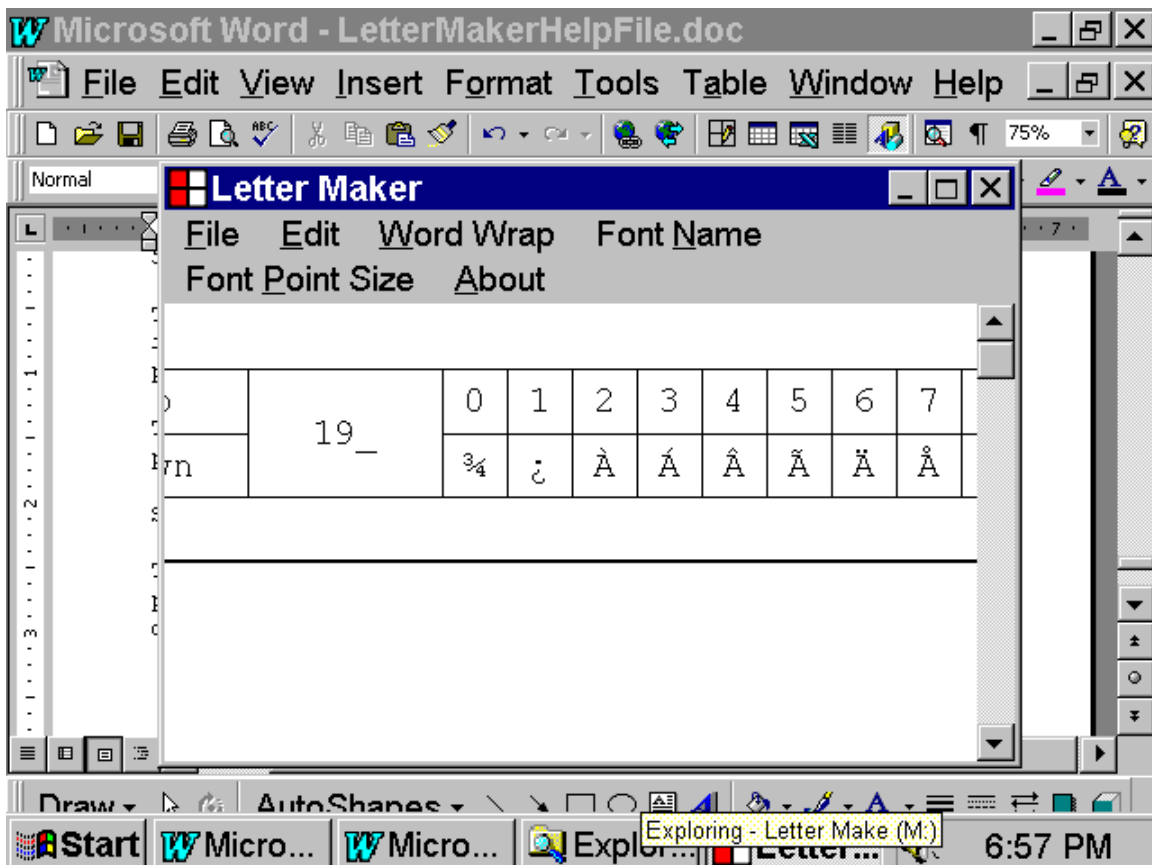
5. How to maximize the Letter Maker program window.

This section, of the documentation, provides information, about how to maximize the Letter Maker program window.

The steps required to maximize the Letter Maker program window are described below.

Start up the Letter Maker program, as shown below.

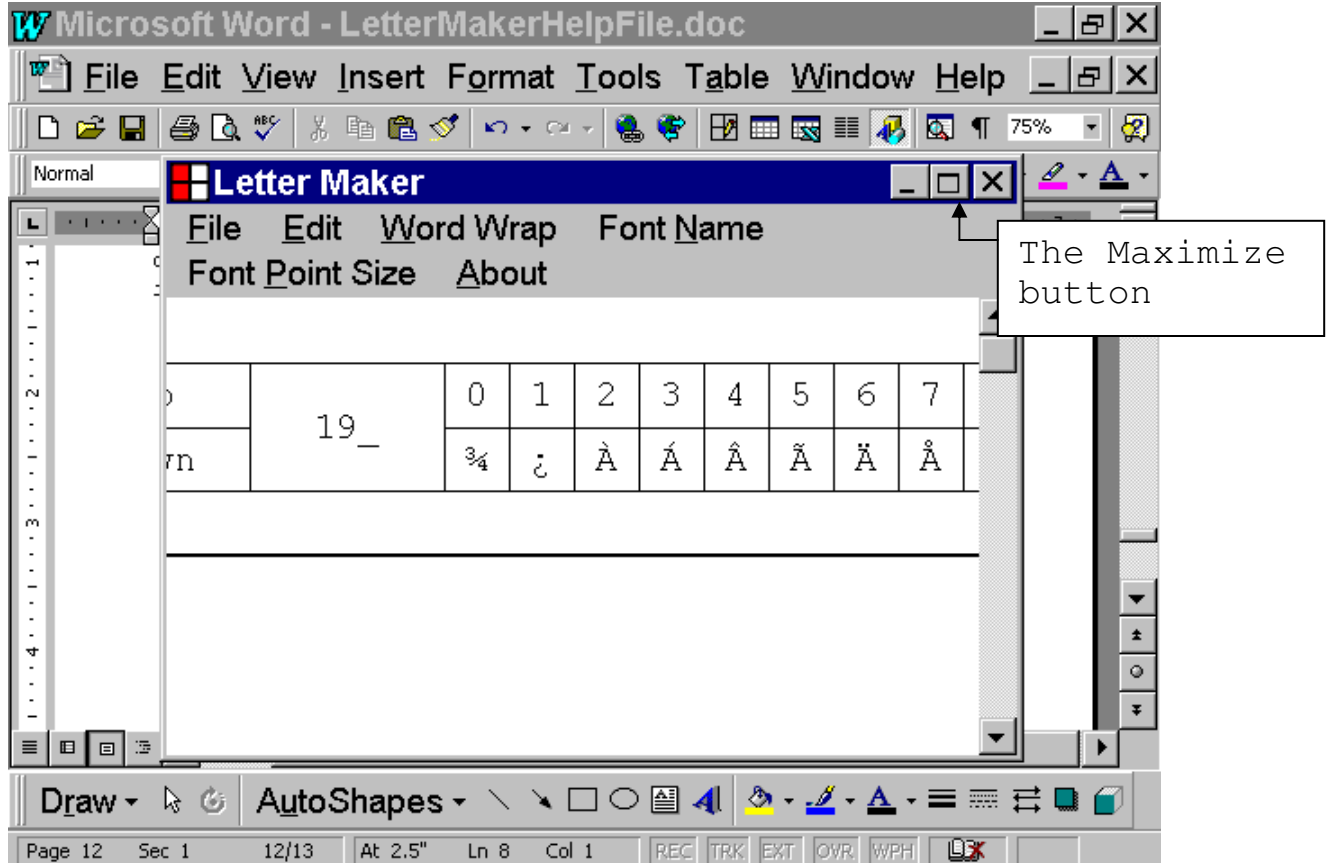
The steps required to start up the Letter Maker program are described in Section 4 of the documentation.



Letter Maker Help File

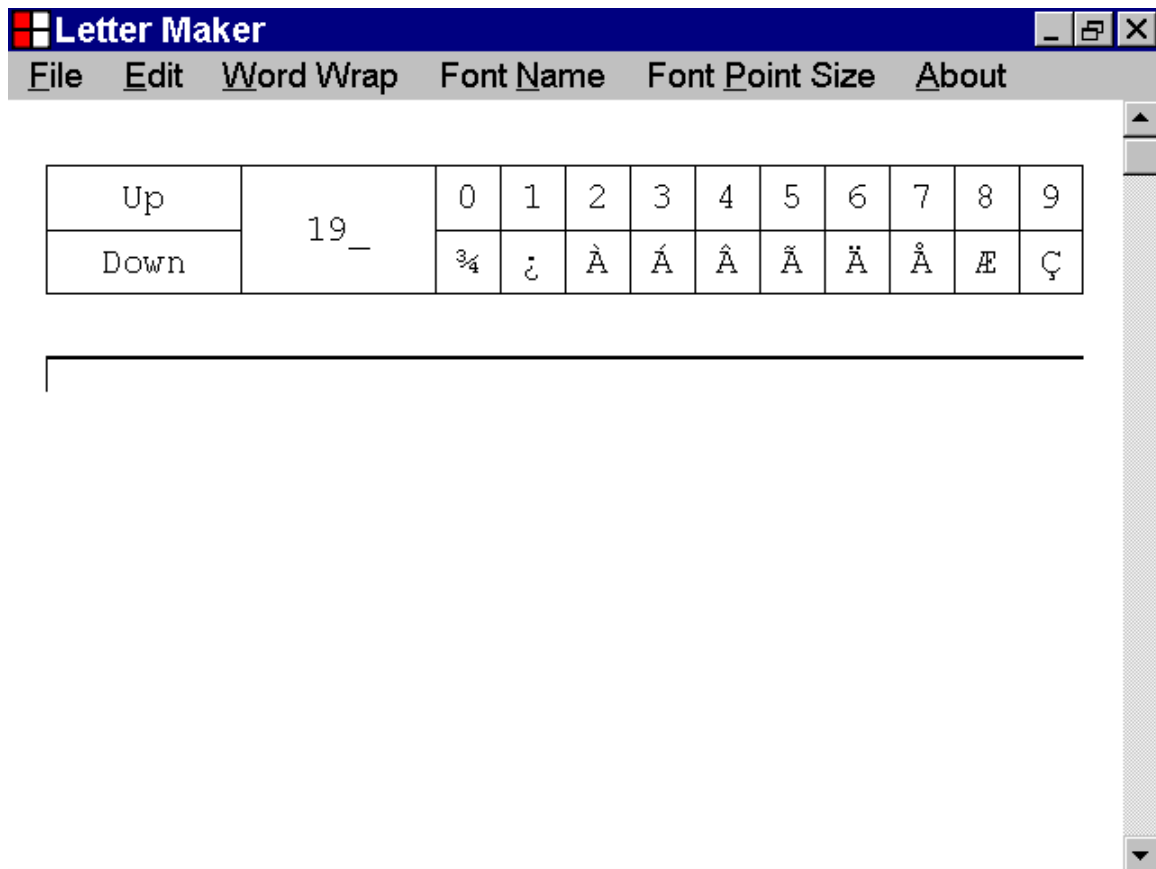
Left click the Maximize button, with the mouse device, to display the full screen version of the Letter Maker program window.

The Maximize button is located in the upper right corner of the Letter Maker program window, as shown in the illustration below.



Letter Maker Help File

The full screen version of the Letter Maker program is shown below.



Letter Maker Help File

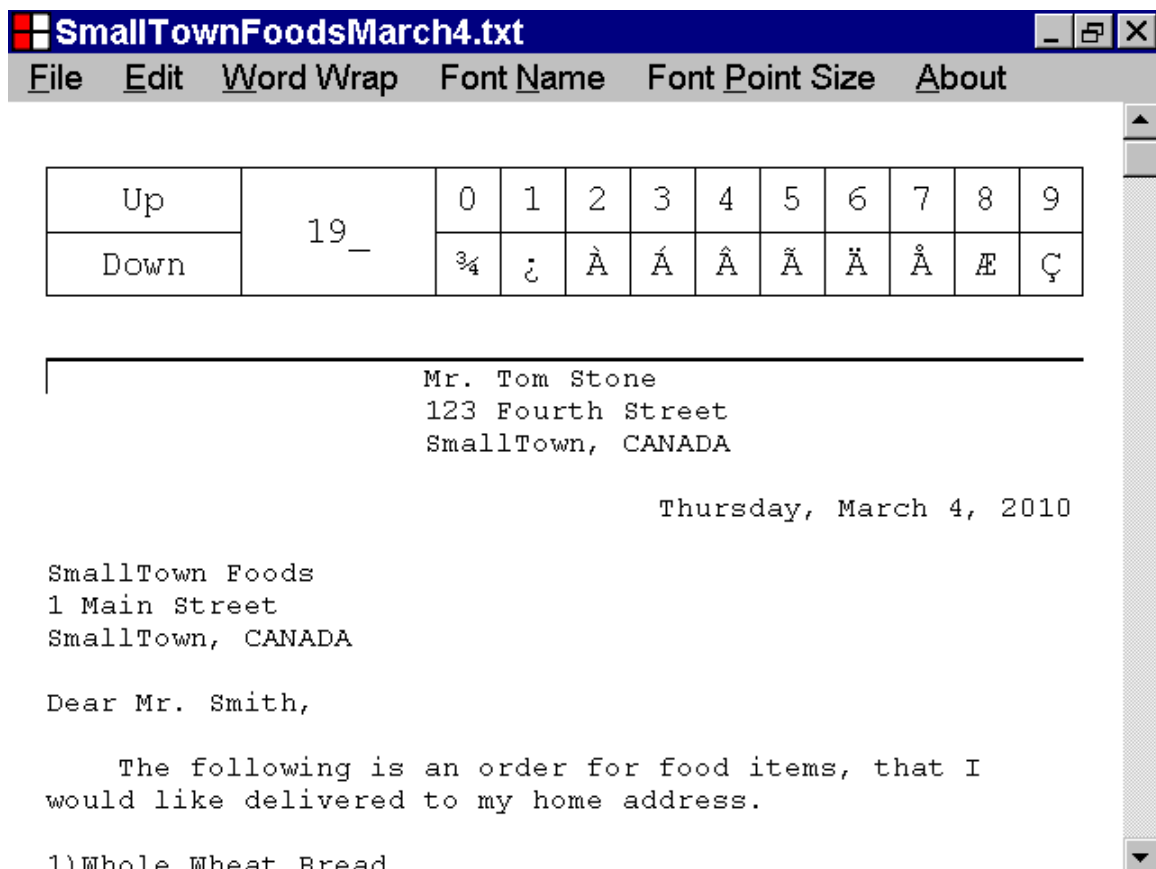
6. The components of the Letter Maker program

This section, of the documentation, provides information about the components of the Letter Maker program.

In the illustration below, the Letter Maker program window is displayed at full screen size.

The steps required to display the Letter Maker program window at full screen size are described in Section 5 of the documentation.

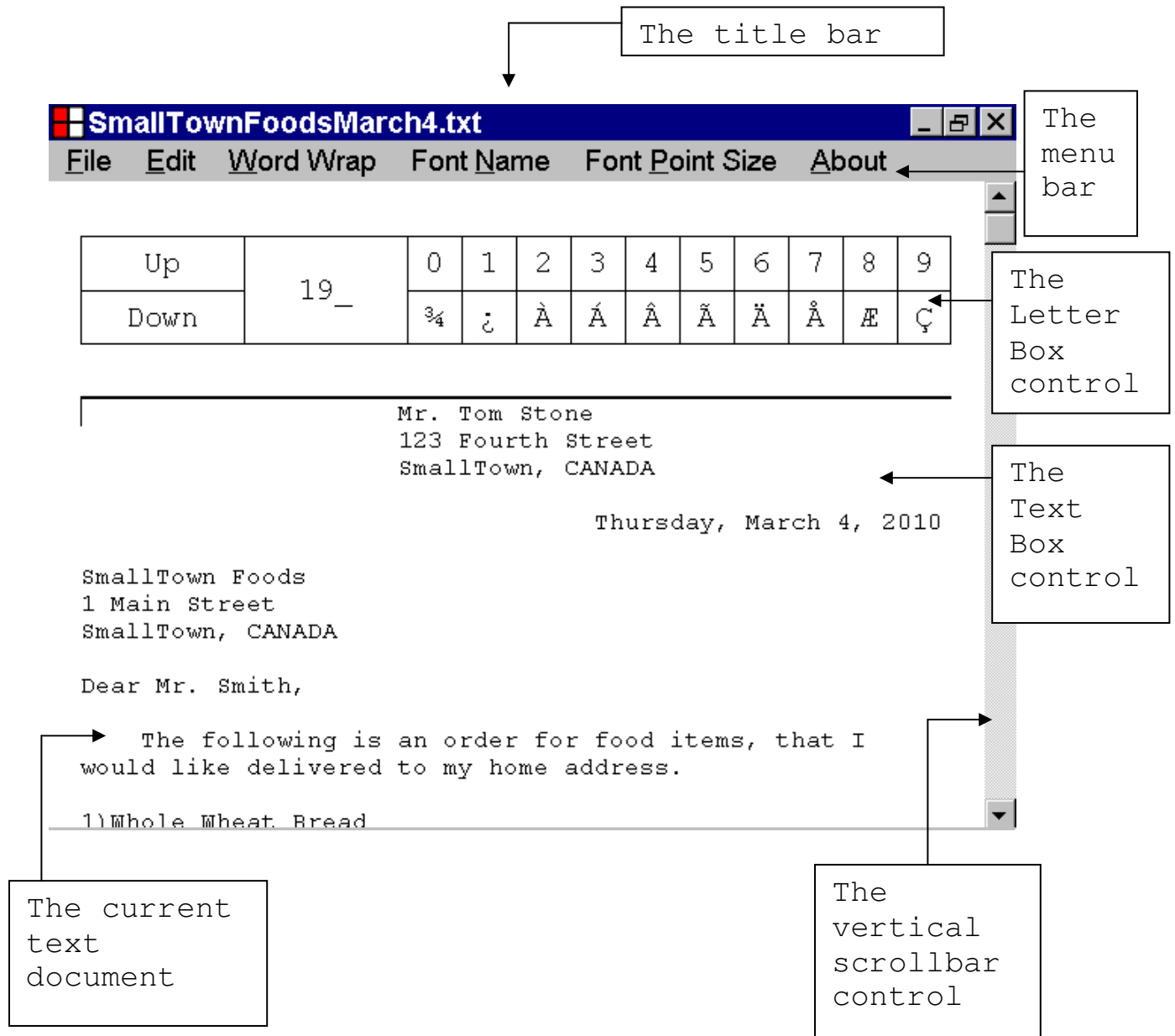
As seen below, a text document is currently displayed in the Letter Maker program window.



Letter Maker Help File

The components of the Letter Maker program are the title bar, the menu bar, the Letter Box control, the Text Box control, the vertical scrollbar, and the current text document.

The components of the Letter Maker program, are identified with labels, in the illustration below.



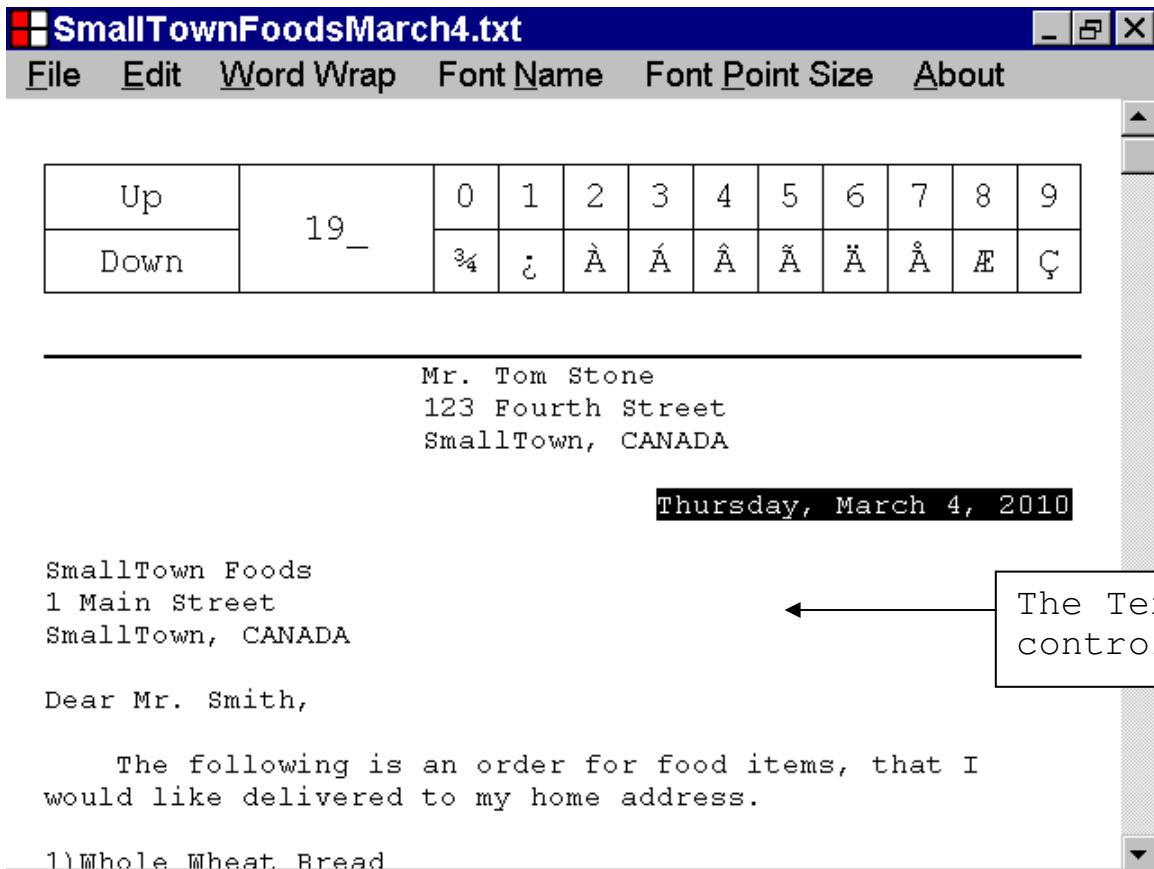
Letter Maker Help File

7. The components of the Text Box control

This section, of the documentation, provides information about the components of the Text Box control.

The Text Box control is one of the components of the Letter Maker program.

The Text Box control is identified with a label in the illustration of the Letter Maker program window, below.



Letter Maker Help File

The components of the Text Box control are the selection line, the caret, the text document, the median page separator line, and the document bottom line.

These components are identified with labels in the illustrations below.

Letter Maker Help File

The selection line is located at the top of the Text Box control and is identified with a label in the illustration below.

If the selection line is a double thickness line, the Text Box control has keyboard focus.

If the Text Box control has keyboard focus, keyboard input is directed to the capabilities of the Text Box control.

In the illustration below, the selection line is double thickness, which indicates that the Text Box control has keyboard focus.

SmallTownFoodsMarch4.txt [Min] [Max] [Close]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4,

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft ... Exploring ... SmallTo... 5:19 PM

The selection line is double thickness.

Letter Maker Help File

If the selection line is single thickness, the Text Box control does not have keyboard focus.

If the Text Box control does not have keyboard focus, keyboard input is not directed to the capabilities of the Text Box control.

In the illustration below, the selection line is single thickness, which indicates that the Text Box control does not have keyboard focus.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. At the top of the text area is a control panel with 'Up' and 'Down' buttons, a '19_' indicator, and a grid of characters. Below this is a horizontal line, followed by an address block for Mr. Tom Stone. A selection box highlights 'Thursday, March' with a single-line border. A callout box points to this selection with the text: 'The selection line is single thickness'. Below the address is the sender's address for SmallTown Foods, followed by 'Dear Mr. Smith,' and a paragraph of text starting with 'The following is an order for food items, that I would like delivered to my home address.' The bottom of the window shows the start of a list: '1)Whole Wheat Bread'.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

The caret, is a single thickness, vertical line, positioned in the Text Box control.

The caret is identified with a label, in the illustration below.

When new characters are added to the text document, they are positioned just after the caret.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character selection table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the table is a text document with a caret (a vertical line) positioned at the start of the first line. A box labeled 'The caret' points to this line. The text in the document is:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

The text document is an array of characters, that is displayed by the Text Box control.

The first line of the current text document, is identified with a label, in the illustration below.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character grid with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the grid is a text document with the following content:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

A callout box with the text 'The first line of the text document' has an arrow pointing to the first line of the text document, 'Mr. Tom Stone'.

Letter Maker Help File

The characters of the text document can be unselected or selected.

When the capabilities of the Text Box control, act on a text document, sections of unselected text, and sections of selected text, are acted on, differently.

A section of unselected text is identified with a label, in the illustration below.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Letter Maker Help File

A section of selected text is identified with a label, in the illustration below.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft ... Exploring ... SmallTo... 5:58 PM

Letter Maker Help File

A median page separator line, is a single thickness, horizontal line positioned in the Text Box control.

A median page separator line is positioned between consecutive pages of the text document.

The median page separator line, positioned between the first and second page of the text document, is identified with a label, in the illustration below.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. The text area contains a list of items with their sizes, prices, and quantities. A horizontal line is drawn between the end of the second item and the start of the third item. An arrow points from a text box labeled 'A median page separator line' to this line.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4)Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5)Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

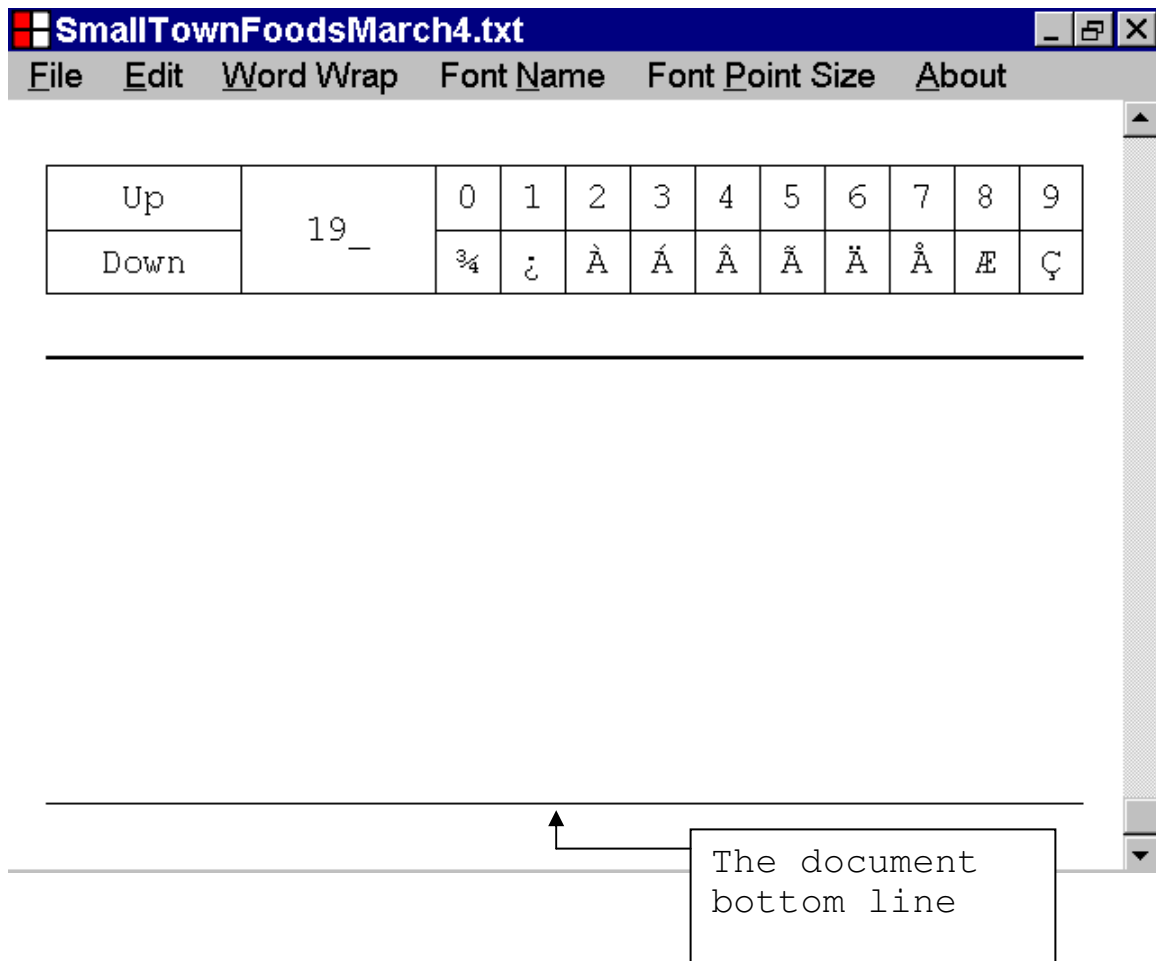
A median page separator line

Letter Maker Help File

The document bottom line, is a single thickness, horizontal line positioned at the bottom of the last page of the text document.

The location, of the document bottom line, indicates the position of the bottom of the Text Box control.

The document bottom line is identified with a label in the illustration below.



Letter Maker Help File

8. How to set keyboard focus to the Text Box control

This section, of the documentation, provides information about how to set keyboard focus to the Text Box control.

In the illustration below, the selection line of the Text Box control is single thickness, which indicates that the Text Box control does not have keyboard focus.

You can set keyboard focus to the Text Box control, by using one of the techniques, described below.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, '94

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food it would like delivered to my home address.

The selection line is single thickness

The Text Box control does not have keyboard focus

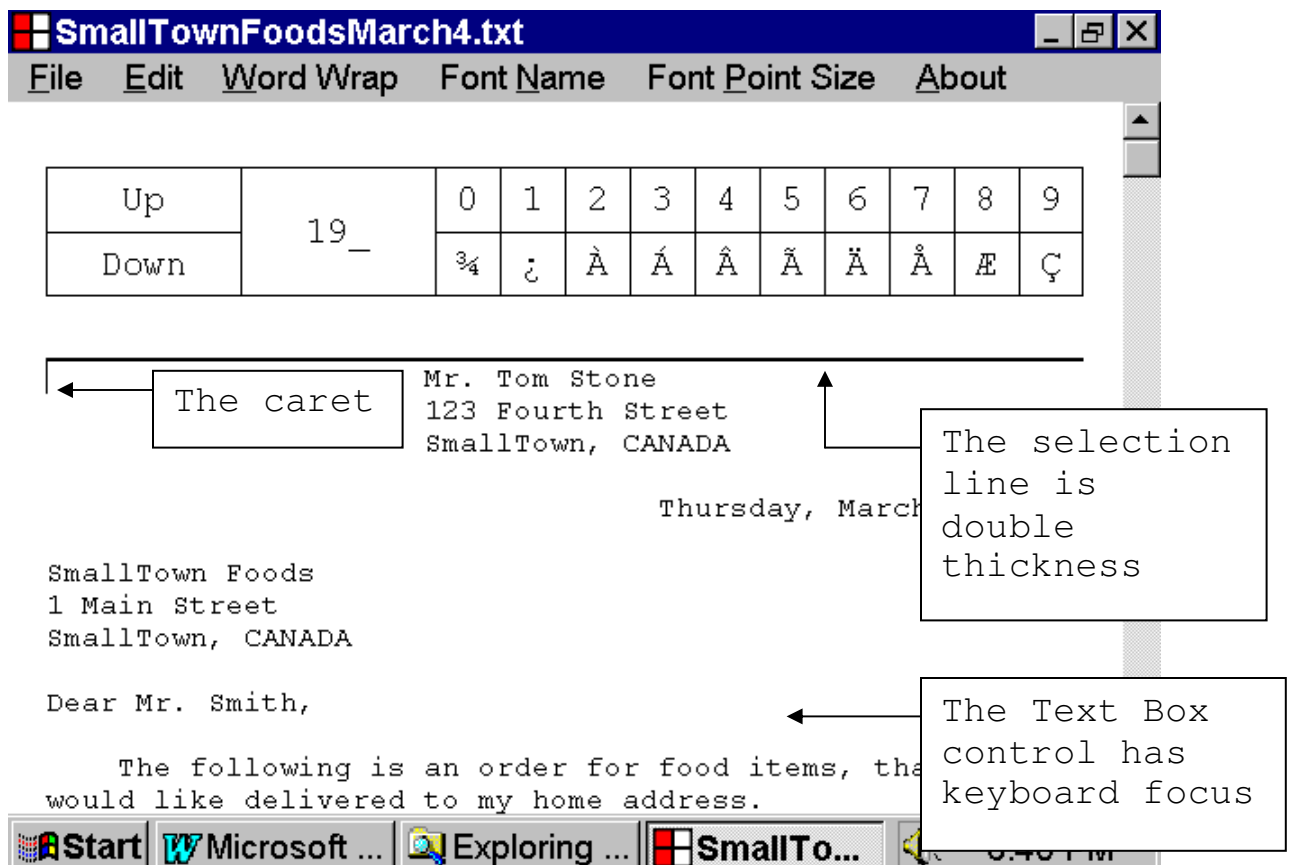
Letter Maker Help File

If the Text Box control, does not have keyboard focus, you can set keyboard focus to the Text Box control by pressing the Tab key, while holding down the Shift key.

If keyboard focus is set to the Text Box control, by pressing the Tab key, while holding down the Shift key, the current position of the caret, is not affected.

In the illustration below, keyboard focus has been set to the Text Box control, by pressing the Tab key, while holding down the Shift key.

The position of the caret has not been affected.

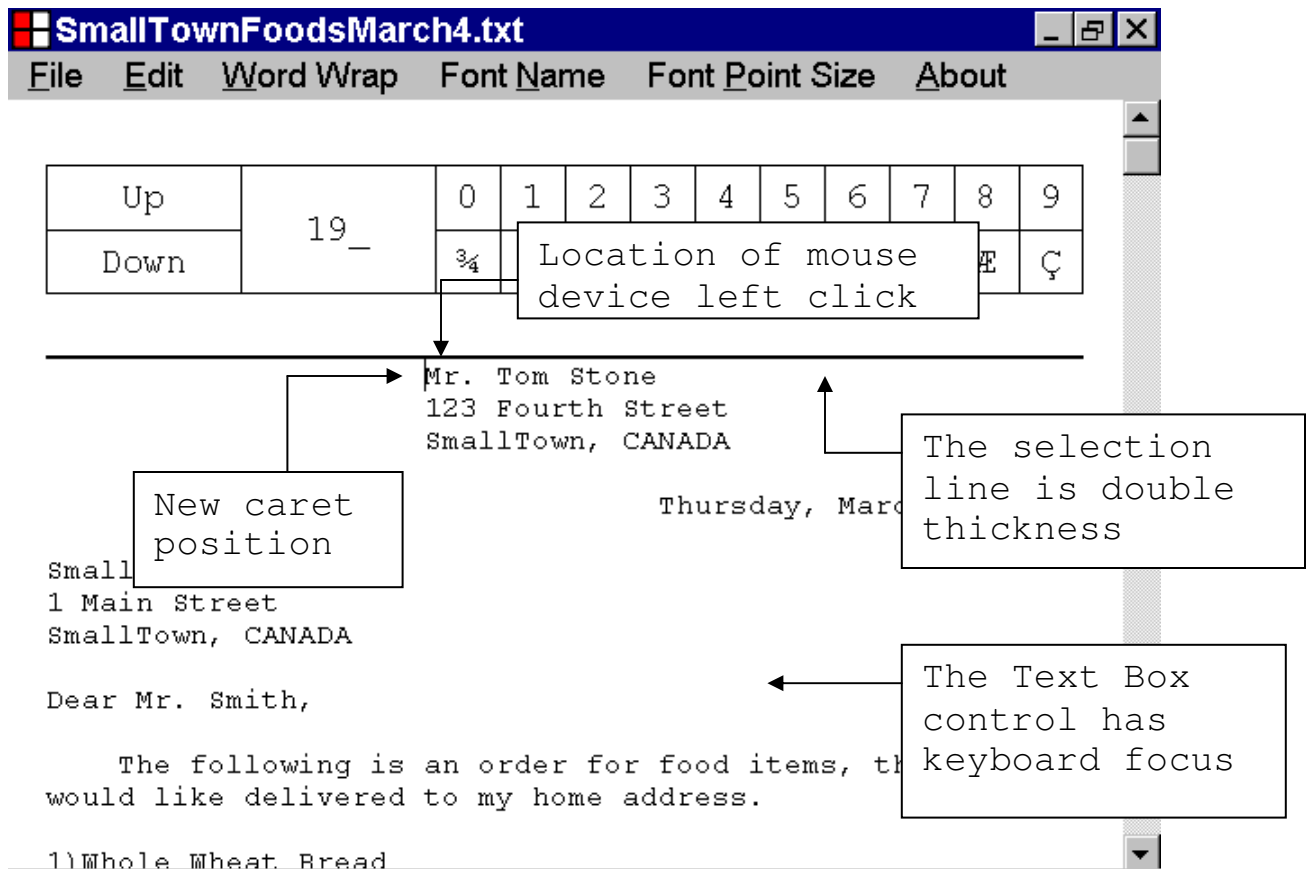


Letter Maker Help File

You can also set keyboard focus to the Text Box control, by left clicking the Text Box control, with the mouse device.

If you set keyboard focus to the Text Box control, by left clicking the Text Box control with the mouse device, the caret position is affected by the location of the mouse device left click.

In the illustration below, keyboard focus has been set to the Text Box control, by left clicking the letter, "M", located on the first line of the text document.



Letter Maker Help File

9.How to insert a character into a document, by directing keyboard input to the Text Box control

This section, of the documentation, provides information, about how to enter a character into a document, by directing keyboard input to the Text Box control.

In order to direct keyboard input to the Text Box control, the Text Box control must have keyboard focus.

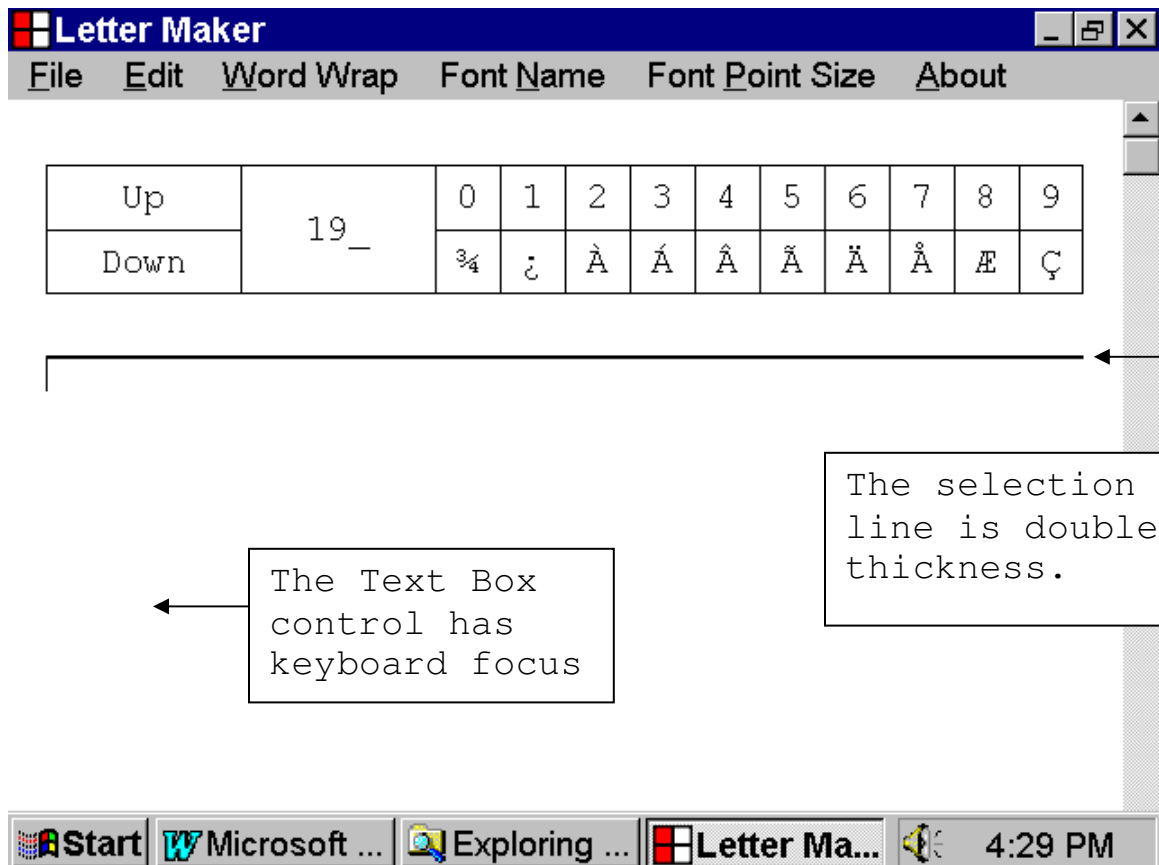
If the Text Box control has keyboard focus, you can insert a character into a document, by directing keyboard input to the Text Box control, as described below.

Letter Maker Help File

When the Letter Maker program first starts up, the Text Box control has keyboard focus, as shown below.

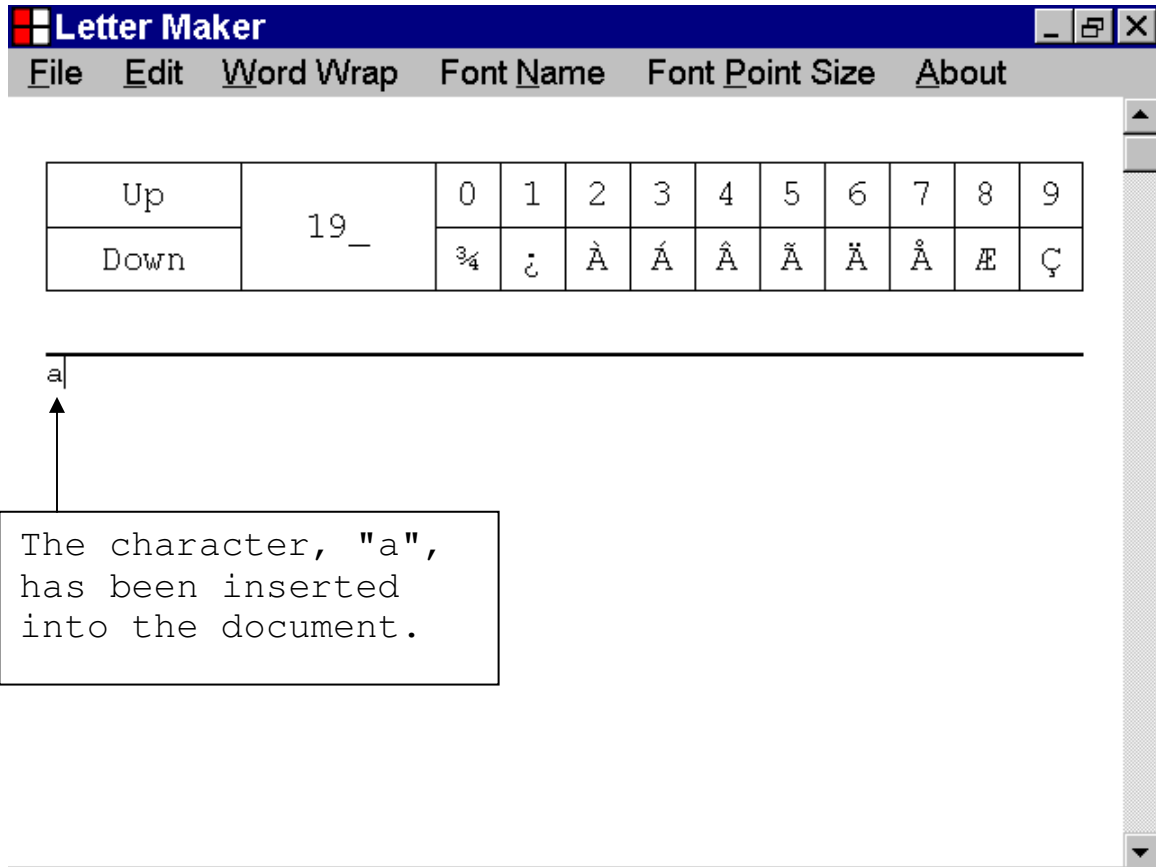
If the Text Box control has keyboard focus, you can insert a character into the text document, by applying standard typing techniques to the keyboard keys.

If the Text Box control does not have keyboard focus, you can set keyboard focus to the Text Box control, by left clicking the Text Box control with the mouse device.



Letter Maker Help File

In the illustration below, the letter, "lower case A", "a", has been inserted into a new document, by pressing the keyboard key that displays the symbol, "A".



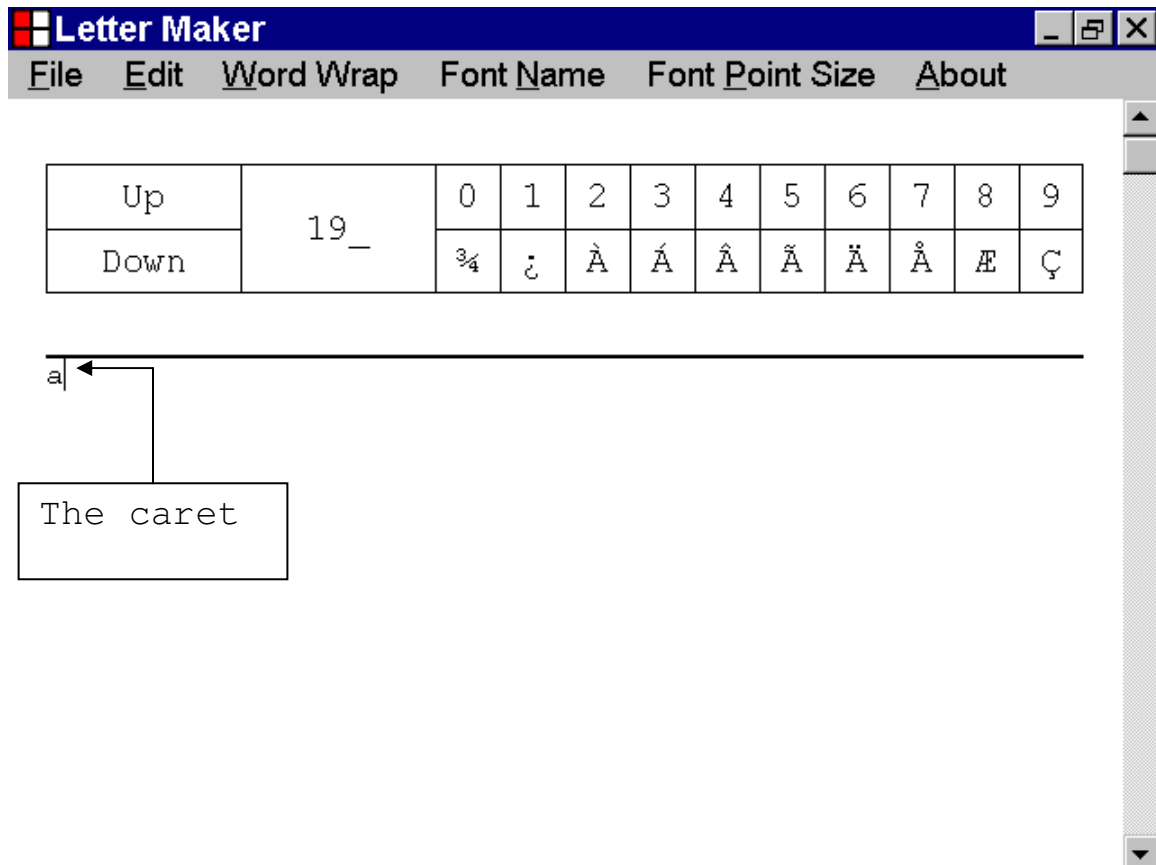
Letter Maker Help File

When a new character is inserted into the current document, it is positioned just after the caret.

The caret is a vertical line, displayed by the Text Box control.

The caret position is updated after a character has been inserted into the document, and indicates the new insertion point of the Text Box control.

In the illustration below, the caret is identified with a label.

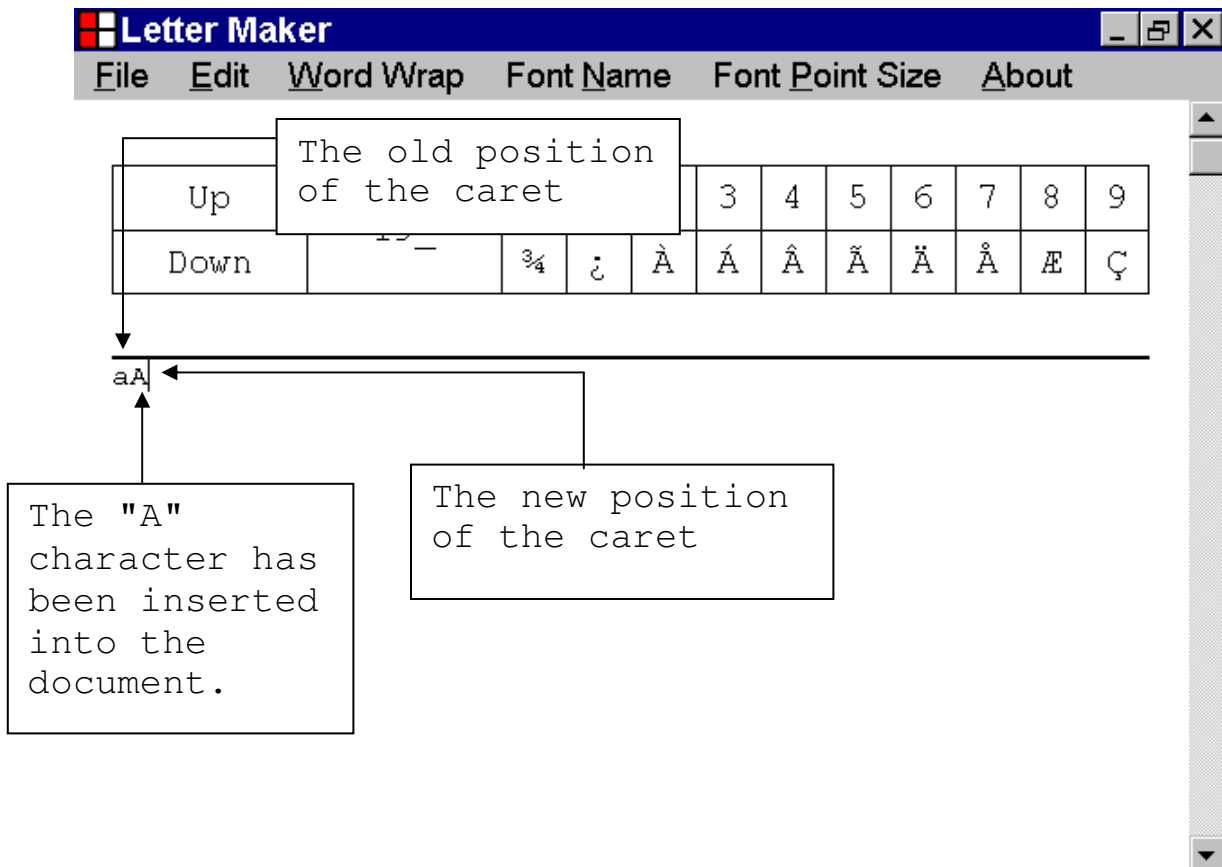


Letter Maker Help File

In the illustration below, the character, "upper case A", "A", has been inserted into the document, by pressing the "A" key, while holding down the Shift key.

The "A", character is positioned, just to the right of the old position of the caret.

The caret has been repositioned just to the right of the newly added "A", character.



Letter Maker Help File

10. How to set the position of the caret in the Text Box control

This section, of the documentation, provides information about how to set the position of the caret in the Text Box control.

In the illustration below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.

You can set the position of the caret, using one of the techniques described below.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can shift the caret, one character to the right, by pressing the Right Arrow key.

In the illustration, below, the caret has been shifted one character to the right, by pressing the Right Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a keyboard control panel with two rows of buttons:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Arrows from the "Up" and "Down" buttons point to the text "Mr. Tom Stone" and "123 Fourth Street" respectively. A callout box labeled "The new position of the caret" points to the space between "Street" and "SmallTown, CANADA". Another callout box labeled "The old position of the caret" points to the space between "SmallTown Foods" and "1 Main Street".

The text in the window is as follows:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

The taskbar at the bottom shows the Start button, open windows for "Microsoft ...", "Exploring ...", and "SmallTo...", along with a system tray showing the time "4:47 PM".

Letter Maker Help File

In the illustration below, the caret is positioned at the end of a line, just before the last character of the line.

The last character of the line, illustrated below, is a "space" character, and is not visible.

When the caret is positioned at the end of a line, just before the last character of that line, you can set the position of the caret to the beginning of the next line of the document, by pressing the Right Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a character grid with two rows and ten columns. The first row contains characters 0 through 9. The second row contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the grid is a horizontal line, followed by the address "Mr. Tom Stone, 123 Fourth Street, SmallTown, CANADA" and the date "Thursday, March 4, 2010". Below the date is the sender's address "SmallTown Foods, 1 Main Street, SmallTown, CANADA" and the salutation "Dear Mr. Smith,". The main body of text reads "The following is an order for food items, that I would like delivered to my home address." followed by "1) Whole Wheat Bread". A vertical scrollbar is on the right side of the window. A callout box labeled "The caret" points to the vertical bar at the end of the line "The following is an order for food items, that I". Another callout box labeled "A 'space' character" points to the space character at the end of the line "The following is an order for food items, that I".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

In the illustration, below, the caret has been shifted, from the left edge of the last character in a line of the document, to the beginning of the next line of the document, by pressing the Right Arrow key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

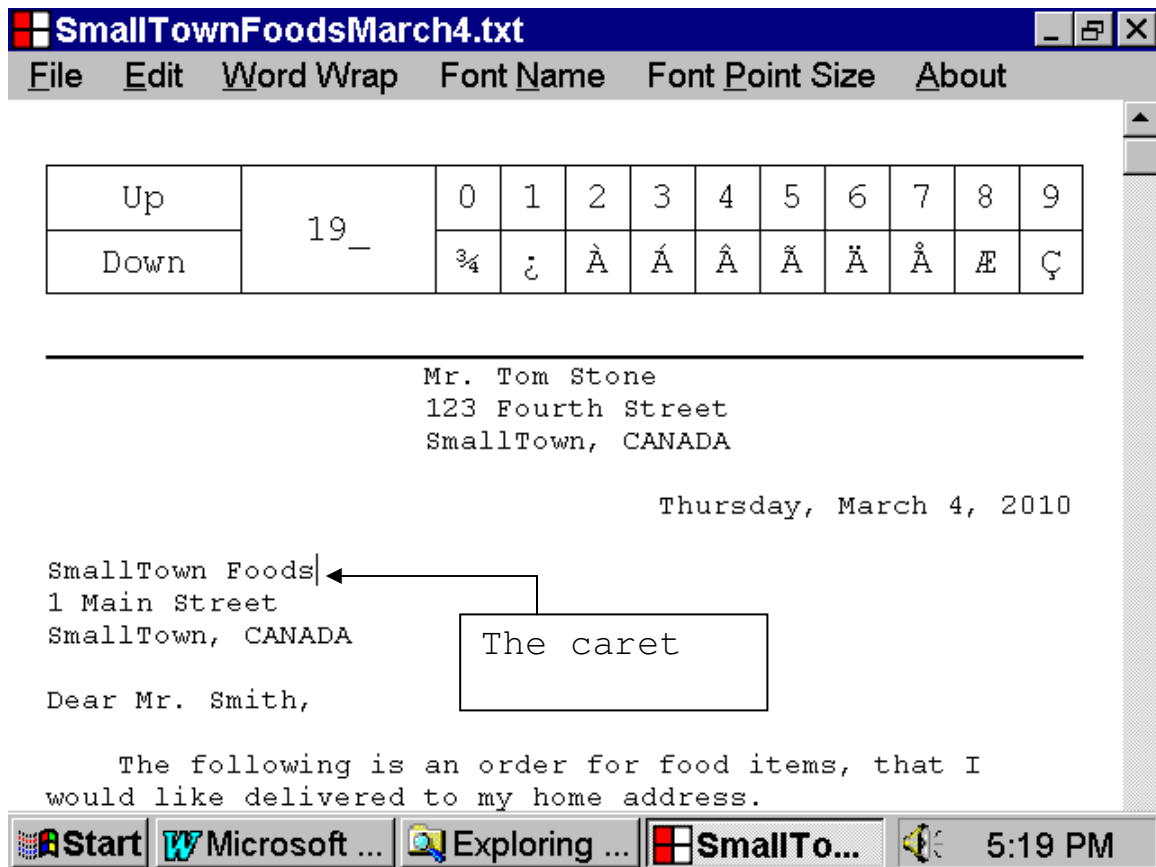
The old position of the caret

The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.



Letter Maker Help File

You can shift the caret, one character to the left, by pressing the Left Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted, one character to the left, by pressing the Left Arrow key.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu is a grid for character selection:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the grid is a horizontal line, followed by the letterhead:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Smith,

Following is an order for food items, that I
e delivered to my home address.

1)Whole Wheat Bread

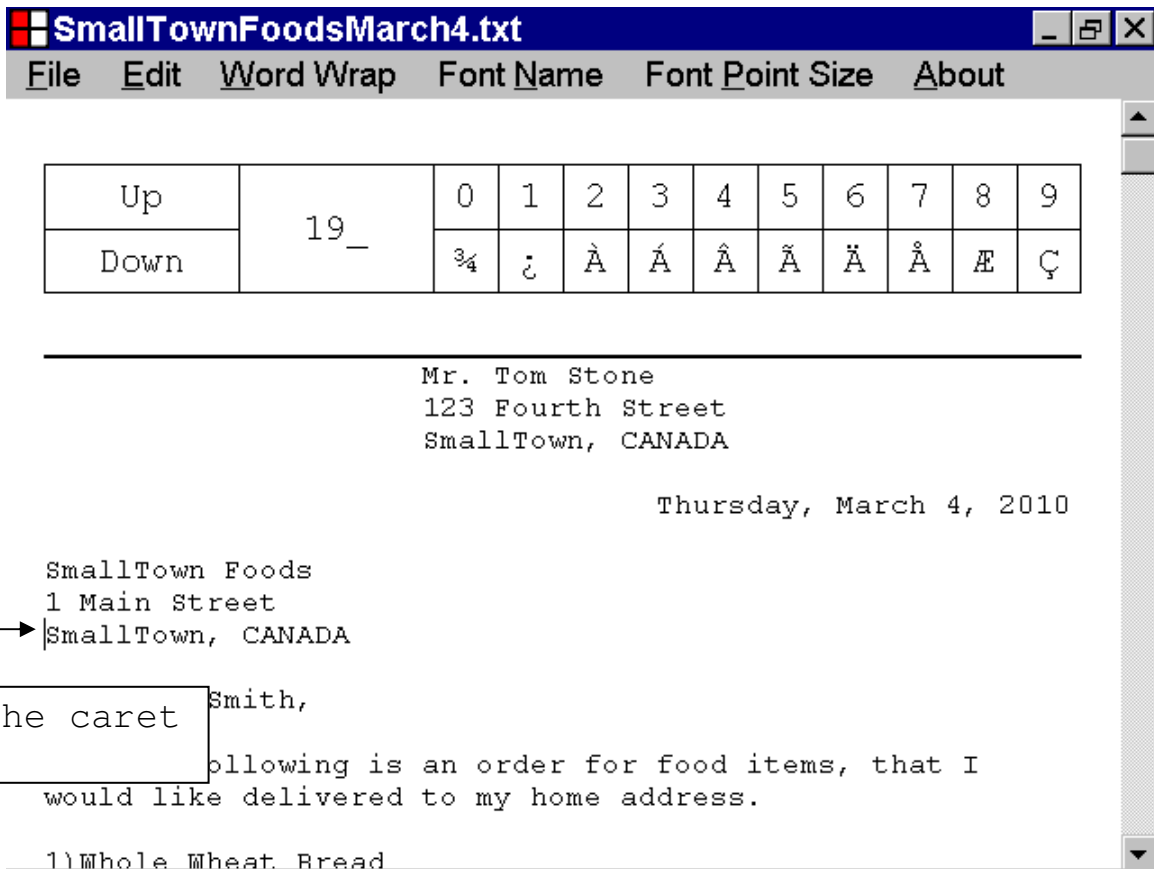
Annotations: A box labeled "The new position of the caret" points to the space between "SmallTown Foods" and "1 Main Street". A box labeled "The old position of the caret" points to the space between "SmallTown, CANADA" and "Smith,".

Letter Maker Help File

In the illustration below, the caret is positioned at the beginning of a line.

If the caret is positioned at the beginning of a line, you can set the position of the caret to the left edge of the last character of the previous line, by pressing the Left Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, the caret has been shifted, from the beginning of a line of the document, to the left edge of the last character of the previous line, by pressing the Left Arrow key.

In the illustration, the last character, of the line, where the caret has been positioned, is a "carriage return plus line feed", character combination, and is not visible.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a scroll bar on the right. A table is displayed in the editor, followed by a letterhead template. Annotations with arrows point to specific parts of the text.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street,
SmallTown, CANADA

Dear Mr. Smith,

Following _____ items, that I
delivered to my home address.

Whole Wheat Bread

Annotations:

- A "carriage return plus line feed", character combination (points to the end of the address line)
- The new position of the caret (points to the end of the salutation line)
- The old position of the caret (points to the beginning of the salutation line)

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can shift the caret, one line down, by pressing the Down Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted, one line down, by pressing the Down Arrow key.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a table with two rows and twelve columns. The first row contains the characters "Up", "19_", "0", "1", "2", "3", "4", "5", "6", "7", "8", and "9". The second row contains "Down", "¾", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç".

Below the table is a letter template. A horizontal line is drawn above the recipient's address. The address is "Mr. Tom Stone", "123 Fourth Street", "SmallTown, CANADA". The date "Thursday, March 4, 2010" is positioned to the right of the address. Two boxes with arrows point to the text: "The old position of the caret" points to the end of the address line, and "The new position of the caret" points to the end of the date line.

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

The taskbar at the bottom shows the Start button, several open windows (Microsoft..., Exploring..., SmallTo...), and the system clock showing 6:18 PM.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the table is a horizontal line. Under the line, the text 'Mr. Tom Stone' is followed by '123 Fourth Street' and 'SmallTown, CANADA'. A vertical line descends from the 'SmallTown, CANADA' line, and an arrow points from a box labeled 'The caret' to the end of this line. To the right of this is the date 'Thursday, March 4, 2010'. Below this is the text 'SmallTown F', '1 Main Stre', and 'SmallTown, CANADA'. Below that is 'Dear Mr. Smith,'. Below that is a paragraph: 'The following is an order for food items, that I would like delivered to my home address.' Below that is the text '1)Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown F
1 Main Stre
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can shift the caret, one line up, by pressing the Up Arrow key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted, one line up, by pressing the Up Arrow key.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a keyboard layout with two rows of keys. The first row contains "Up", "19_", and digits "0" through "9". The second row contains "Down", "¾", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç".

Below the keyboard layout is a letterhead for "Mr. Tom Stone" at "123 Fourth Street, SmallTown, CANADA". The date "Thursday, March 4, 2010" is on the right. Two callout boxes point to the address line: "The new position of the caret" points to the start of the address, and "The old position of the caret" points to the start of the second line of the address.

The letter body begins with "Dear Mr. Smith," followed by "The following is an order for food items, that I would like delivered to my home address."

The taskbar at the bottom shows the Start button, open windows for "Microsoft ...", "Exploring ...", and "SmallTo...", along with the system clock showing "6:29 PM".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a message. A caret is positioned at the end of the line 'would like delivered to my home address.', and a callout box labeled 'The caret' points to it.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address. |

1) Whole Wheat Bread

The caret

Letter Maker Help File

You can shift the caret, to the beginning of the current line, by pressing the Home key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted, to the beginning of the current line by pressing the Home key.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	;	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Bread

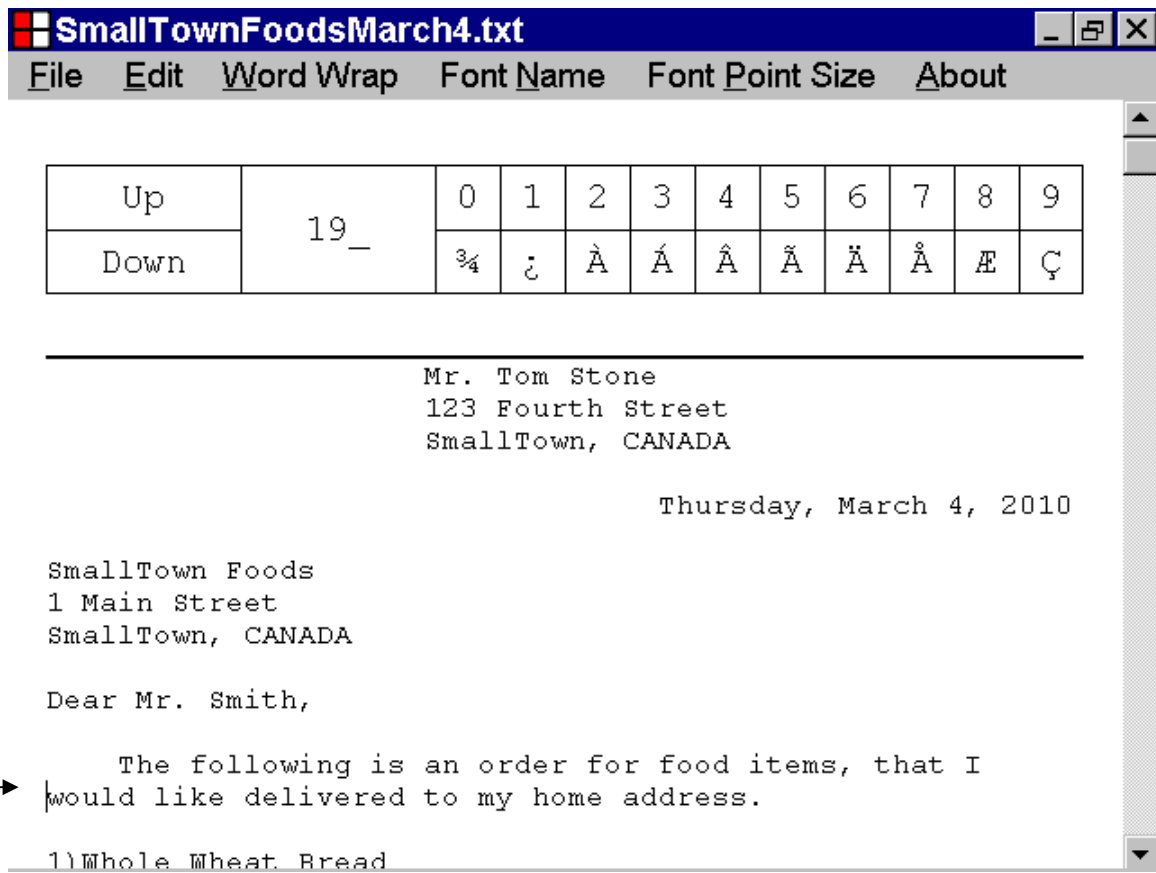
The new position of the caret

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.



The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a body of text. A caret is positioned at the end of the first line of the body text, and a label 'The caret' points to it.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

The caret

Letter Maker Help File

You can shift the caret to the left edge of the last character of the current line, by pressing the End key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted to the left edge of the last character of the current line, by pressing the End key.

In the illustration, below, the last character of the current line is a "carriage return plus line feed", character combination, and is not visible.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old position of the caret

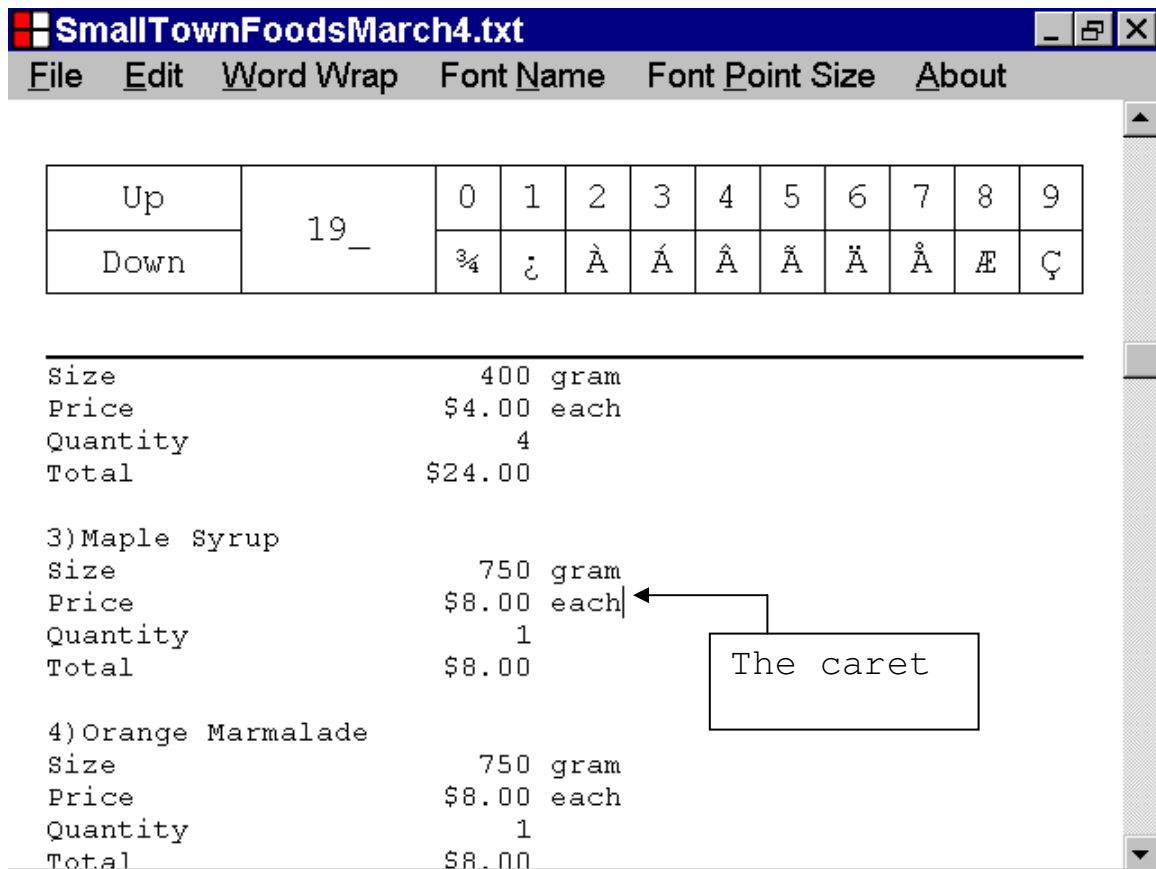
The new position of the caret

A "carriage return plus line feed" character combination

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.



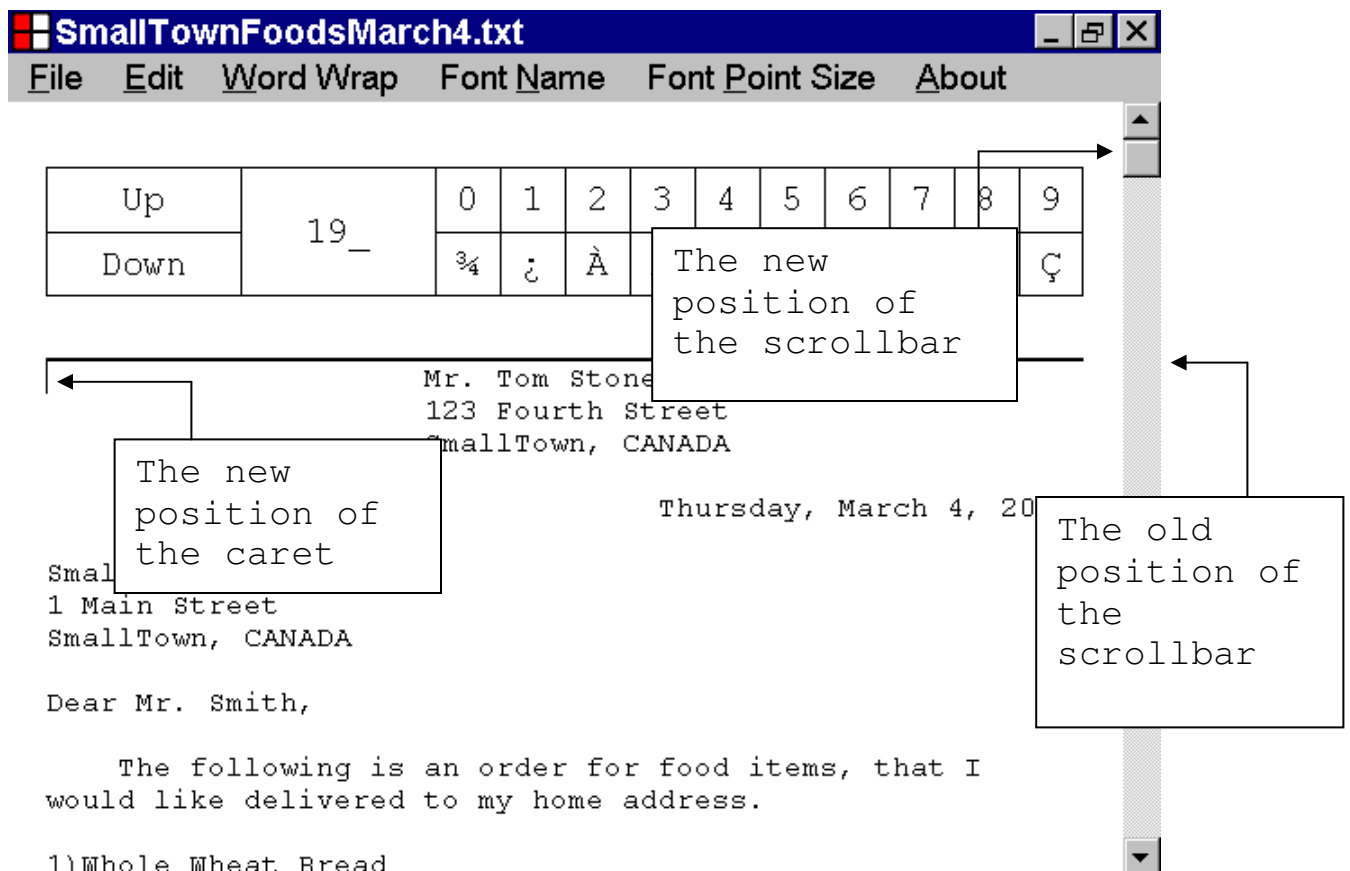
Letter Maker Help File

You can shift the caret, to the beginning of the first line of the text document, by pressing the Home key, while holding down the Ctrl key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted, to the beginning of the first line of the text document, by pressing the Home key, while holding down the Ctrl key.

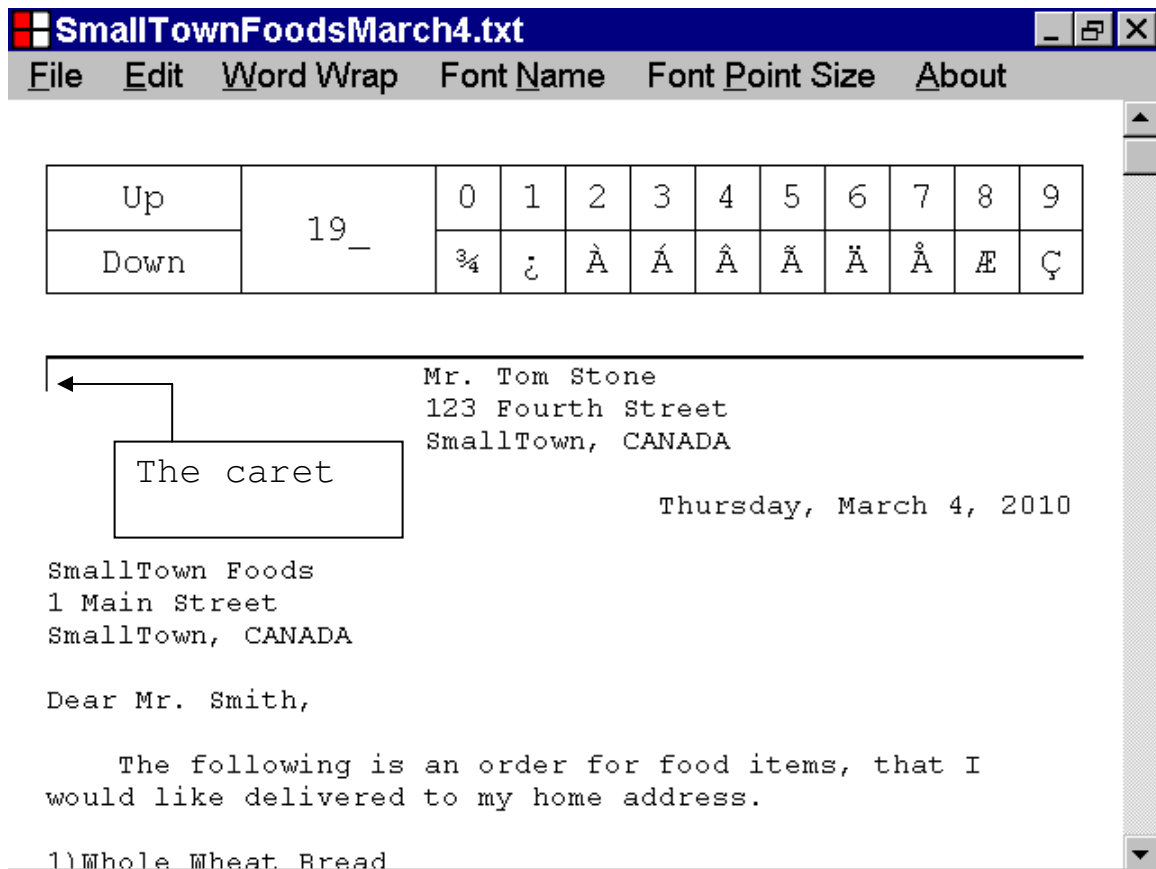
The position of the scrollbar has been automatically updated, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.



Letter Maker Help File

You can shift the caret to the left edge of the last character in the text document, by pressing the End key, while holding down the Ctrl key.

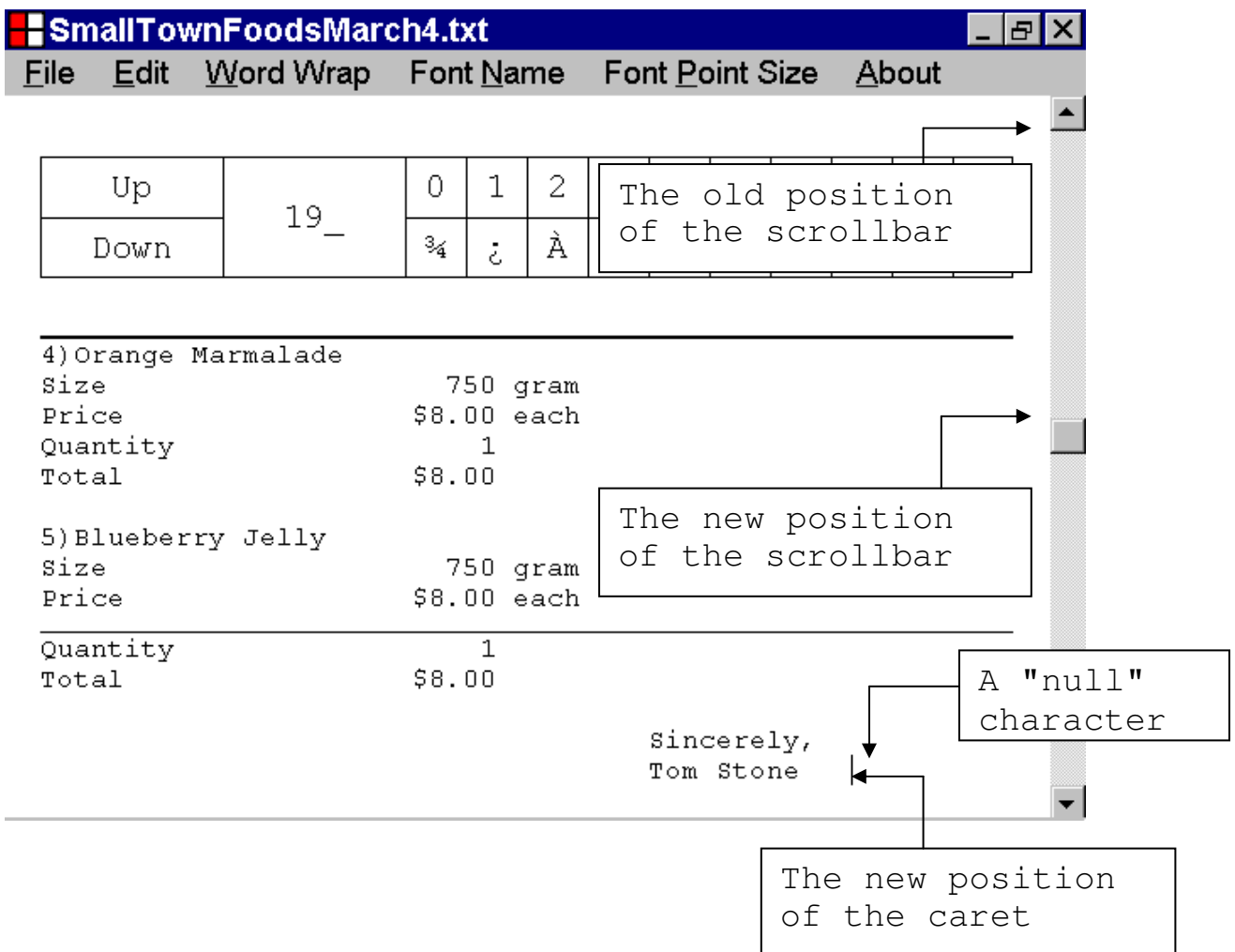
If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration below, the caret has been shifted to the left edge of the last character in the text document, by pressing the End key, while holding down the Ctrl key.

The last character of the text document is a "null" character, and is not visible.

The scrollbar position has been updated automatically, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and twelve columns. The first row contains the characters 'Up', '19', and digits '0' through '9'. The second row contains 'Down', '¼', '¿', 'À', 'Á', 'Â', 'Ã', 'Ä', 'Å', 'Æ', and 'Ç'. Below the table is a horizontal line, followed by the recipient's address: 'Mr. Tom Stone', '123 Fourth Street', 'SmallTown, CANADA'. To the right of the address is the date 'Thursday, March 4, 2010'. Below the date is the sender's address: 'SmallTown Foods', '1 Main Street', 'SmallTown, CANADA'. A caret is positioned at the end of the sender's address. A callout box labeled 'The caret' points to this position. Below the sender's address is the salutation 'Dear Mr. Smith,' and the beginning of the letter body: 'Following is an order for food items, that I delivered to my home address.' At the bottom of the window, the first item of the order is listed: '1) Whole Wheat Bread'.

Up	19	0	1	2	3	4	5	6	7	8	9
Down	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç	

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

Following is an order for food items, that I delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

You can shift the caret, to the beginning of the line, approximately one screen down, by pressing the Page Down key.

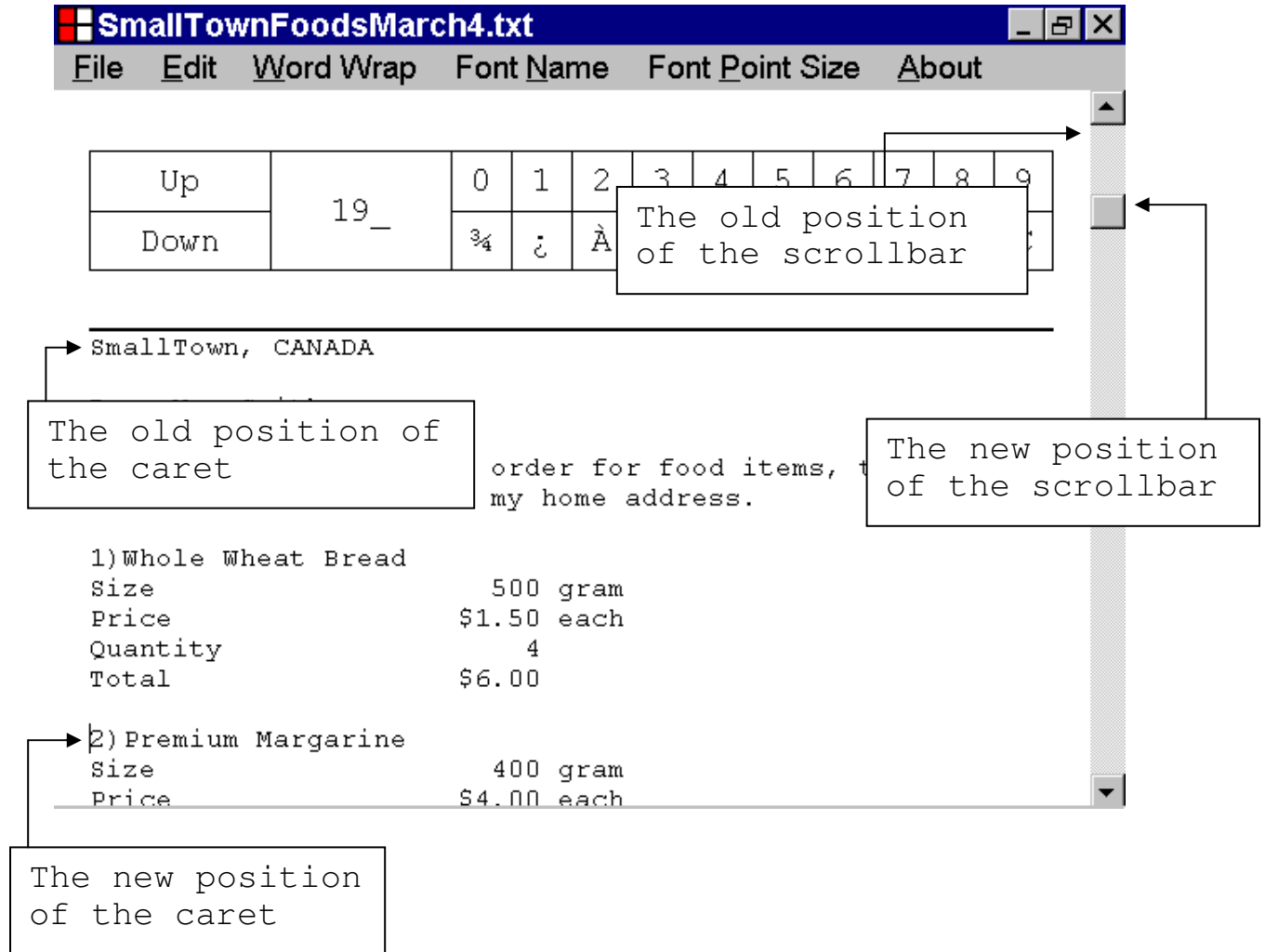
The number of lines, shifted, is based on the number of lines of the text document that can currently be seen in the Letter Maker program window, at one time.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted, to the beginning of the line, approximately one screen down, by pressing the Page Down key.

The position of the scrollbar has been automatically updated, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of caret is identified, with a label.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character grid with two rows: 'Up' and 'Down', and columns for digits 0-9 and special characters. The text 'SmallTown, CANADA' is followed by 'Dear Mr. Smith,' and a paragraph: 'The following is an order for food items, that I would like delivered to my home address.' Below this is an order list for '1) Whole Wheat Bread' and '2) Premium Margarine'. A caret is positioned at the end of the first line of the order list, and a callout box labeled 'The caret' points to it.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
\$1.50 each
4
\$6.00

2) Premium Margarine
Size 400 gram
Price \$4.00 each

Letter Maker Help File

You can shift the caret, to the beginning of the line, approximately one screen up, by pressing the Page Up key.

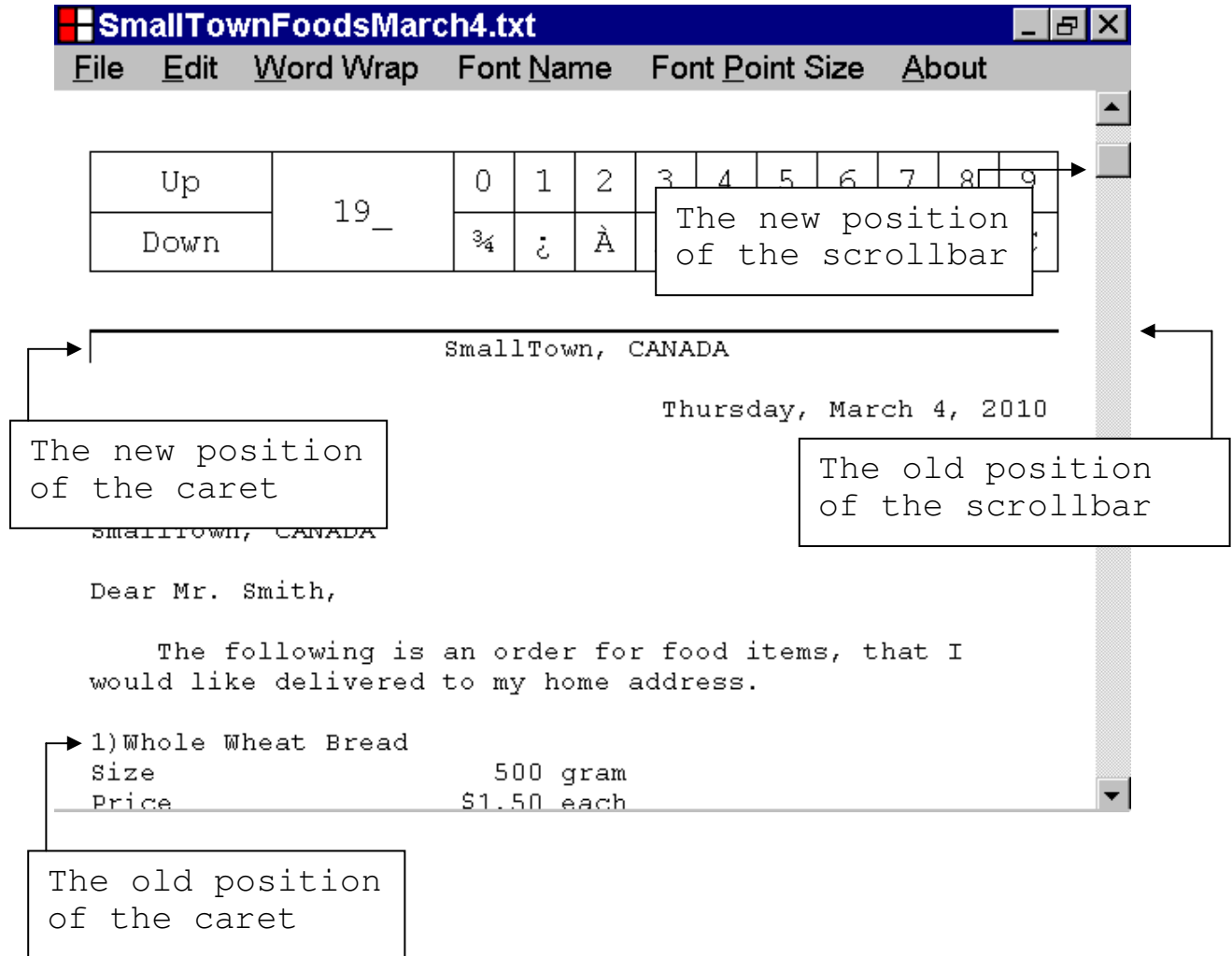
The number of lines, shifted, is based on the number of lines, of the text document, that can currently be seen in the Letter Maker program window, at one time.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted, to the beginning of the line, approximately one screen up, by pressing the Page Up key.

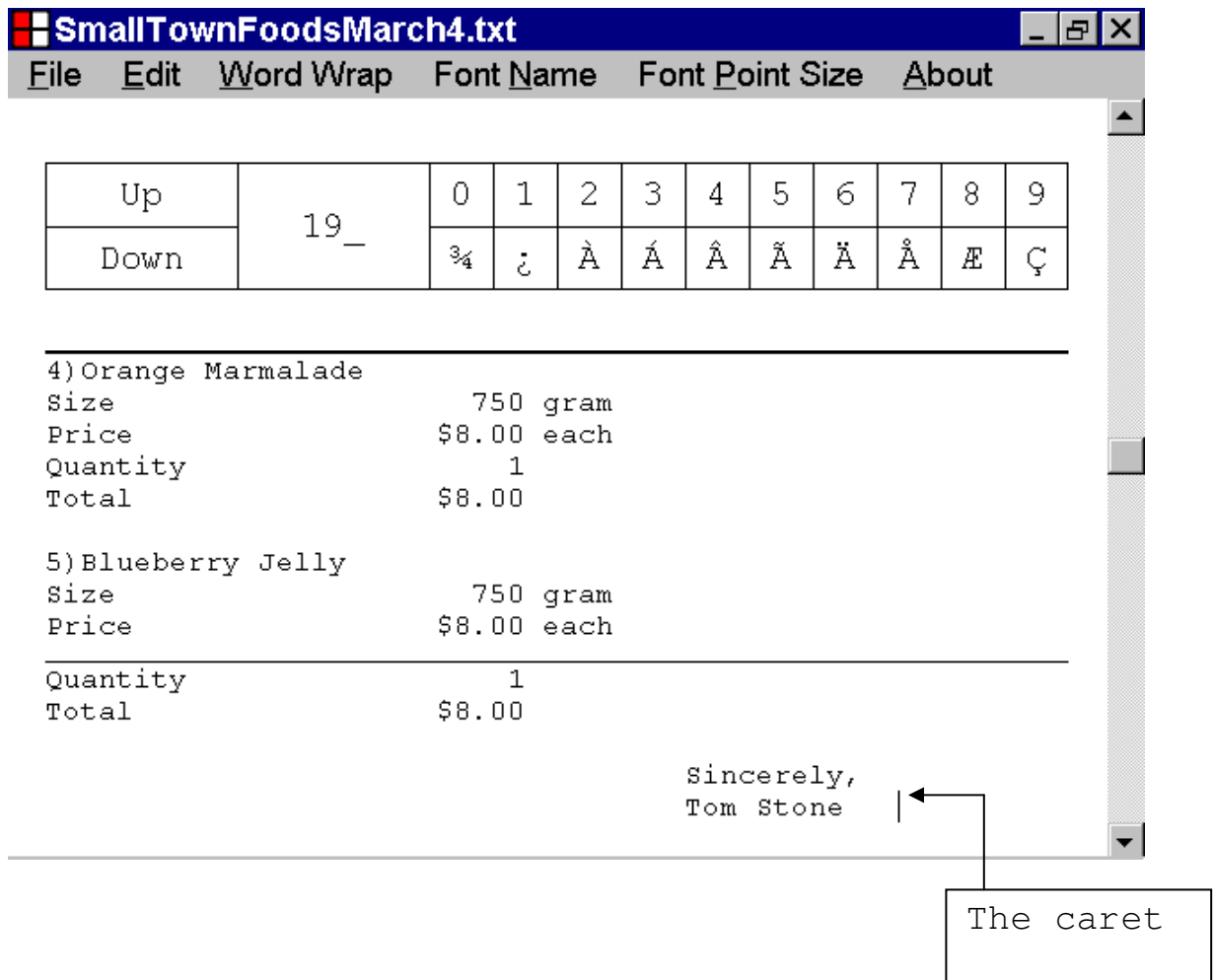
The position of the scrollbar has been automatically updated, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified, with a label.



Letter Maker Help File

In the illustration, above, the caret is not positioned at the beginning of the first line of the current page of the text document.

If the caret is not positioned, at the beginning of the first line, of the current page, of the text document, you can shift the caret to the beginning of the first line of the current page of the text document, by pressing the Page Up key, while holding down the Ctrl key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted, to the beginning of the first line of the current page of the text document, by pressing the Page Up key, while holding down the Ctrl key.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4)Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5)Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The new position of the caret

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The caret is positioned at the beginning of the first line of the current page of the text document.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4)Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5)Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

The caret

Sincerely,
Tom Stone

Letter Maker Help File

In the illustration, above, the caret is positioned at the beginning of the first line of the current page of the text document.

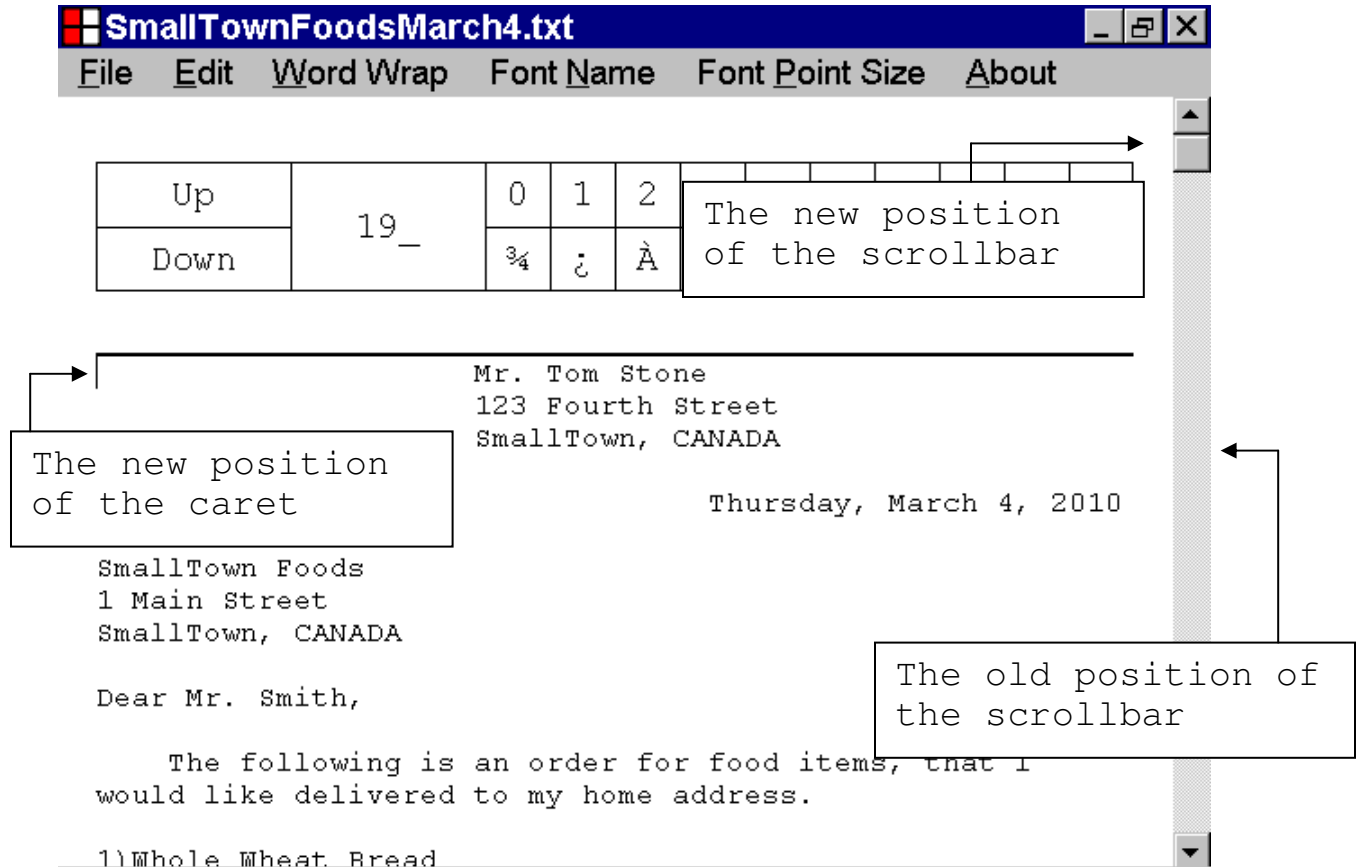
If the caret is positioned at the beginning of the first line of the current page of the text document, you can shift the caret to the beginning of the first line of the previous page of the text document, by pressing the Page Up key, while holding down the Ctrl key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted to the beginning of the first line of the previous page of the text document, by pressing the Page Up key, while holding down the Ctrl key.

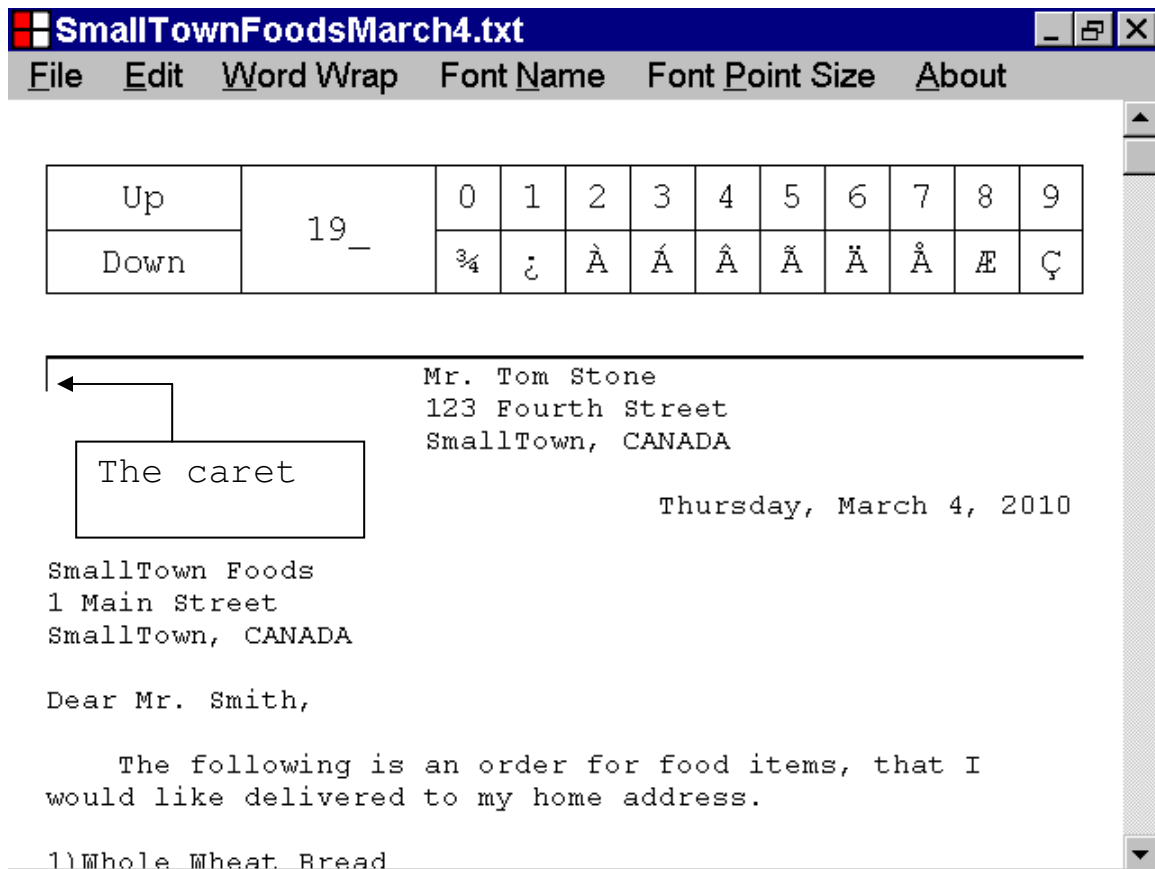
The position of the scrollbar has been automatically updated, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.



Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

←
The caret

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

In the illustration, above, the caret is not positioned on the last page of the text document.

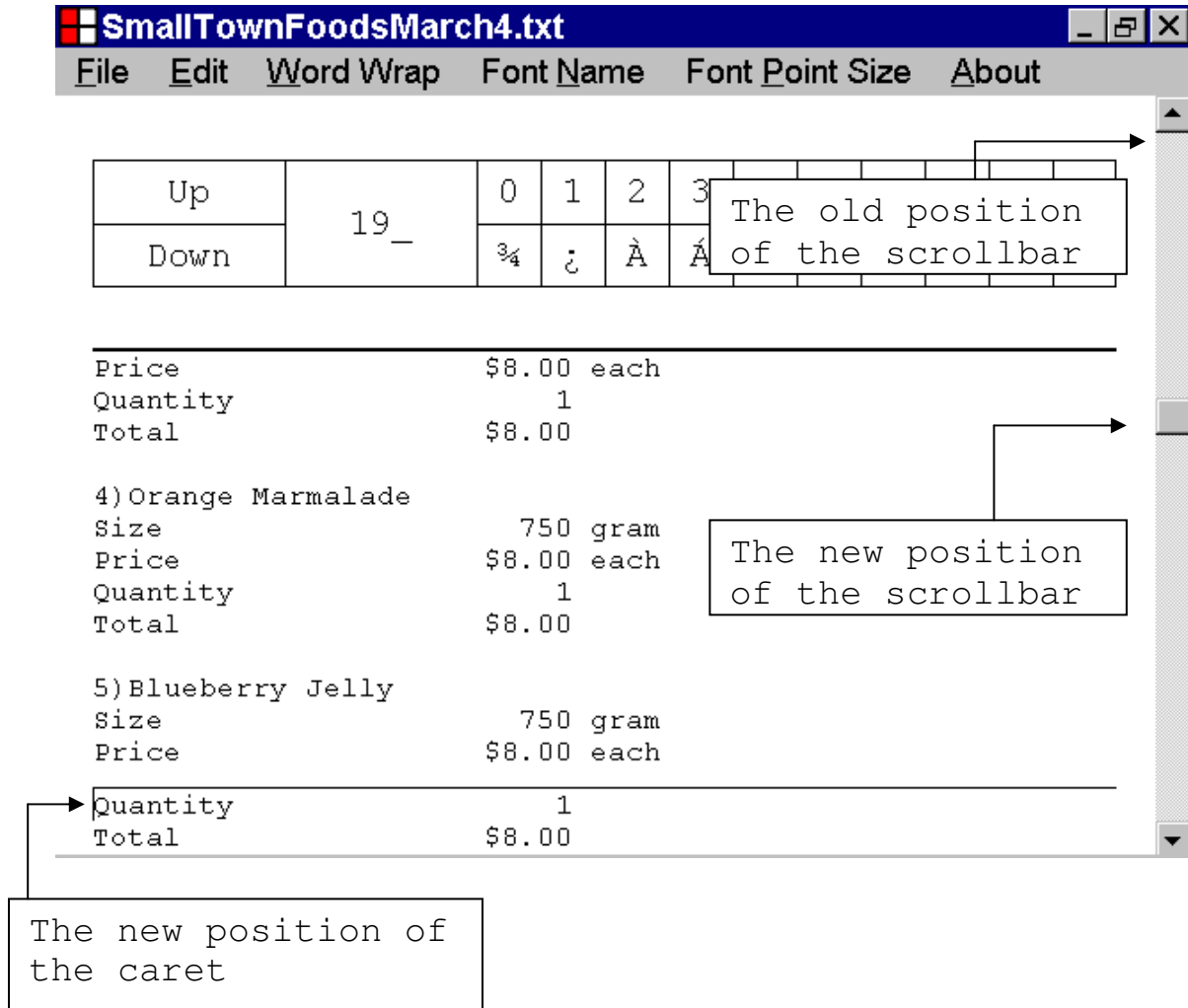
If the caret is not positioned on the last page of the text document, you can shift the caret to the beginning of the first line of the next page of the text document, by pressing the Page Down key while holding down the Ctrl key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted to the beginning of the first line of the next page of the text document, by pressing the Page Down key, while holding down the Ctrl key.

The position of the scrollbar has been automatically updated, to ensure that the caret is visible in the Letter Maker program window.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The caret is positioned on the last page of the text document.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

The caret

Sincerely,
Tom Stone

Letter Maker Help File

In the illustration, above, the caret is positioned on the last page of the text document.

If the caret is positioned on the last page of the text document, you can shift the caret to the beginning of the last line of the text document, by pressing the Page Down key, while holding down the Ctrl key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the caret has been shifted to the beginning of the last line of the text document, by pressing the Page Down key, while holding down the Ctrl key.

The screenshot shows a text editor window with the following components:

- Title Bar:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and ten columns. The first row is labeled 'Up' and contains characters 0-9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Content:**

```
4)Orange Marmalade
Size          750 gram
Price         $8.00 each
Quantity      1
Total         $8.00

          750 gram
          $8.00 each
Quantity      1
Total         $8.00

Sincerely,
Tom Stone
```
- Annotations:** Two boxes with arrows indicate the caret's movement. The first box, labeled 'The old position of the caret', points to the end of the second list item. The second box, labeled 'The new position of the caret', points to the beginning of the last line of the list.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can shift the caret to the left edge of a character in the text document, by left clicking the character with the mouse device.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration below, the caret has been shifted to the left edge of the "upper case letter C", in the word, "CANADA", in the third line of the text document, by left clicking the letter with the mouse device.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

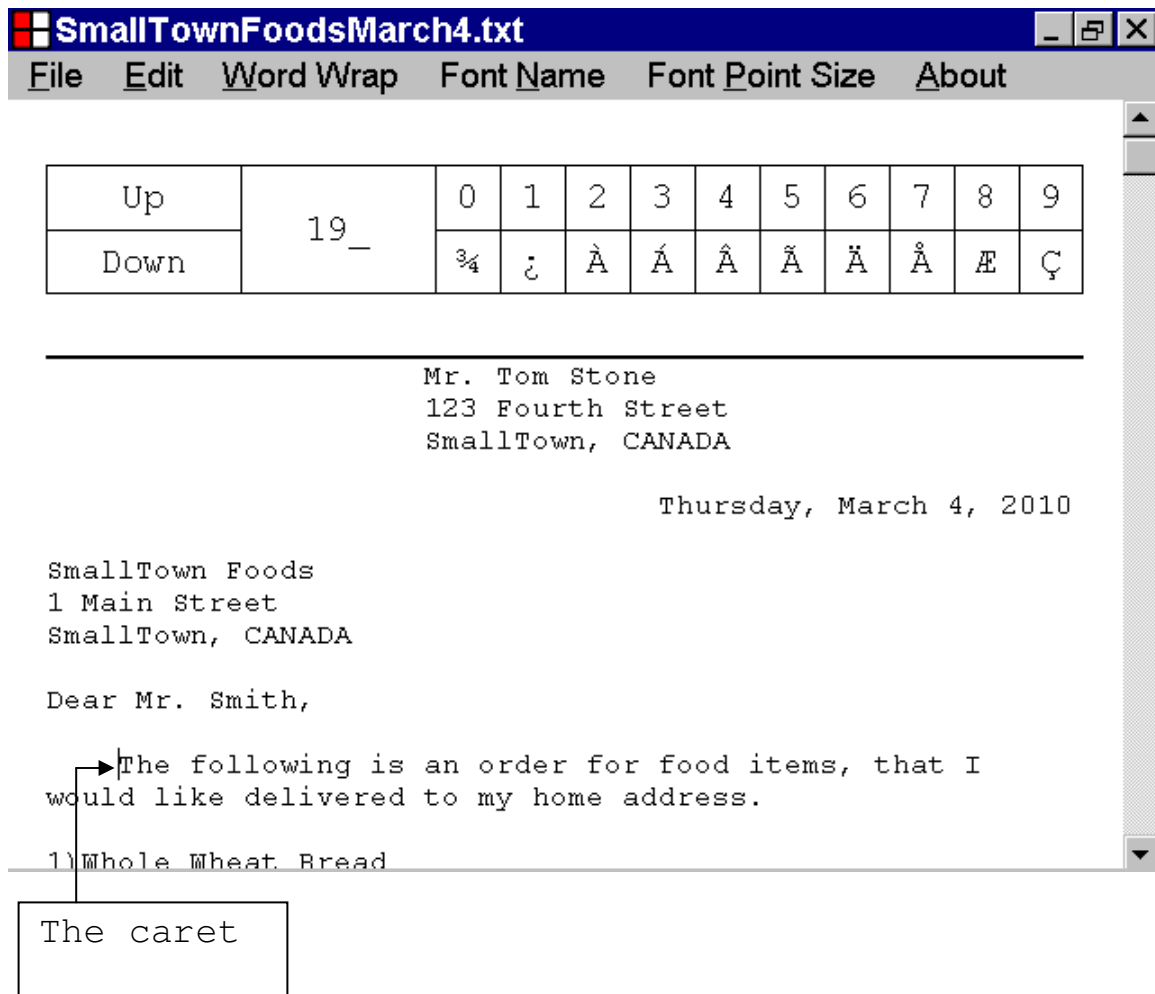
The location of the mouse device left click

New position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.



The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

→The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

The caret

Letter Maker Help File

You can shift the caret to the left edge of the last character in a line of the text document, by left clicking the Text Box control, to the right, of last character in that line.

If you shift the position of the caret, the position of the scrollbar control is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration below, the caret has been shifted to the left edge of the last character in a line of the text document, by left clicking the Text Box control, to the right of the last character in that line.

In the illustration, below, the last character, in the line of the text document, where the caret has been shifted, is a "carriage return plus line feed", character combination, and is not visible.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

The old position of the caret

The new position of the caret

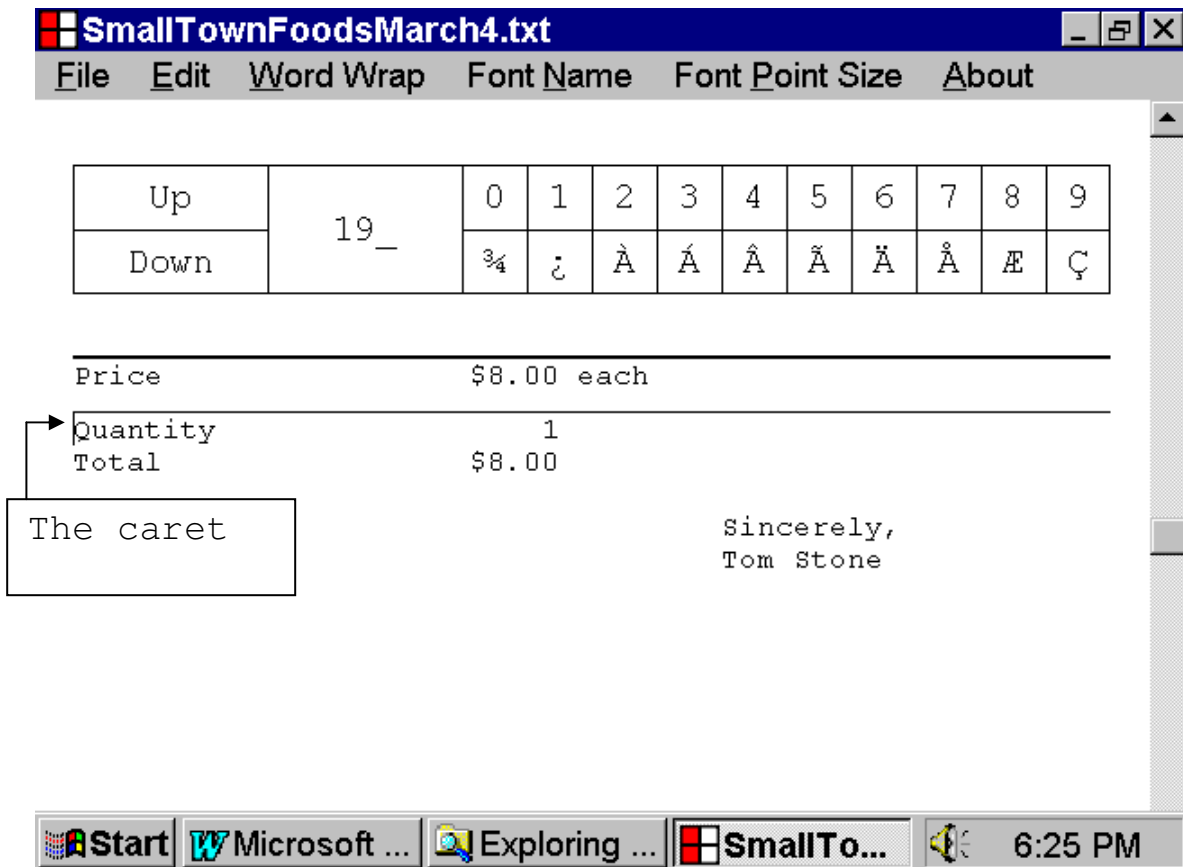
The location of the mouse device left click

A "carriage return plus line feed" character combination

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.



Letter Maker Help File

You can shift the caret to the left edge of the last character in the text document, by left clicking the Text Box control, below the last line of the text document.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

In the illustration, below, the caret has been shifted to the left edge of the last character in the text document by left clicking the Text Box control, below the last line of the text document.

The last character of the text document is a "null" character, and is not visible.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a scrollbar on the right. The text content includes a table and a signature.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Price \$8.00 each

Quantity 1

Total \$8.00

Sincerely,
Tom Stone

Callouts:
- "The old position of the caret" points to the end of the table.
- "The new position of the caret" points to the end of the signature.
- "A 'null' character" points to the end of the signature.
- "The location of the mouse device left click" points to the scrollbar area.

Letter Maker Help File

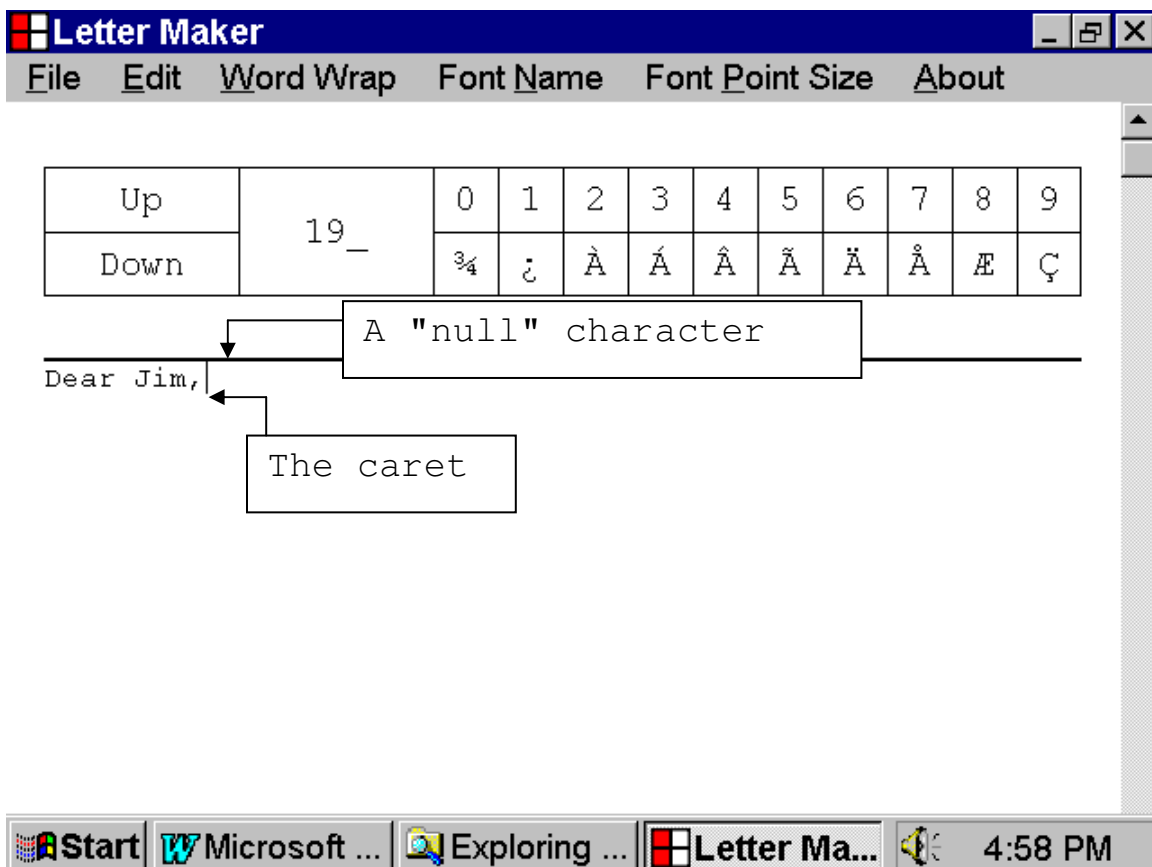
11. How to insert a new line into a text document, by pressing the Enter key

This section, of the documentation, provides information about how to insert a new line into a text document, by pressing the Enter key.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The caret is positioned at the left edge of the last character of the document and is identified with a label.

The last character of the document is a "null" character, and is not visible.



Letter Maker Help File

In the illustration above, the Text Box control has keyboard focus.

If the Text Box control has keyboard focus, you can insert a new line into the text document, by pressing the Enter key.

If the Text Box control does not have keyboard focus, you can set keyboard focus to the Text Box control, without affecting the position of the caret, by pressing the Tab key, while holding down the Shift key.

If the Text Box control has keyboard focus, you can insert a "carriage return plus line feed" character combination into the text document, just after the caret, by pressing the Enter key.

The "carriage return plus line feed" character combination designates the end of the line of the text document, where the character combination is located.

If you insert a "carriage return plus line feed" character combination into the text document, just after the caret, the caret is shifted to the beginning of the next line of the text document.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

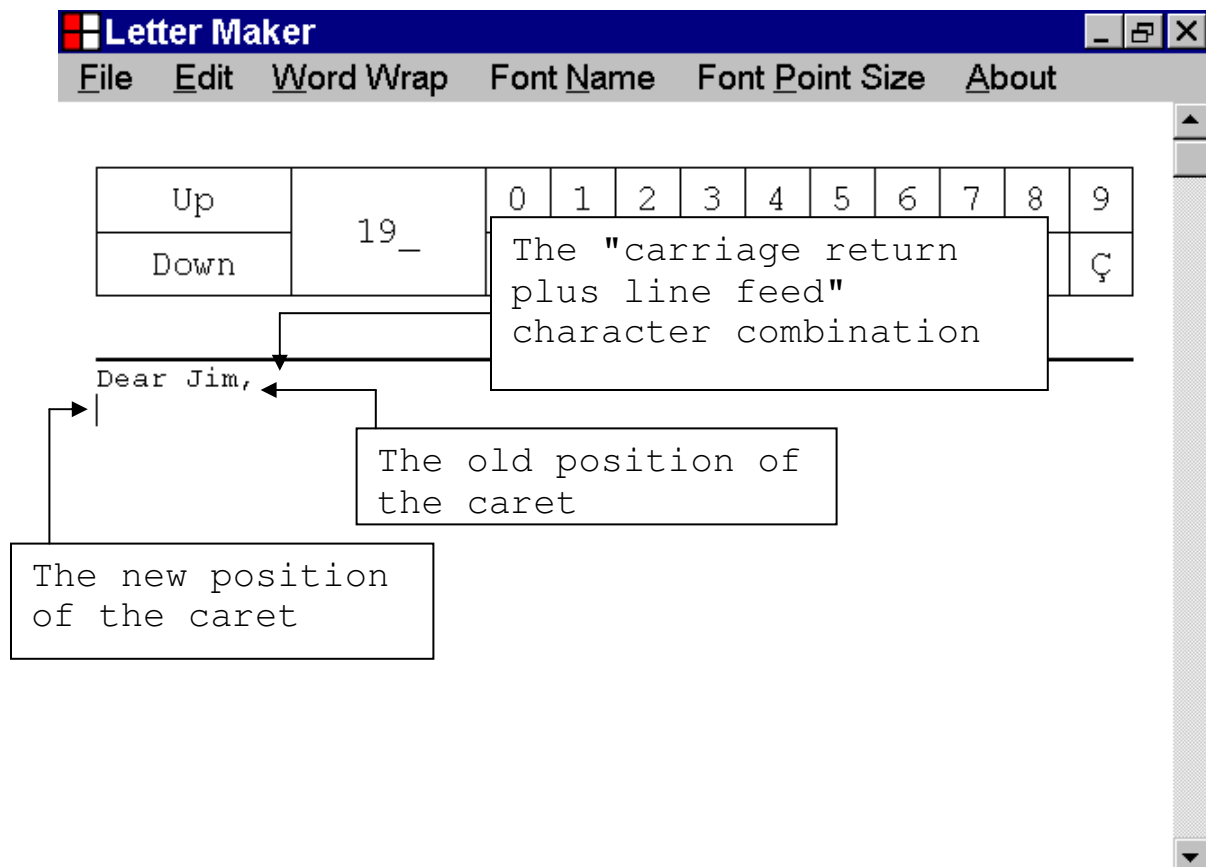
Letter Maker Help File

In the illustration, below, a new line has been inserted into the text document, by pressing the Enter key.

A "carriage return plus line feed" character combination, has been inserted into the text document, just to the right of the old position of the caret.

The "carriage return plus line feed" character designates the end of the first line of the text document, and is not visible.

The caret has been shifted to the beginning of the next line of the text document.



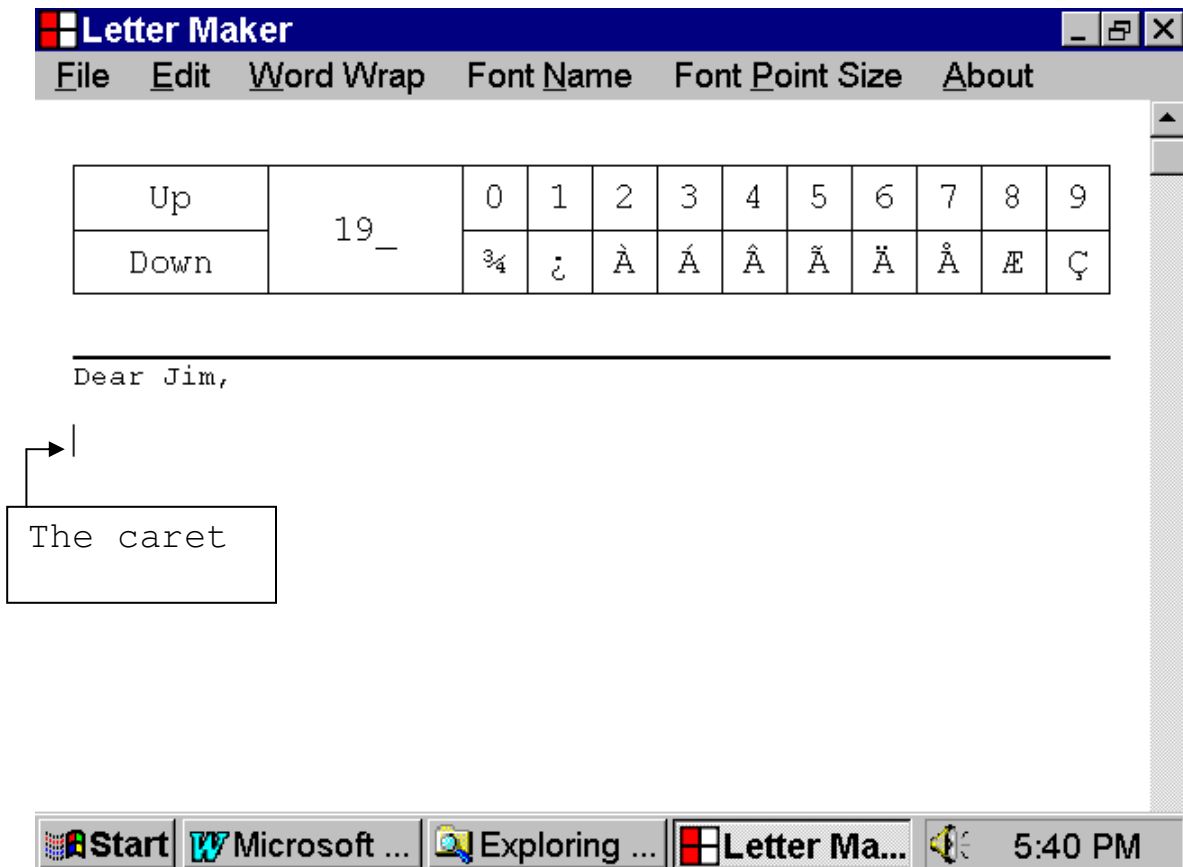
Letter Maker Help File

12. How to insert four consecutive spaces into a text document, by pressing the Tab key

This section, of the documentation, provides information about how to insert four consecutive spaces into a text document, by pressing the Tab key.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.



Letter Maker Help File

In the illustration, above, the Text Box control has keyboard focus.

If the Text Box control has keyboard focus, you can insert four consecutive spaces into the text document, by pressing the Tab key.

If the Text Box control does not have keyboard focus, you can set keyboard focus to the Text Box control, without affecting the position of the caret, by pressing the Tab key, while holding down the Shift key.

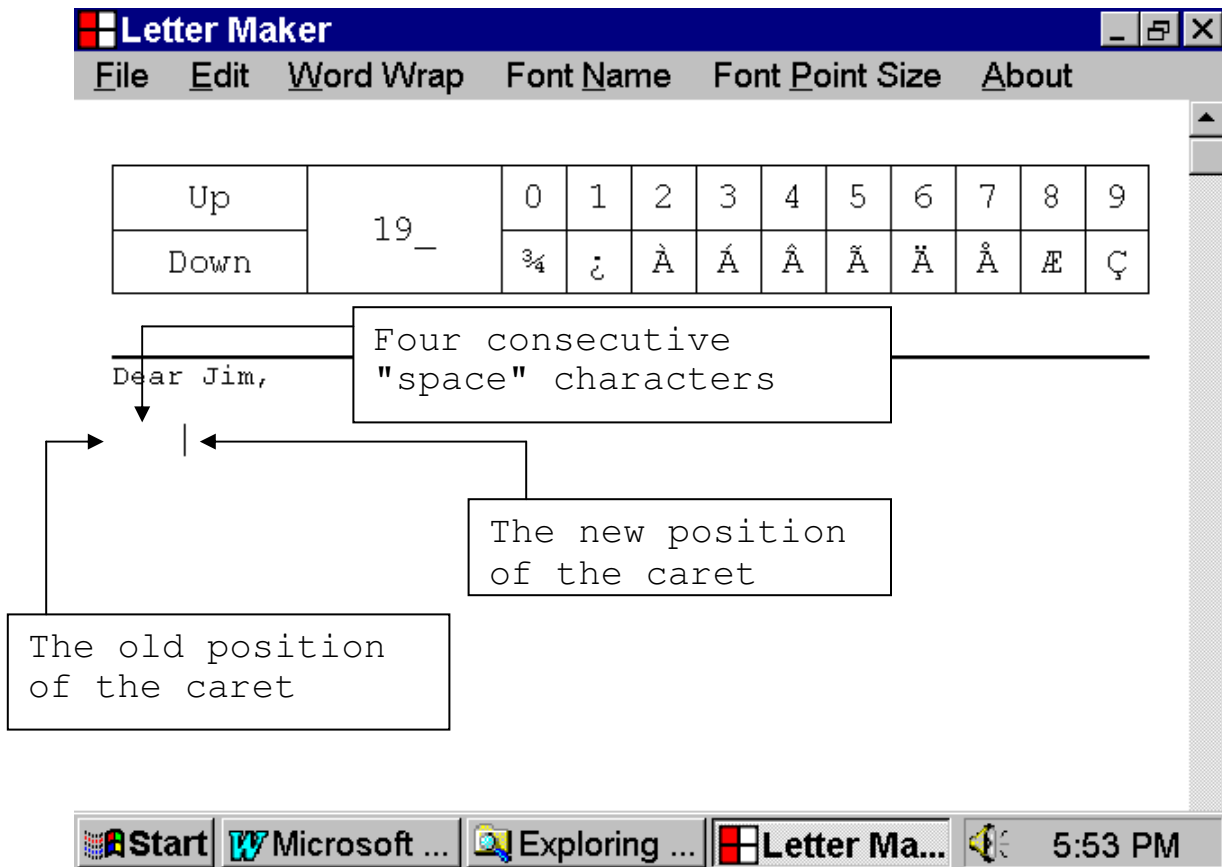
If you insert four consecutive spaces into the text document, just to the right of the caret, the caret will be repositioned just after the last "space" character, inserted.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, four consecutive spaces have been inserted into the text document, by pressing the Tab key.

The caret has been repositioned just after the last "space" character, inserted.



Letter Maker Help File

13. How to delete a character of a text document, by pressing the Delete key.

This section, of the documentation, provides information about how to delete a character of a text document, by pressing the Delete key.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The caret is positioned just before the "four" character, "4", in the size indicator, "400 grams", and is identified with a label.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and eleven columns. The first row contains the characters 'Up', '19', and digits '0' through '9'. The second row contains 'Down', '¼', '¿', 'À', 'Á', 'Â', 'Ã', 'Ä', 'Å', 'Æ', and 'Ç'. Below the table is a horizontal line, followed by the text: 'The following is an order for food items, that I would like delivered to my home address.' Below this text are two items: '1) Whole Wheat Bread' and '2) Premium Margarine'. Each item has a list of attributes: 'Size', 'Price', 'Quantity', and 'Total'. For '1) Whole Wheat Bread', the values are '500 gram', '\$1.50 each', '4', and '\$6.00'. For '2) Premium Margarine', the values are '400 gram', '\$4.00 each', '4', and '\$24.00'. A vertical line with an arrow points from a box labeled 'The caret' to the '4' in '400 gram' in the '2) Premium Margarine' item.

Up	19	0	1	2	3	4	5	6	7	8	9
Down	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç	

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine
Size 400 gram
Price \$4.00 each
Quantity 4
Total \$24.00

The caret

Letter Maker Help File

In the illustration, above, the Text Box control has keyboard focus.

If the Text Box control has keyboard focus, you can delete the character, just after the caret, by pressing the Delete key.

If the Text Box control does not have keyboard focus, you can set keyboard focus to the Text Box control, without affecting the position of the caret, by pressing the Tab key, while holding down the Shift key.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the "four" character, "4", in the size indicator, "400 grams", just after the caret, has been deleted, by pressing the Delete key.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down	_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
 Size 500 gram
 Price \$1.50 each
 Quantity 4
 Total \$6.00

2) Premium Margarine
 Size 400 gram
 Price \$4.00 each
 Quantity 4
 Total \$24.00

The caret

Letter Maker Help File

14. How to delete a character of a text document, by pressing the Backspace key

This section, of the documentation, provides information about how to delete a character of a text document, by pressing the Backspace key.

In the illustration below, a text document is displayed in the Text Box control of the Letter Maker program.

The caret is positioned just after the "four" character, "4", in the size indicator, "400 grams", and is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. The text area contains a list of food items and their prices. A caret is positioned after the '4' in '400 gram' in the second item, 'Premium Margarine'. A label 'The caret' with an arrow points to this position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine
Size 400 gram
Price \$4.00 each
Quantity 4
Total \$24.00

The caret

Letter Maker Help File

In the illustration, above, the Text Box control has keyboard focus.

If the Text Box control does not have keyboard focus, you can set keyboard focus to the Text Box control, without affecting the position of the caret, by pressing the Tab key, while holding down the Shift key.

If the Text Box control has keyboard focus, you can delete the character, just before the caret, by pressing the Backspace key.

If you delete the character, of a text document, just before the position of the caret, by pressing the Backspace key, the caret will be repositioned just before the old position of the character that was deleted.

If you shift the position of the caret, the position of the scrollbar is automatically updated, if necessary, to ensure that the caret is visible in the Letter Maker program window.

Letter Maker Help File

In the illustration, below, the "four" character, "4", in the size indicator, "400 grams", just before the caret, has been deleted, by pressing the Backspace key.

■ **SmallTownFoodsMarch4.txt**
_ □ X

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread		
Size	500 gram	
Price	\$1.50 each	
Quantity	4	
Total	\$6.00	
		↓
2)Premium Margarine		The caret
Size	00 gram	
Price	\$4.00 each	
Quantity	4	
Total	\$24.00	

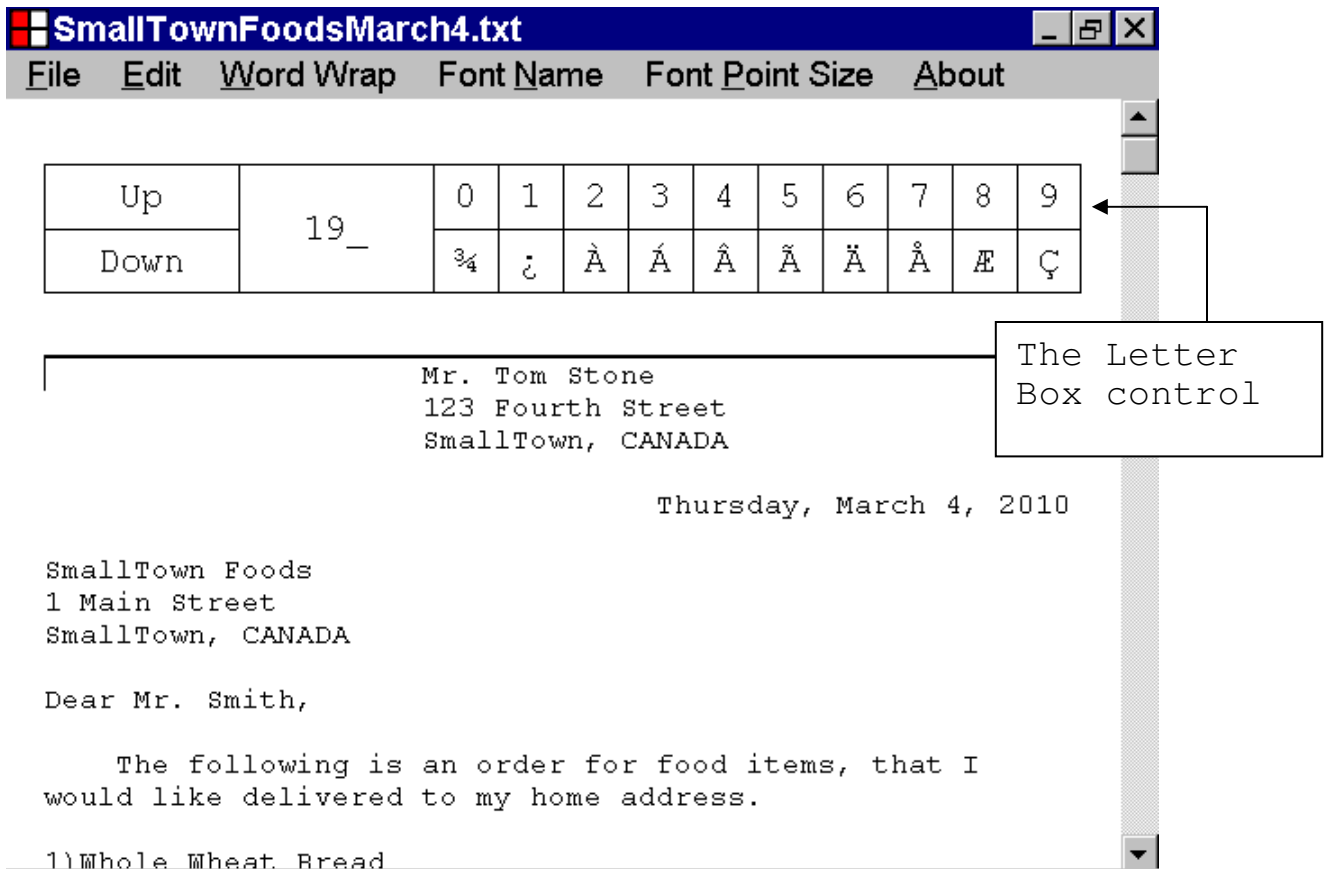
Letter Maker Help File

15. The components of the Letter Box control

This section, of the documentation, provides information about the components of the Letter Box control.

The Letter Box control is one of the components of the Letter Maker program.

The Letter Box control is identified with a label in the illustration of the Letter Maker program window, below.



Letter Maker Help File

The components of the Letter Box control are the Up button, the Down button, the Line Index label, ten Letter Display labels and ten Letter Display Buttons.

These components are identified with labels in the illustrations below.

Letter Maker Help File

The Letter Box control displays all the printable letters of the ANSI character set, which is also called the Western European character set.

The ANSI or Western European character set is the default character set of the Windows operating system.

The printable letters of the ANSI character set, range in character value, from 31 to 255.

Each letter has a character value and a visual representation.

The letters are displayed ten at a time, in a row of Letter Display buttons.

The letters currently displayed by the Letter Display buttons can be inserted into the text document, using the keyboard, or the mouse device.

The letters, currently displayed by the Letter Box control, can be scrolled, using the keyboard, or the mouse device.

Letter Maker Help File

The Up button is located at the upper left corner of the Letter Box control, and is identified with a label, in the illustration, below.

You can use the Up button to scroll the letters, currently displayed by the Letter Box control.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Up button

The letters, currently displayed

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

The Down button is located in the lower left corner of the Letter Box control, and is identified with a label, in the illustration, below.

You can use the Down button to scroll the letters currently displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [] [] [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Down button

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The letters, currently displayed

Letter Maker Help File

The Line Index label, is located just to the right of the Up button and the Down button, and is identified with a label, in the illustration, below.

The Line Index label, displays the line index value, of the row of letters currently displayed by the Letter Box control.

In the illustration, below, the Line Index label displays the line index value, 19_.

In the illustration, below, the row of letters displayed by the Letter Box control, have character values between 190 and 199.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Line Index label

The letters, currently displayed

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

The Letter Display labels, are located in the upper right corner of the Letter Box control, and are identified with a label, in the illustration, below.

There are ten Letter Display labels, that display index values between 0 and 9.

Each Letter Display label, displays the index value of the Letter Display button directly below it.

You can determine the character value of the character, displayed by a Letter Display button, by replacing the "underscore" character "_", of the current line index value, with the index value of the Letter Display button.

The screenshot shows a Windows Notepad window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The text in the window is as follows:

Up 0 1 2 3 4 5 6 7 8 9
Down 19_ ¾ ; À Á Â Ã Ä Å Æ Ç

Mr. Tom Stone
155 ... Str
CAN

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

The taskbar at the bottom shows the Start button, open windows for "Microsoft ...", "Exploring ...", and "SmallTo...", along with a clock showing 7:11 PM.

Annotations with arrows point to the following elements:

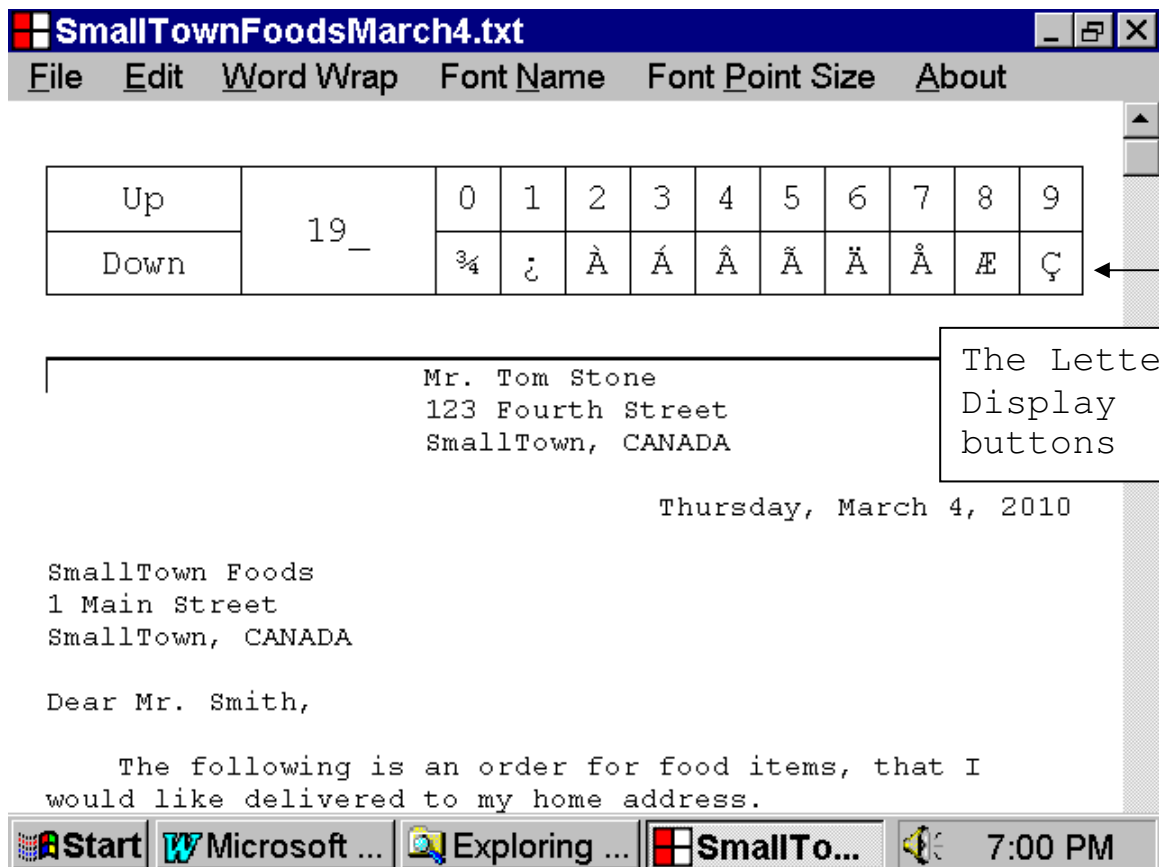
- "The current line index value" points to the "19_" in the "Down" row.
- "This letter has character value 190" points to the "¾" character in the "0" column.
- "This letter has character value 199" points to the "Ç" character in the "9" column.
- "The Letter Display labels" points to the numbers 0 through 9 in the top row.

Letter Maker Help File

The Letter Display buttons, are located in the lower right corner of the Letter Box control, and are identified with a label, in the illustration, below.

There are ten Letter Display buttons, that display the visual representation, of a range of characters, that belong to the ANSI character set.

You can insert, the character displayed by a Letter Display button into the current text document, by using the mouse device, or the keyboard.



Letter Maker Help File

16. How to set keyboard focus to the Letter Box control

This section, of the documentation, provides information about how to set keyboard focus to the Letter Box control.

If the Letter Box control has keyboard focus, one of the buttons of the Letter Box control, is the selected button of the Letter Box control.

Keyboard input is directed to the capabilities of the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

If the Letter Box control does not have keyboard focus, none of the buttons of the Letter Box control display a double thickness border.

Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, using one of the techniques, described below.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The Letter Box control does not have keyboard focus.

Letter Maker Help File

If the Letter Box control, does not have keyboard focus, you can set keyboard focus to the Letter Box control by pressing the Tab key, while holding down the Shift key.

If you set keyboard focus to the Letter Box control, by pressing the Tab key, while holding down the Shift key, the Up button becomes the selected button of the Letter Box control, but the capabilities of the Up button are not triggered.

Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by pressing the Tab key, while holding down the Shift key.

The Up button has become the selected button of the Letter Box control and keyboard input will now be directed to the capabilities of the Up button.

The scrolling capabilities of the Up button have not been triggered.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Up button is the selected button of the Letter Box control

The Letter Box control has keyboard focus.

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4,

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft ... Exploring ... SmallTo... 5:09 PM

Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Up button with the mouse device.

If you set keyboard focus to the Letter Box control, by left clicking the Up button with the mouse device, the capabilities of the Up button are triggered, and the Up button becomes the selected button of the Letter Box control.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a Letter Box control. The Letter Box control has a double border and contains the following table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the Letter Box control, the text in the editor reads:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

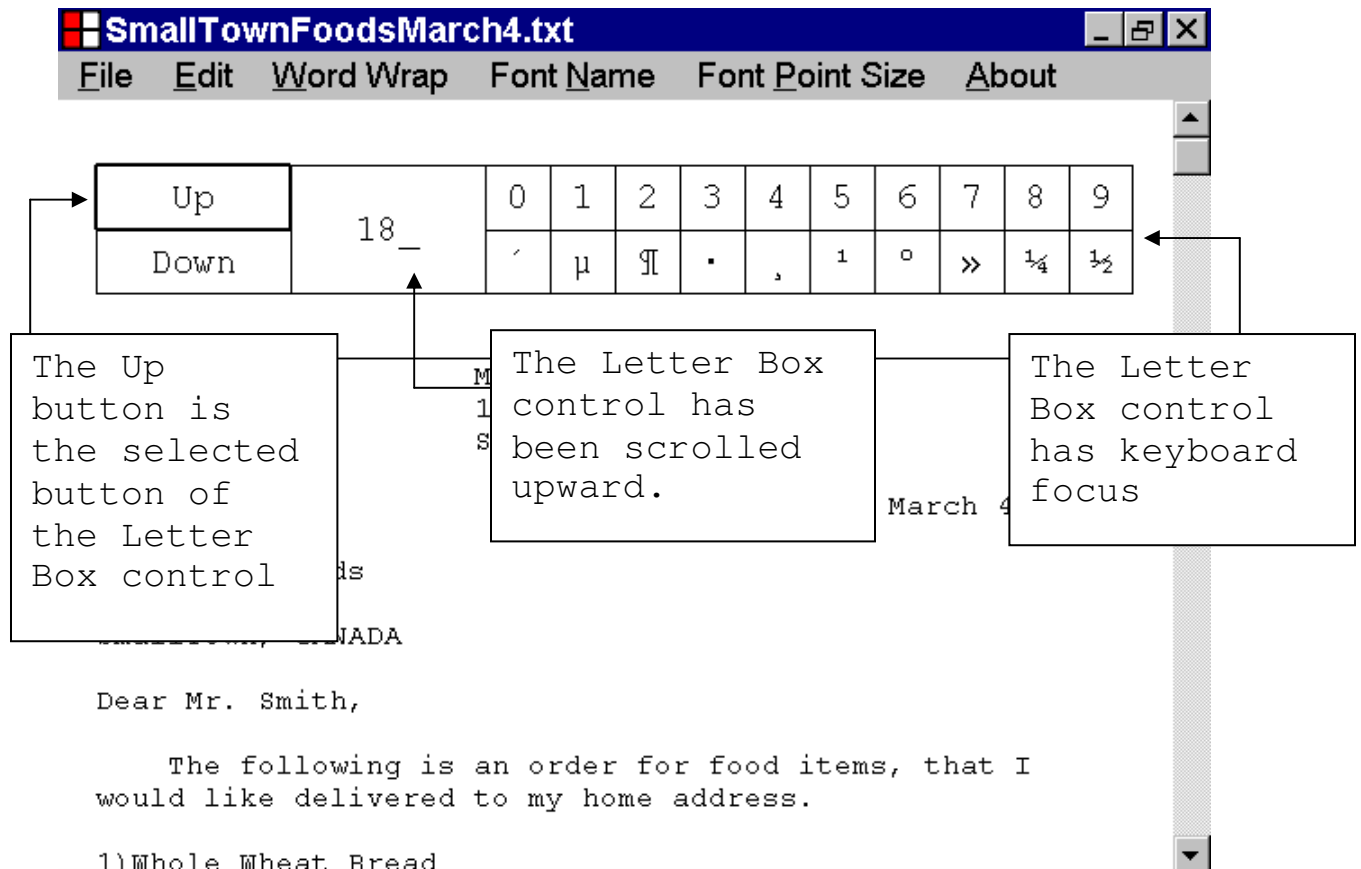
A callout box points to the Letter Box control with the text: "The Letter Box control does not have keyboard focus".

Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by left clicking the Up button of the Letter Box control.

The scrolling capabilities of the Up button have been triggered.

The Up button has become the selected button of the Letter Box control and keyboard input will now be directed to the capabilities of the Up button.

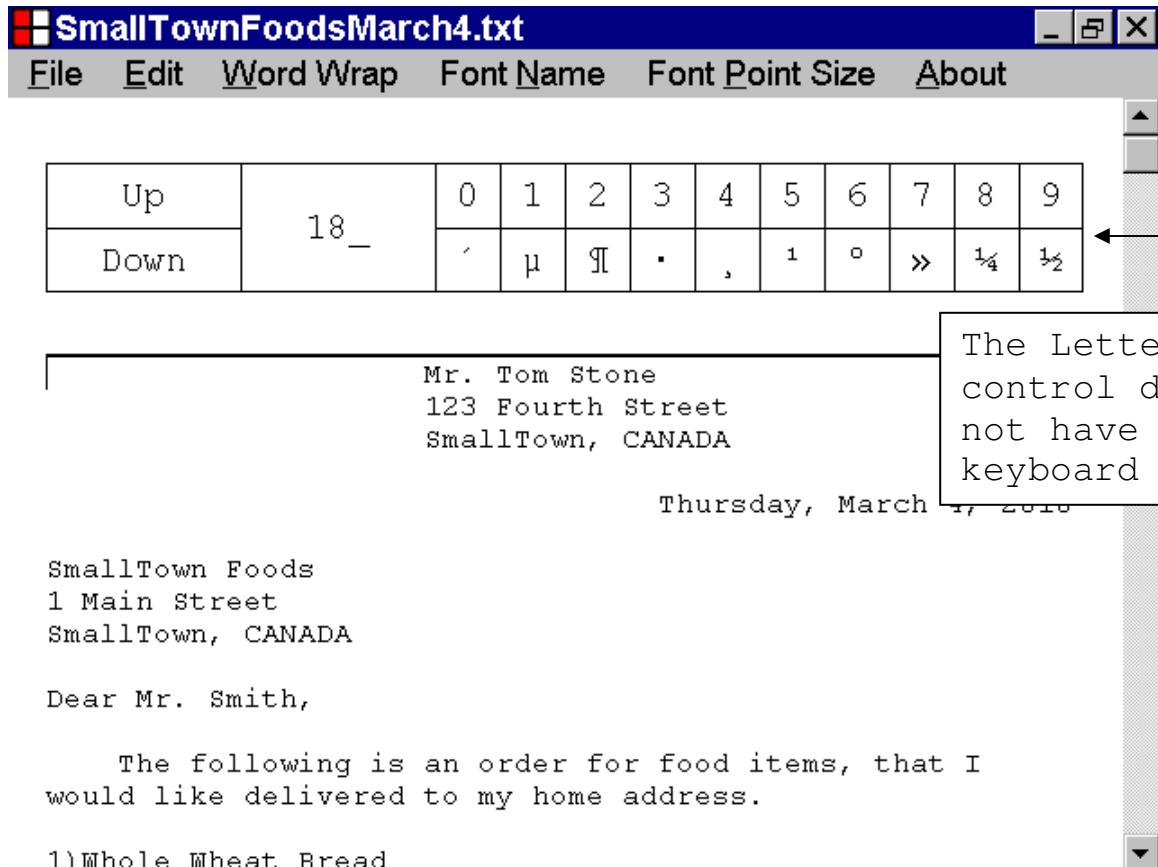


Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Down button, with the mouse device.

If you set keyboard focus to the Letter Box control, by left clicking the Down button, with the mouse device, the capabilities of the Down button are triggered, and the Down button becomes the selected button of the Letter Box control.

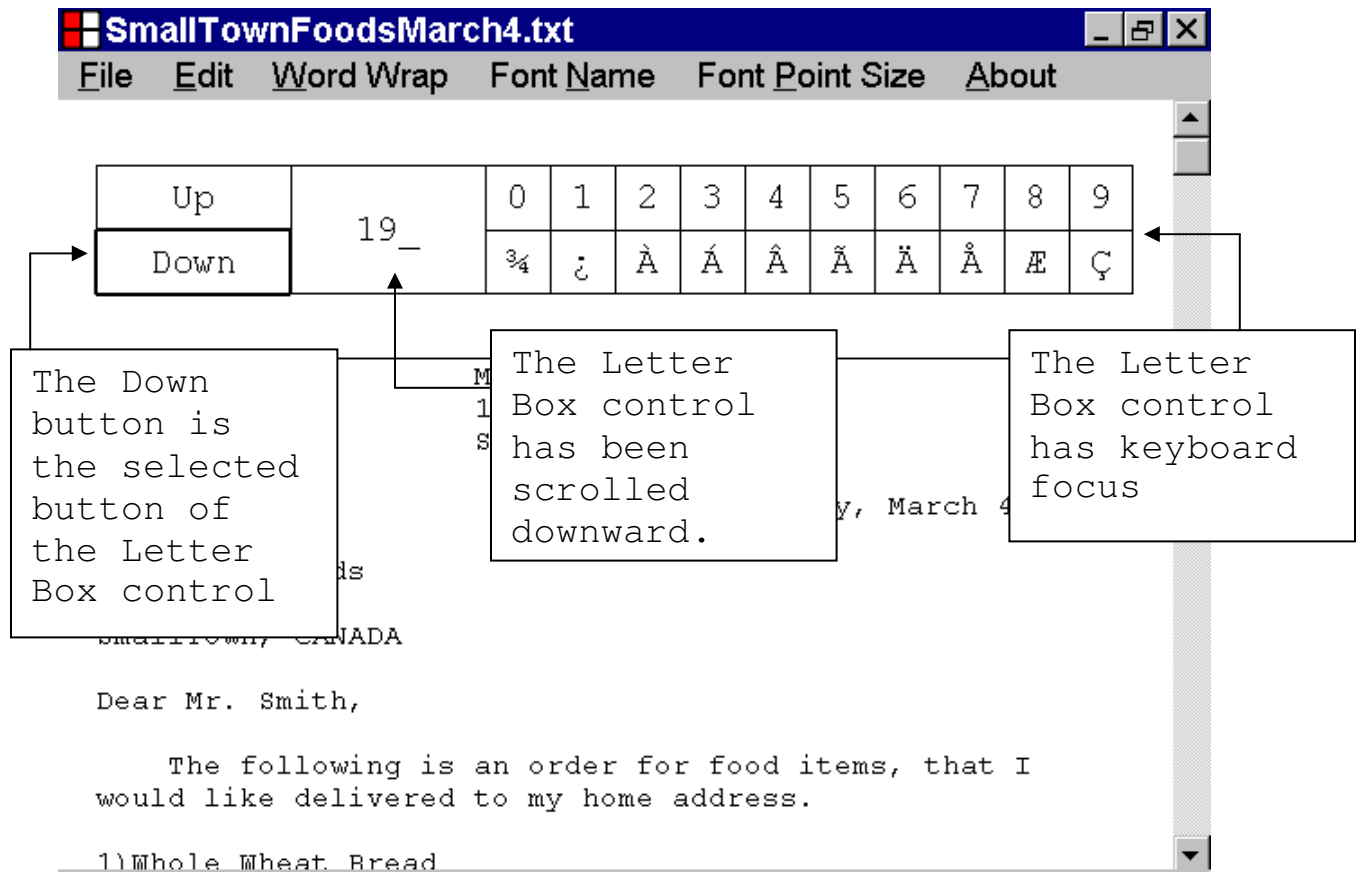


Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by left clicking the Down button of the Letter Box control.

The scrolling capabilities of the Down button have been triggered.

The Down button has become the selected button of the Letter Box control, and keyboard input will now be directed to the capabilities of the Down button.



Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label with the mouse device.

If you set keyboard focus to the Letter Box control, by left clicking the Line Index label with the mouse device, the Up button becomes the selected button of the Letter Box control, but the capabilities of the Up button are not triggered.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 17, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

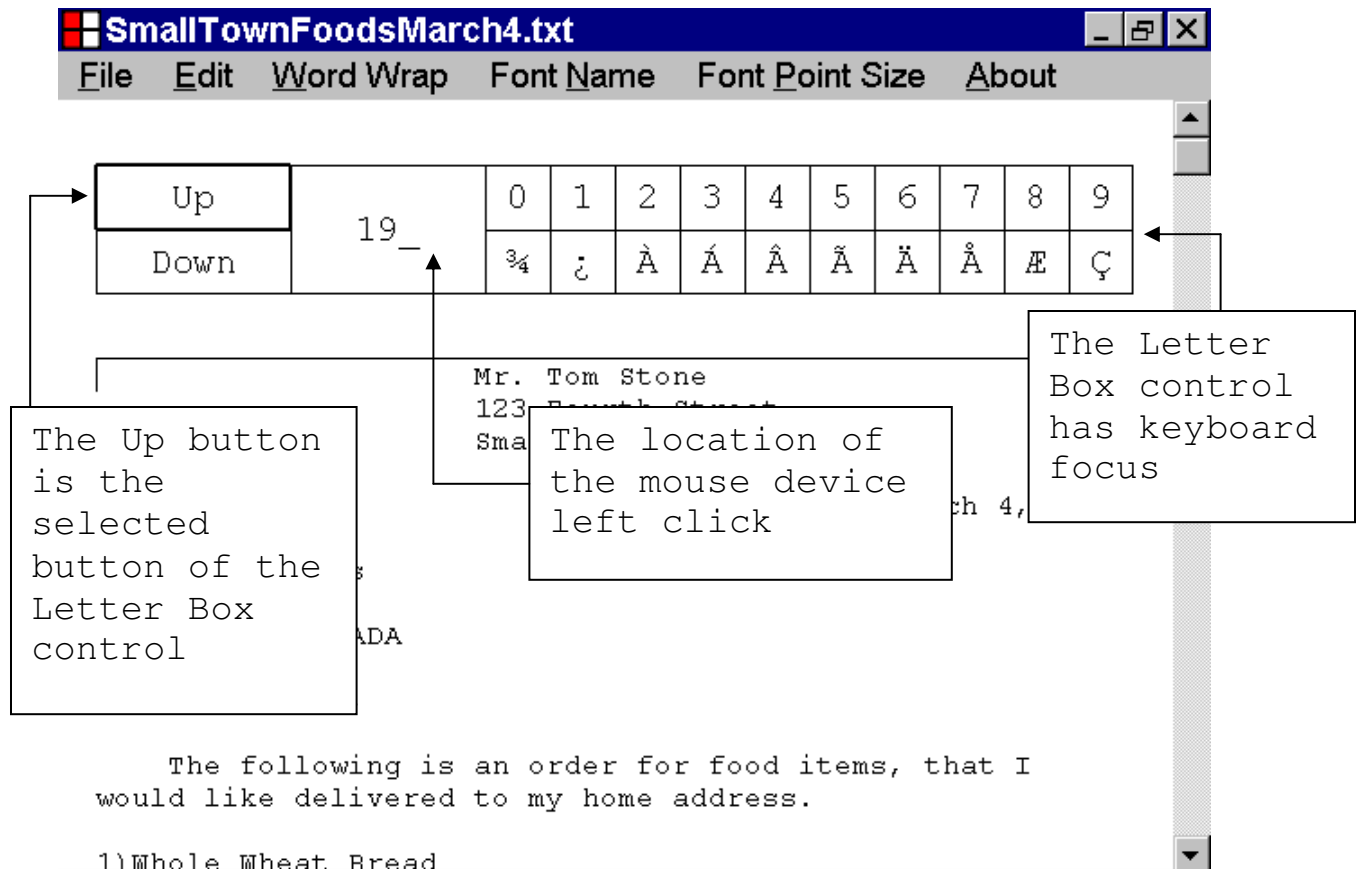
1) Whole Wheat Bread

Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by left clicking the Line Index label of the Letter Box control.

The Up button has become the selected button of the Letter Box control and keyboard input will now be directed to the capabilities of the Up button.

The scrolling capabilities of the Up button have not been triggered.



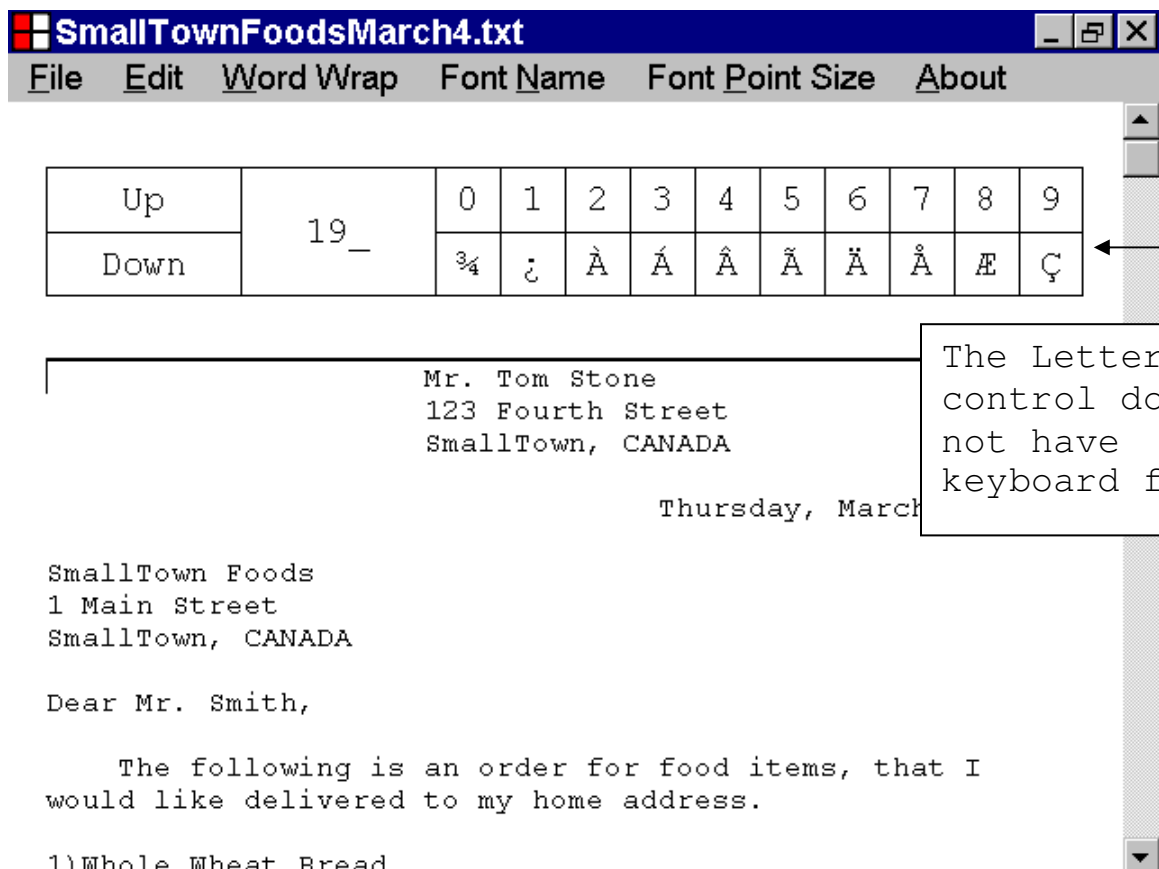
Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking a Letter Display label with the mouse device.

If you set keyboard focus to the Letter Box control, by left clicking a Letter Display label with the mouse device, the Letter Display button directly below the Letter Display label, becomes the selected button of the Letter Box control.

The capabilities of the Letter Display button are not triggered.

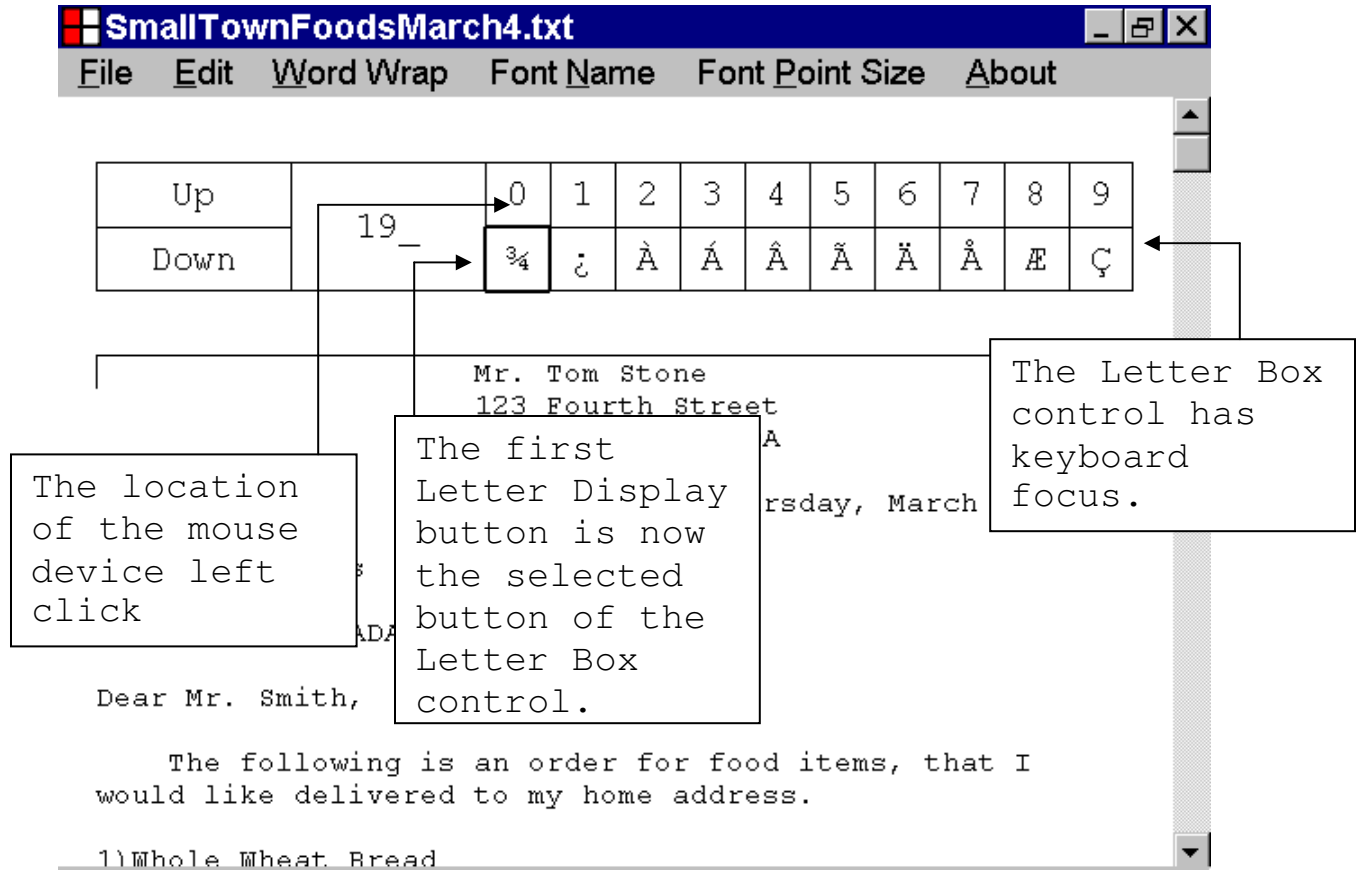


Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by left clicking the first Letter Display label.

The first Letter Display button, directly below the first Letter Display label, has become the selected button of the Letter Box control and keyboard input will now be directed to the capabilities of the first Letter Display button.

The character insertion capabilities of the first Letter Display button have not been triggered.

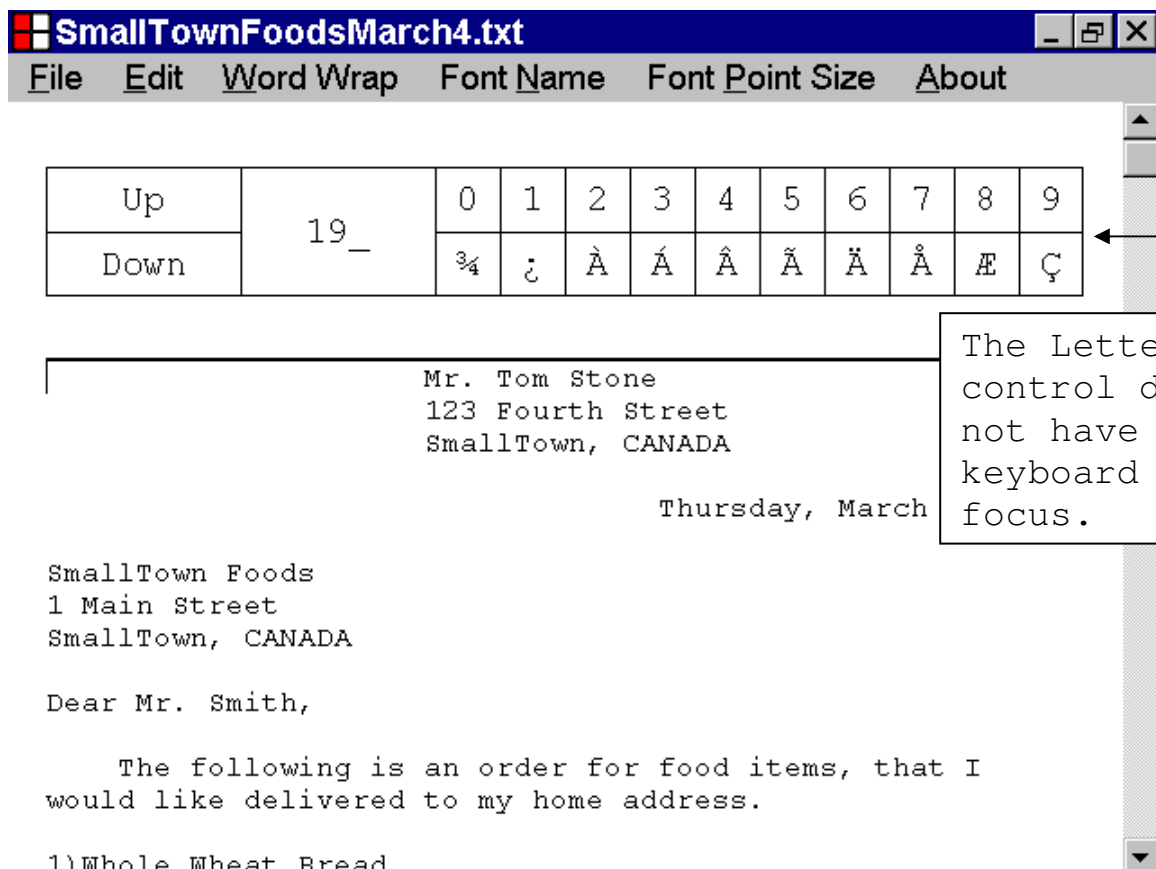


Letter Maker Help File

In the illustration, below, none of the buttons of the Letter Box control, display a double thickness border, which indicates that the Letter Box control does not have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking a Letter Display button with the mouse device.

If you set keyboard focus to the Letter Box control, by left clicking a Letter Display button with the mouse device, the capabilities of the Letter Display button are triggered, and the Letter Display Button becomes the selected button of the Letter Box control.

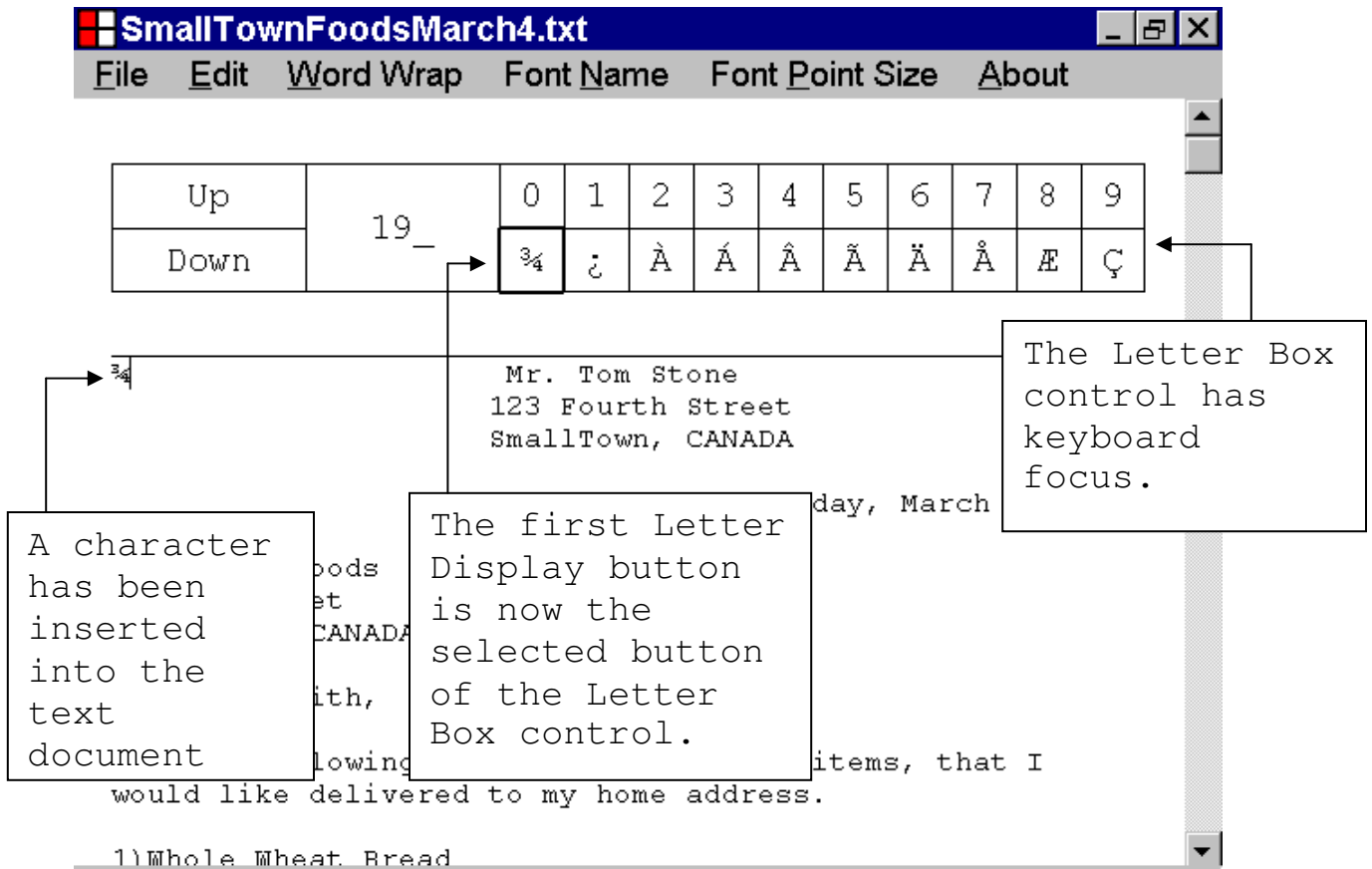


Letter Maker Help File

In the illustration, below, keyboard focus has been set to the Letter Box control, by left clicking the first Letter Display button of the Letter Box control.

The character insertion capabilities of the first Letter Display button have been triggered.

The first Letter Display button has become the selected button of the Letter Box control and keyboard input will now be directed to the capabilities of the first Letter Display button.



Letter Maker Help File

17. How to insert a character into a text document, by directing keyboard input to the Letter Box control

This section, of the documentation, provides information about how to insert a character into a text document, by directing keyboard input to the Letter Box control.

You can insert a character into a text document, by directing keyboard input to the Letter Box control, using one of the techniques described below.

In order to insert a character into a text document, by directing keyboard input to the Letter Box control, the Letter Box control must have keyboard focus, and one of the Letter Display buttons must be the selected button of the Letter Box control.

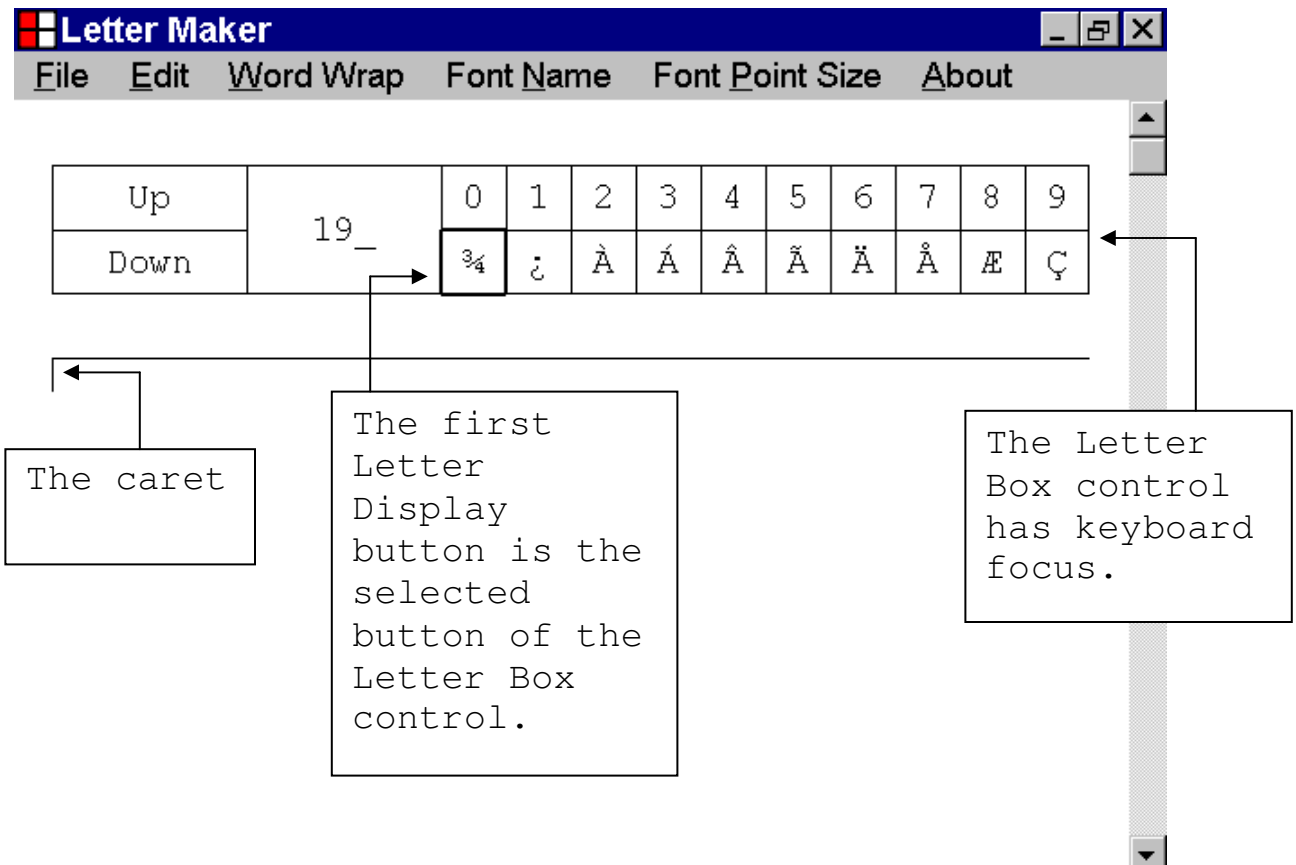
If the Letter Box control does not have keyboard focus, or none of the Letter Display buttons are the selected button of the Letter Box control, you can set keyboard focus to the Letter Box control, and make one of the Letter Display buttons, the selected button of the Letter Box control, by left clicking the Letter Display label, directly above the Letter Display button, with the mouse.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the first Letter Display button is the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can insert the character displayed by the Letter Display button, into the text document, by pressing the Enter key.

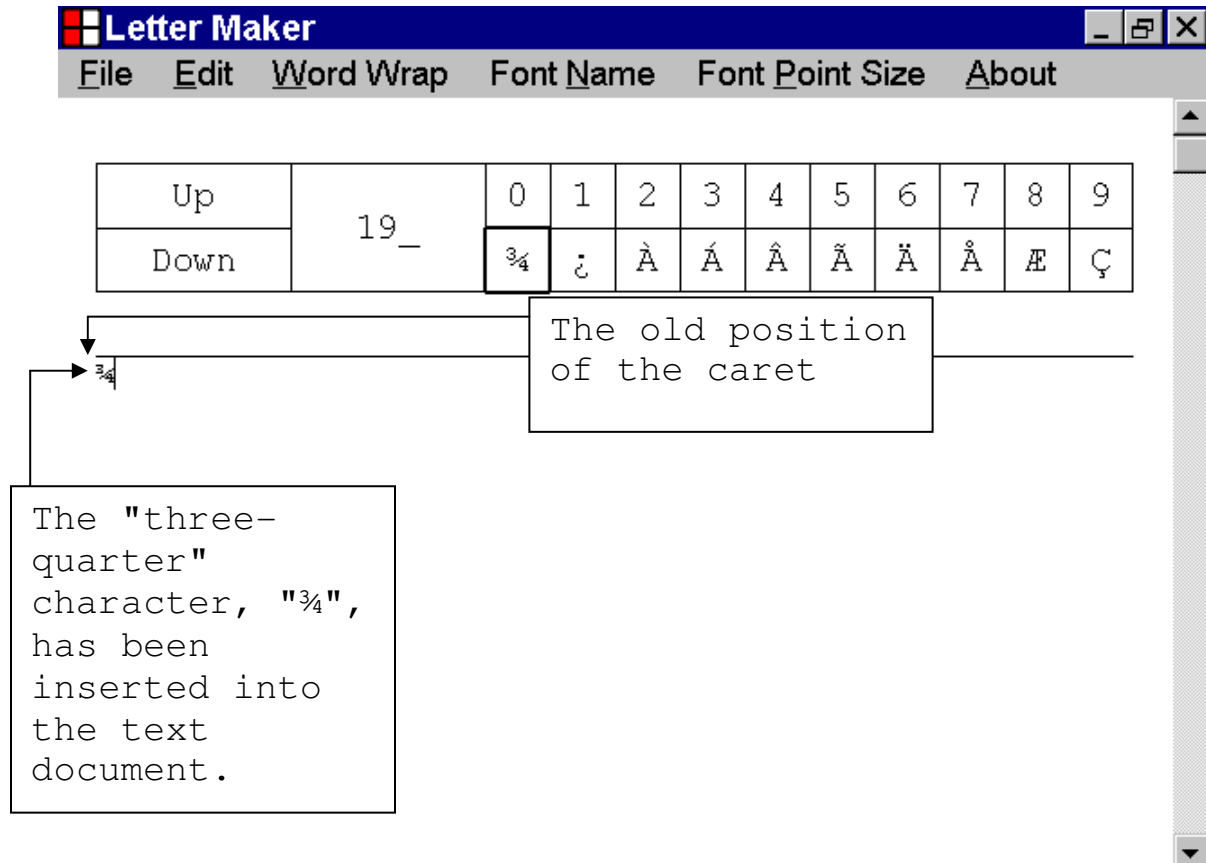
The character, inserted, will be positioned just after the caret.



Letter Maker Help File

In the illustration, below, the character displayed by the first Letter Display button, the "three-quarter" character, has been inserted into the text document, by pressing the Enter key.

The character has been positioned just after the old position of the caret.

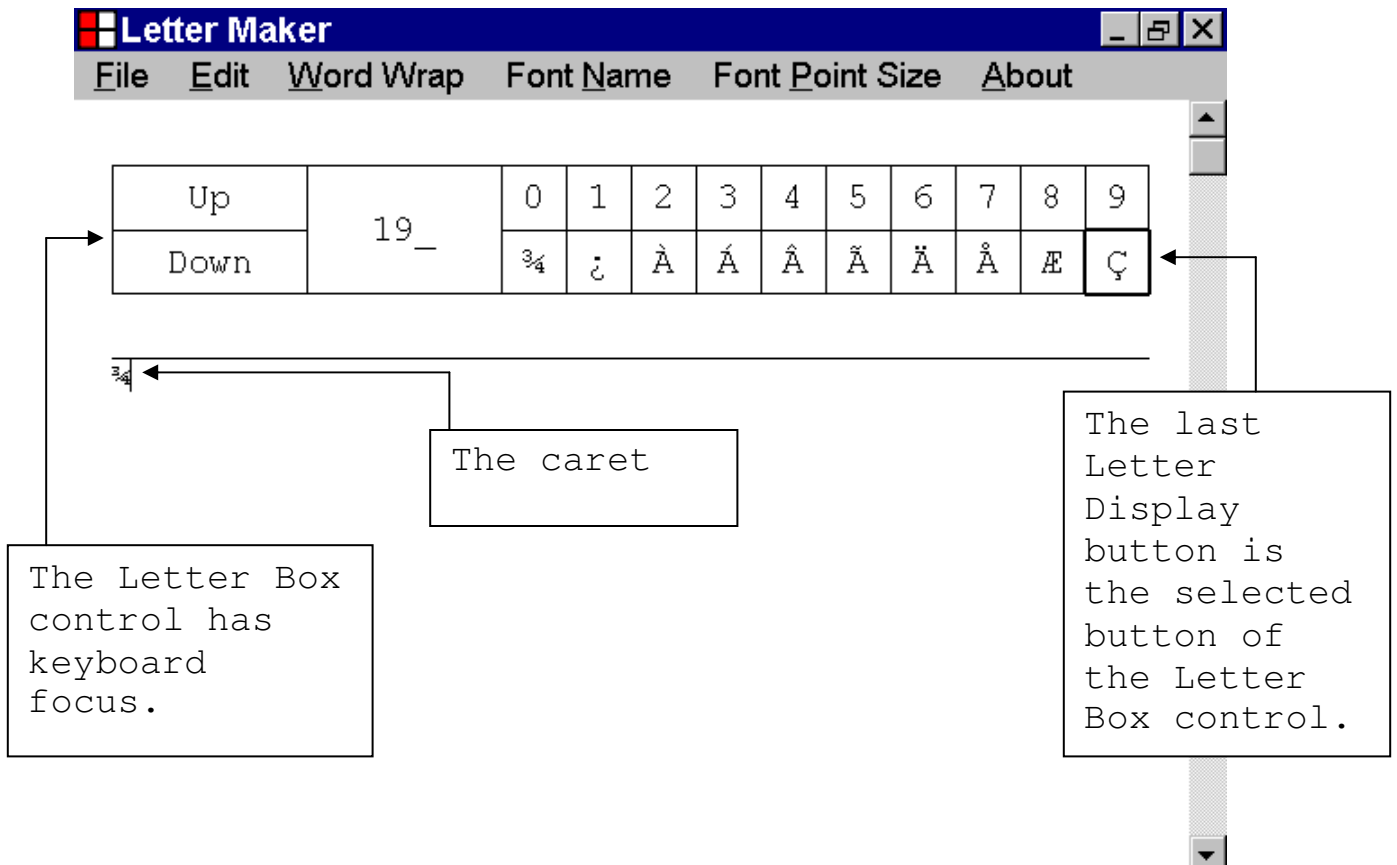


Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the last Letter Display button is the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can insert the character displayed by that Letter Display button, into the text document, by pressing the Spacebar.

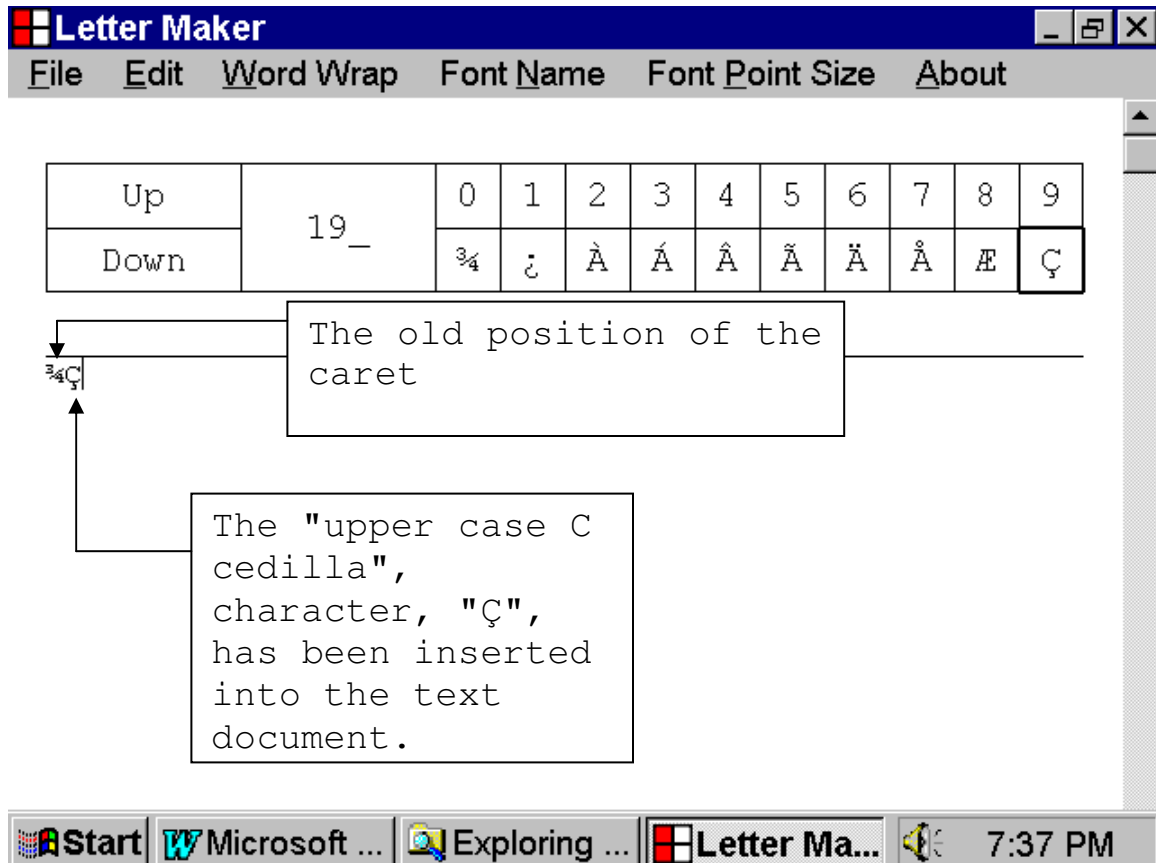
The character, inserted, will be positioned just after the caret.



Letter Maker Help File

In the illustration, below, the character displayed by the selected Letter Display button, the "upper case C cedilla" character, has been inserted into the text document, by pressing the Spacebar.

The character has been positioned just after the old position of the caret.



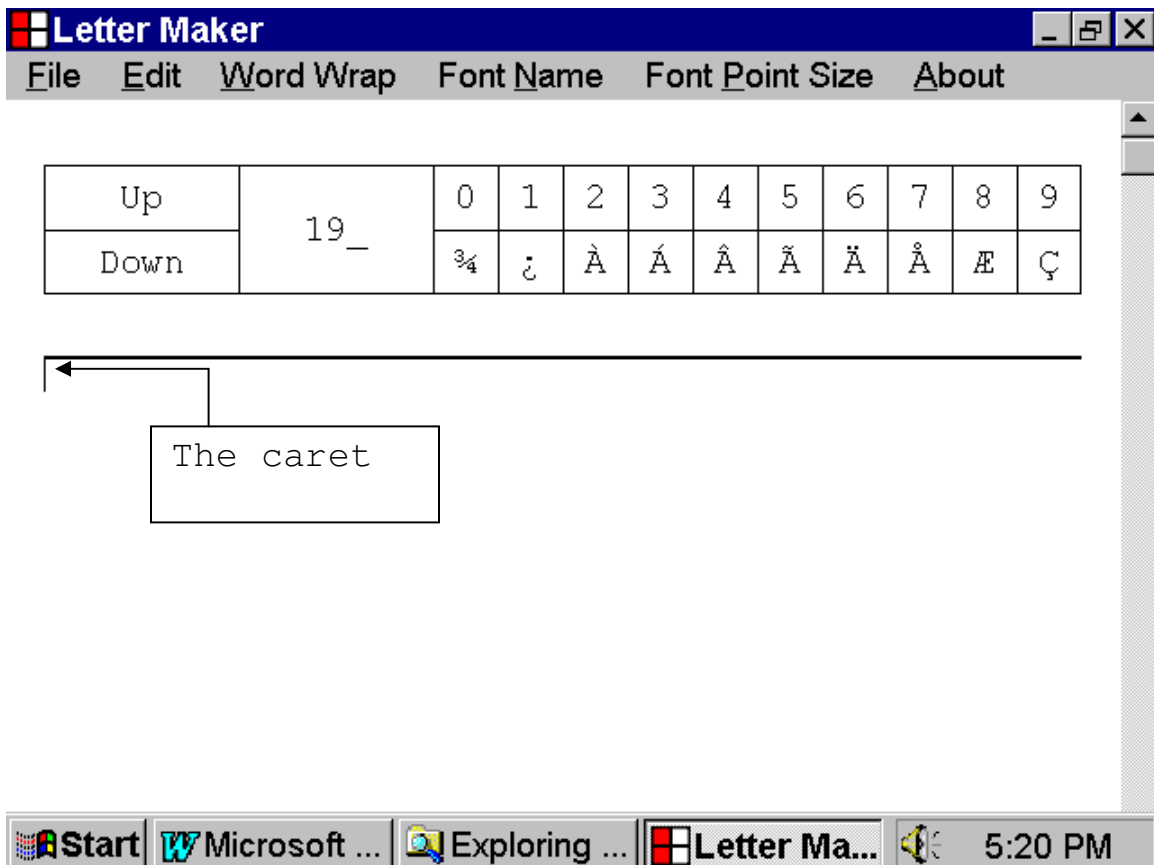
Letter Maker Help File

18. How to insert a character into a text document, by directing mouse device input to the Letter Box control

This section, of the documentation, provides information about how to insert a character into a text document by directing mouse device input to the Letter Box control.

In the illustration, below, a new document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.



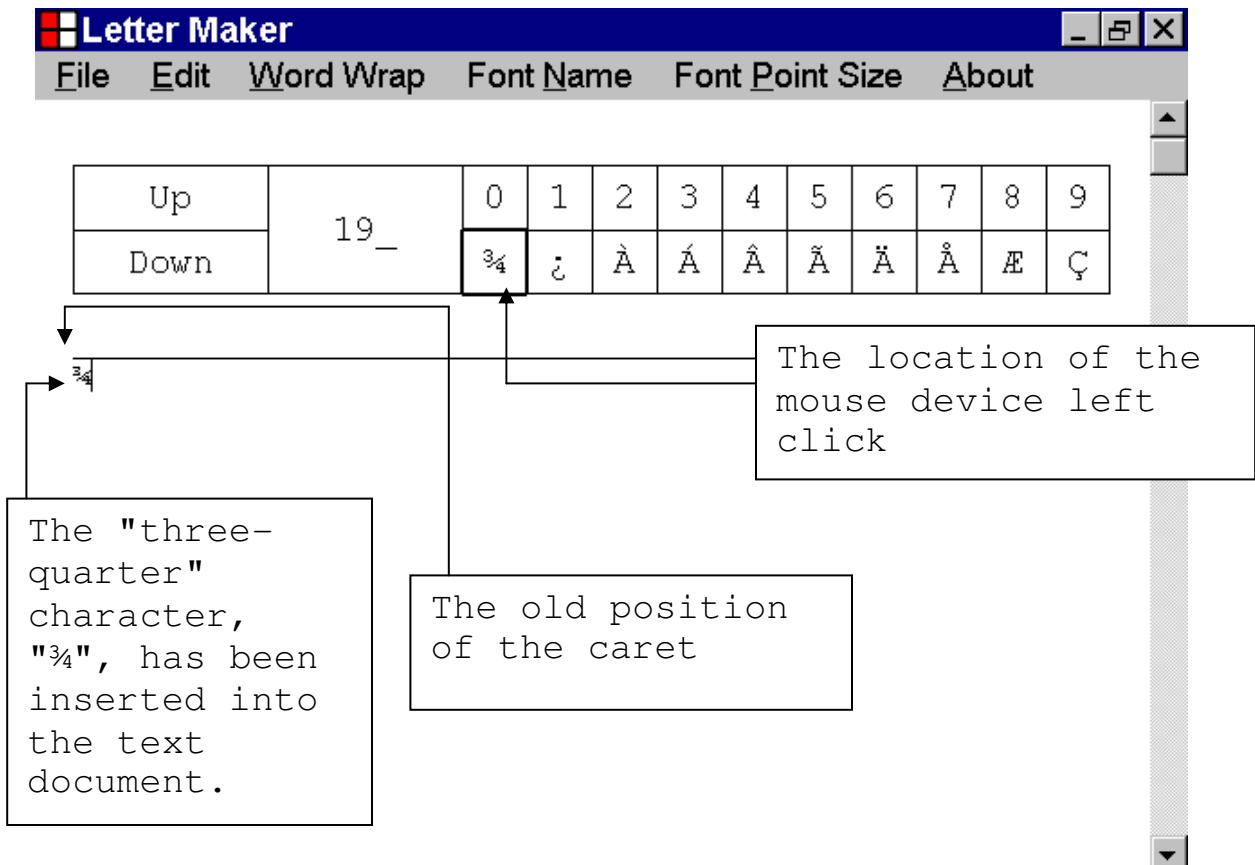
Letter Maker Help File

You can insert the character displayed by a Letter Display button of the Letter Box control, into the current text document, by left clicking the Letter Display button with the mouse device.

The character, inserted, will be positioned just after the caret.

In the illustration, below, the character displayed by the first Letter Display button, the "three-quarter" character, has been inserted into the text document, by left clicking the first Letter Display button, with the mouse device.

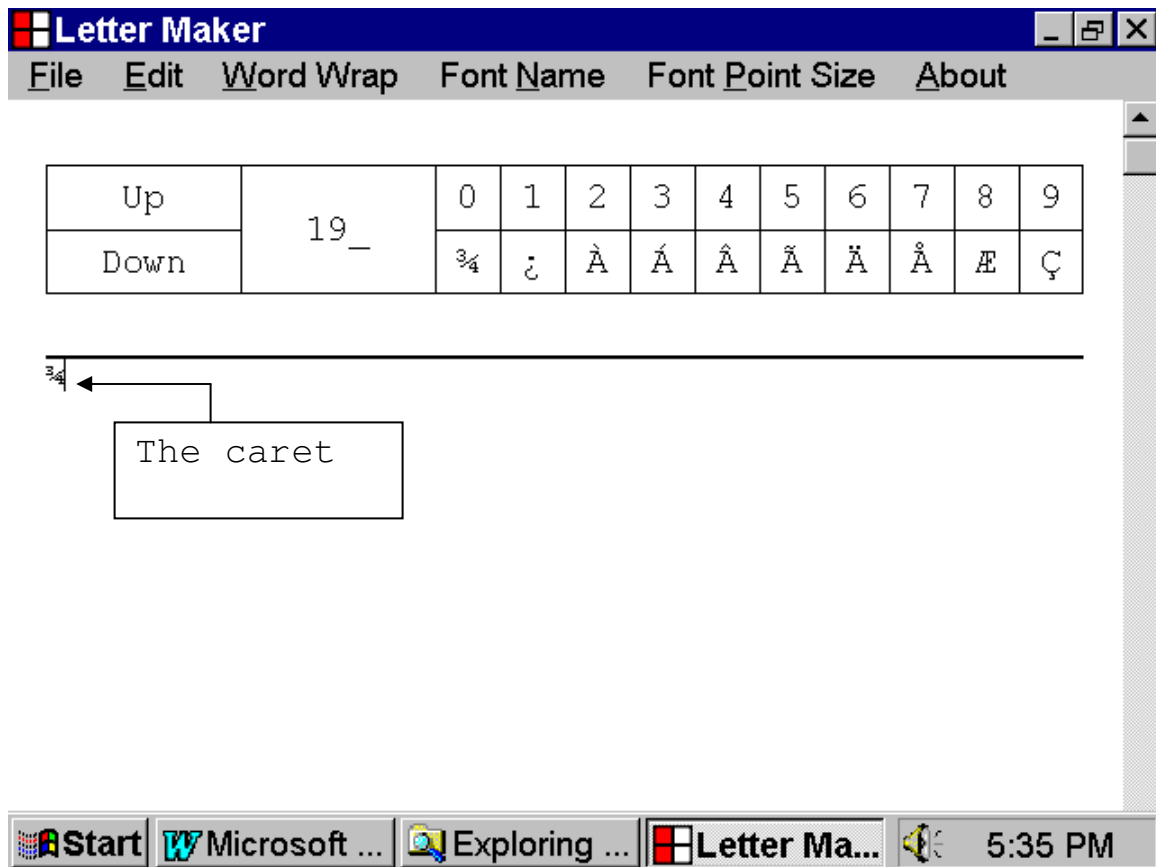
The character has been positioned just after the old position of the caret.



Letter Maker Help File

In the illustration, below, a document is displayed in the Text Box control of the Letter Maker program.

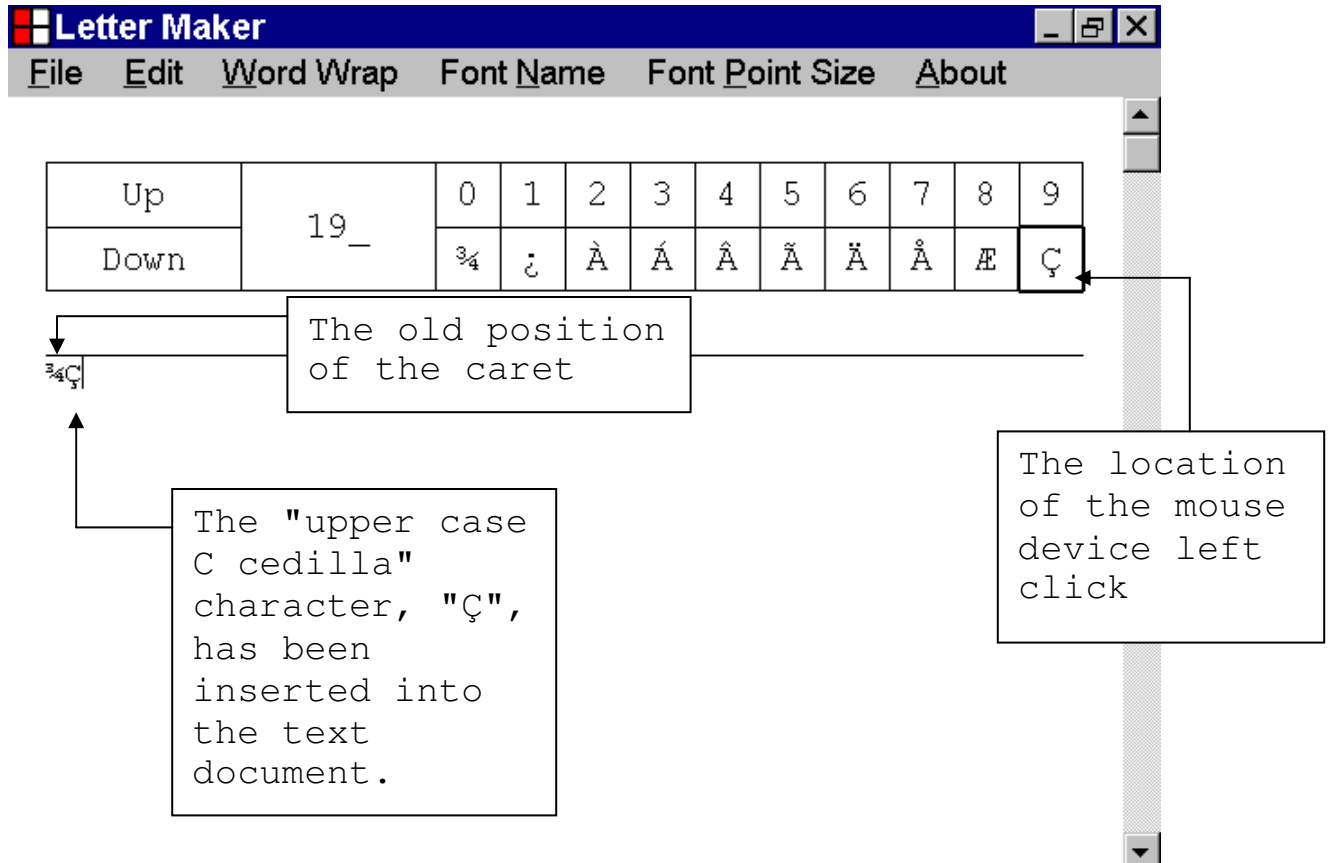
The position of the caret is identified with a label.



Letter Maker Help File

In the illustration, below, the character displayed by the last Letter Display button, the "upper case C cedilla" character, has been inserted into the text document, by left clicking the last Letter Display button, with the mouse device.

The character has been positioned just after the old position of the caret.



Letter Maker Help File

19. How to use the Tab key to set the selected button of the Letter Box control.

This section of the documentation provides information about how to use the Tab key to set the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, keyboard input is directed to the capabilities of the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

In the illustration, below, the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Letter Box control has keyboard focus.

The Up button is the selected button of the Letter Box control.

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 7, 2002

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

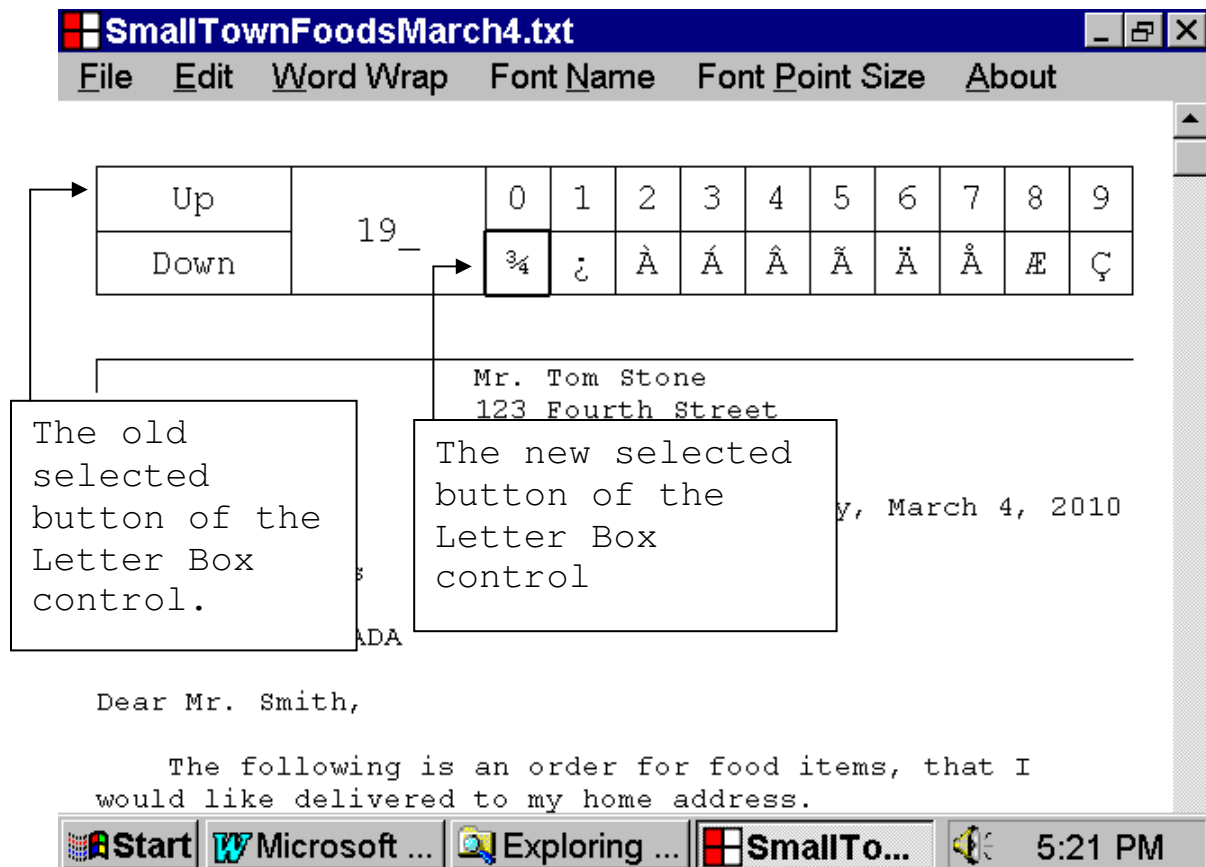
1) Whole Wheat Bread

Letter Maker Help File

If the Letter Box control has keyboard focus, and the Up button, or the Down button is the selected button of the Letter Box control, you can make the first Letter Display button, the selected button of the Letter Box control, by pressing the Tab key.

In the illustration, below, keyboard focus has been shifted from the Up button to the first Letter Display button, by pressing the Tab key.

The character insertion capabilities of the first Letter Display button, have not been triggered.



Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the Down button is the selected button of the Letter Box control.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. The main text area contains the following content:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

At the top of the window, a Letter Box control is visible. It consists of a grid of buttons. The first column contains 'Up' and 'Down' buttons. The second column contains '19_'. The remaining columns contain digits 0-9 and various accented characters. The 'Down' button is highlighted with a thick border, indicating it is the selected button. A callout box points to the 'Down' button with the text: 'The Down button is the selected button of the Letter Box control.' Another callout box points to the Letter Box control with the text: 'The Letter Box control has keyboard focus.'

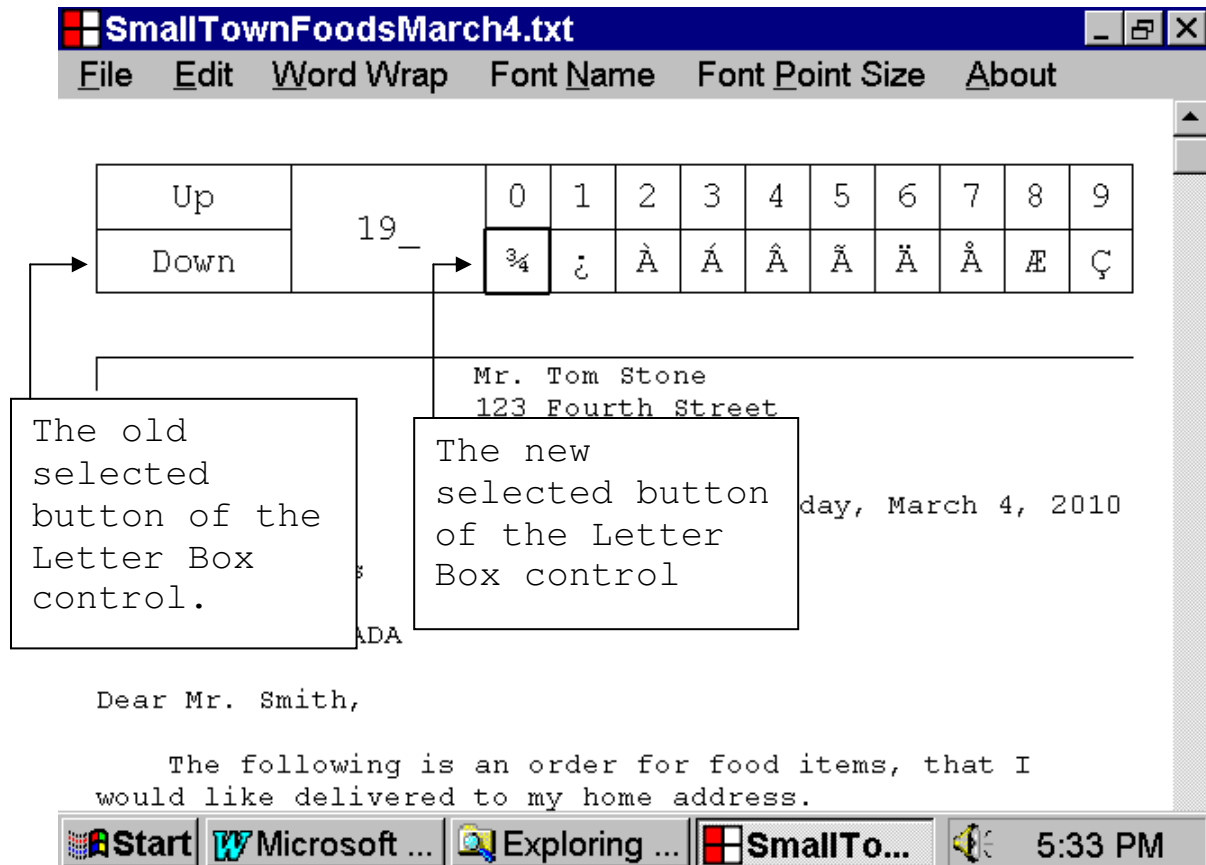
Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Letter Maker Help File

If the Letter Box control has keyboard focus, and the Up button or the Down button is the selected button of the Letter Box control, you can make the first Letter Display button, the selected button of the Letter Box control, by pressing the Tab key.

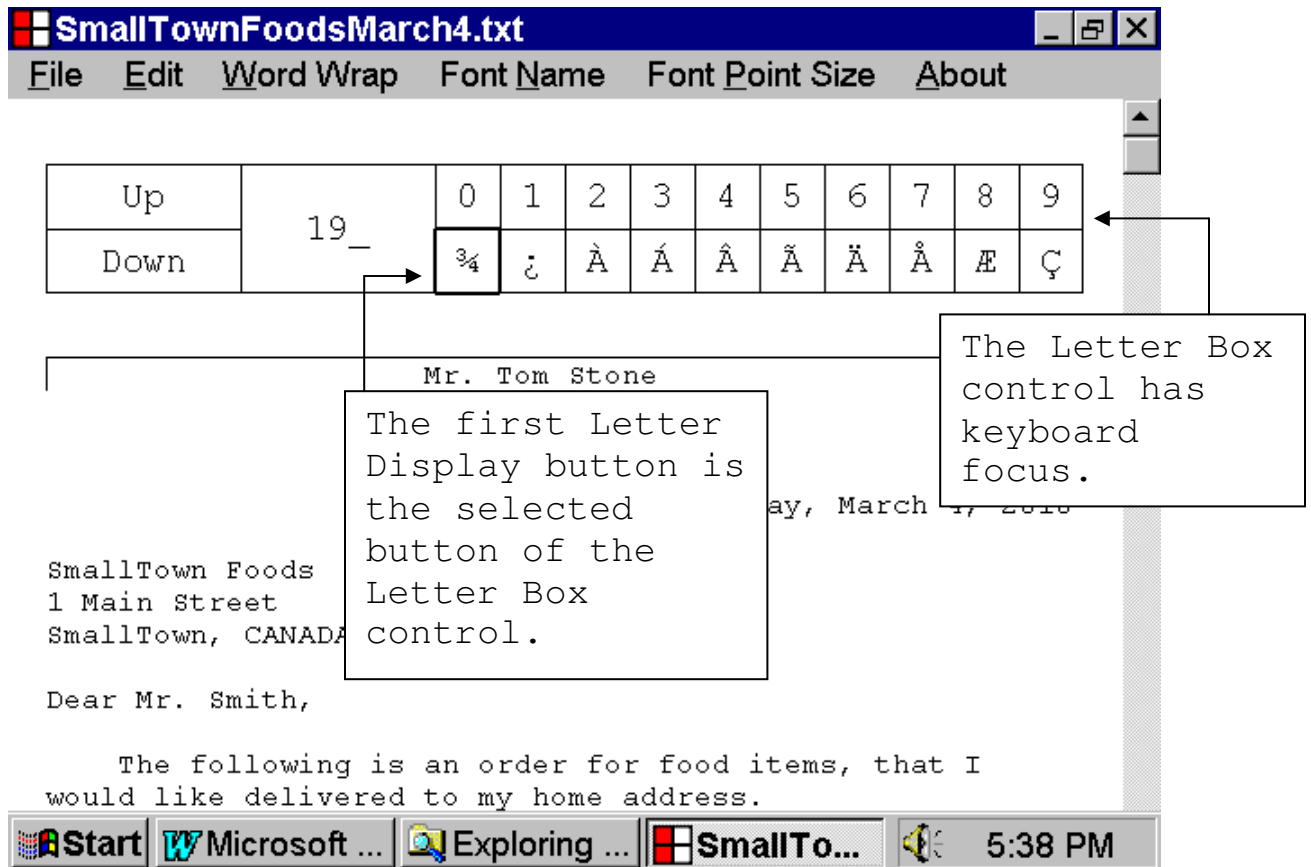
In the illustration, below, keyboard focus has been shifted from the Down button to the first Letter Display button, by pressing the Tab key.

The character insertion capabilities of the first Letter Display button, have not been triggered.



Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the first Letter Display button, is the selected button of the Letter Box control.



Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can make the Up button the selected button of the Letter Box control, by pressing the Tab key.

In the illustration, below, keyboard focus has been shifted from the first Letter Display button to the Up button, by pressing the Tab key.

The scrolling capabilities of the Up button, have not been triggered.

The screenshot shows a Notepad window with the following content:

File Edit Word Wrap Font Name Font Point Size About

Up	19	0	1	2	3	4	5	6	7	8	9
Down	_	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Annotations:

- A box labeled "The new selected button of the Letter Box control" points to the "Up" button in the Letter Box control.
- A box labeled "The old selected button of the Letter Box control" points to the first Letter Display button (containing "¾").

Taskbar: Start | Microsoft ... | Exploring ... | SmallTo... | 5:48 PM

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the last Letter Display button is the selected button of the Letter Box control.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday,

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The Letter Box control has keyboard focus.

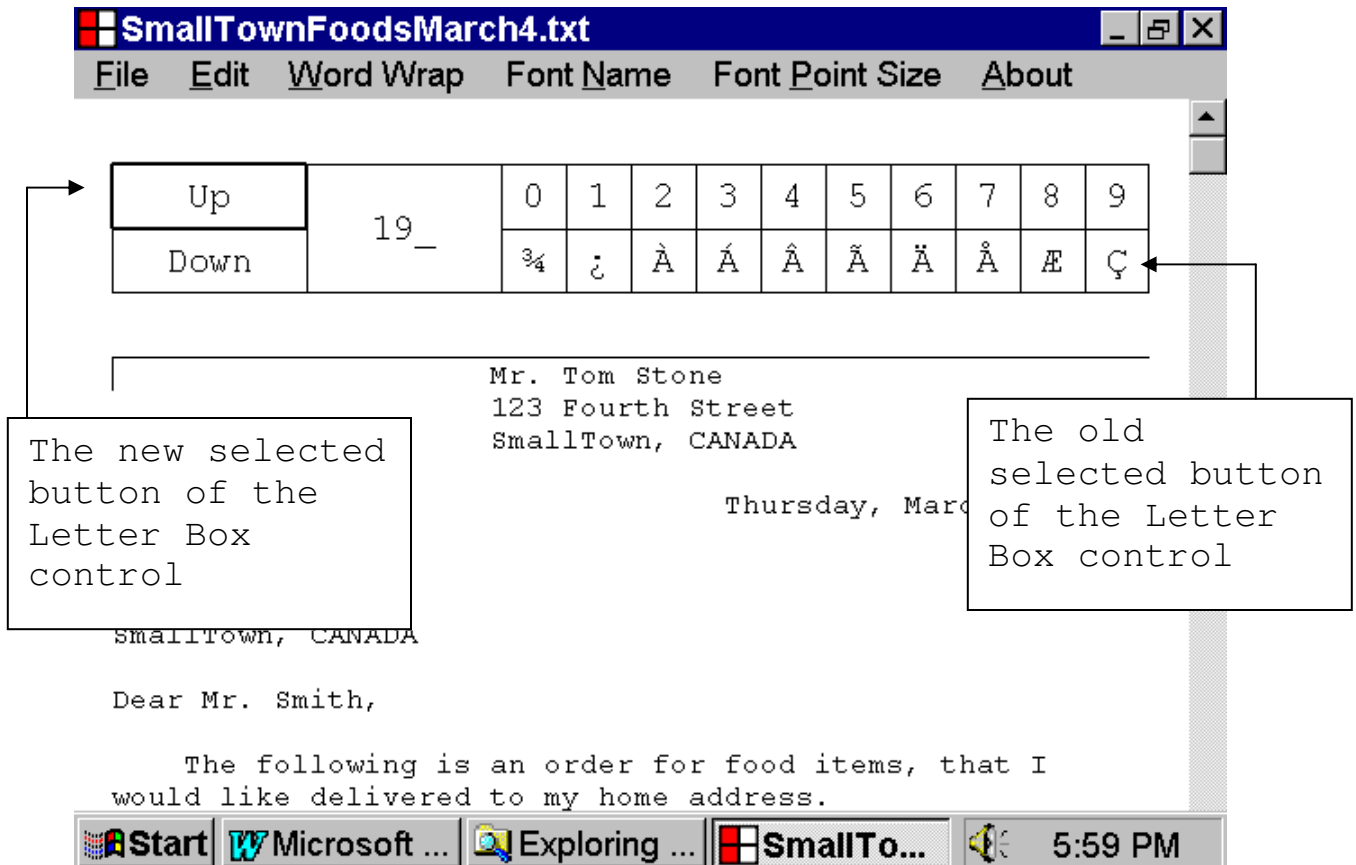
The last Letter Display button is the selected button of the Letter Box control.

Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can make the Up button the selected button of the Letter Box control, by pressing the Tab key.

In the illustration, below, keyboard focus has been shifted from the last Letter Display button to the Up button, by pressing the Tab key.

The scrolling capabilities of the Up button have not been triggered.



Letter Maker Help File

20. How to use the Down Arrow key and the Up Arrow key to set the selected button of the Letter Box control

This section of the documentation provides information about how to use the Down Arrow key and the Up Arrow key to set the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, keyboard input is directed to the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

Letter Maker Help File

In the illustration below, the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control.

The screenshot shows a Notepad window with the following content:

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Callouts:

- The Up button is the selected button of the Letter Box control
- The Letter Box control has keyboard focus.

Taskbar: Start | Microsoft ... | Exploring ... | SmallTo... | 6:20 PM

Letter Maker Help File

If the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control, you can make the Down button, the selected button of the Letter Box control, by pressing the Down Arrow key.

In the illustration, below, keyboard focus has been shifted from the Up button to the Down button, by pressing the Down Arrow key.

The scrolling capabilities of the Down button have not been triggered.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
ADA
Thursday, March 4, 2010

The old selected button of the Letter Box control

The new selected button of the Letter Box control

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft ... Exploring ... SmallTo... 6:25 PM

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the Down button is the selected button of the Letter Box control.

The screenshot shows a Notepad window with the following content:

SmallTownFoodsMarch4.txt
File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Callouts:

- The Down button is the selected button of the Letter Box control.
- The Letter Box control has keyboard focus.

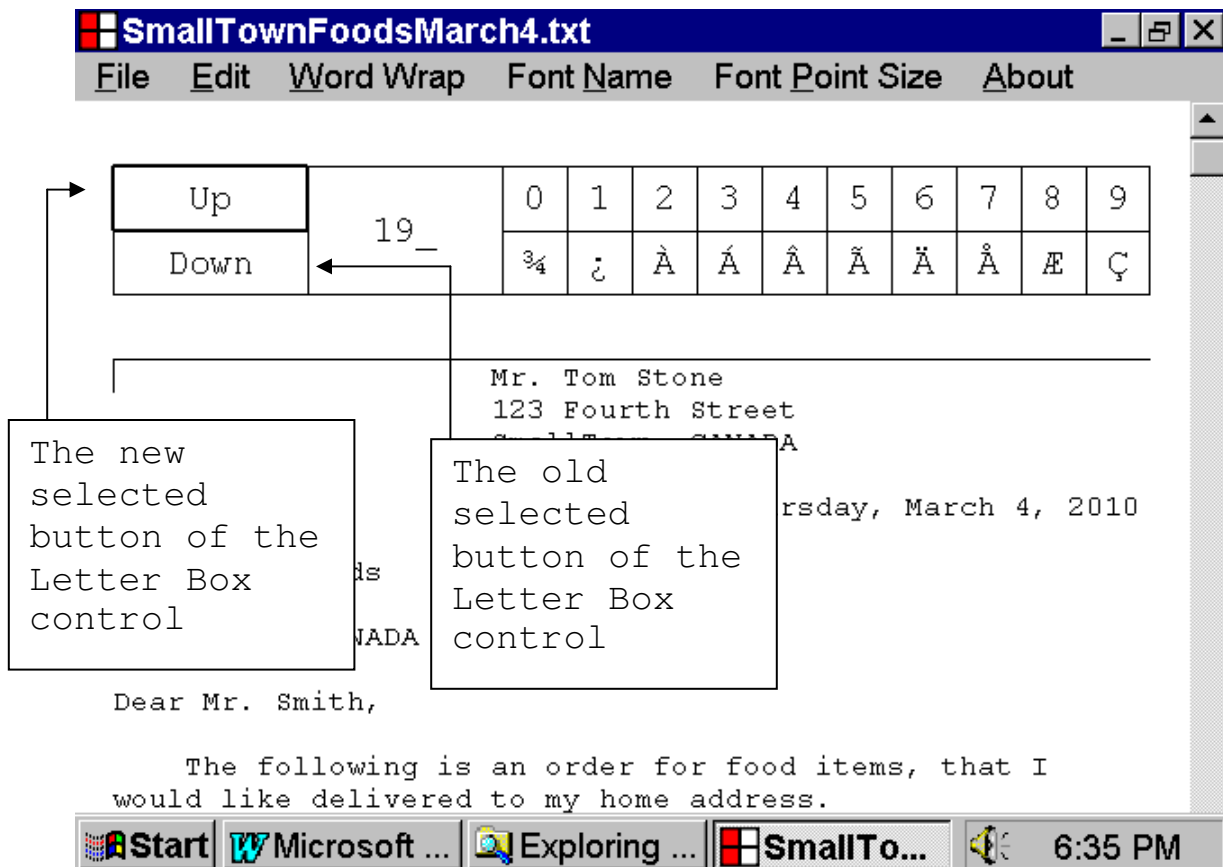
Taskbar: Start | Microsoft ... | Exploring ... | SmallTo... | 6:31 PM

Letter Maker Help File

If the Letter Box control has keyboard focus, and the Down button is the selected button of the Letter Box control, you can make the Up button the selected button of the Letter Box control, by pressing the Up Arrow key.

In the illustration, below, keyboard focus has been shifted from the Down button to the Up button, by pressing the Up Arrow key.

The scrolling capabilities of the Up button have not been triggered.



Letter Maker Help File

21. How to use the Right Arrow key and the Left Arrow key to set the selected button of the Letter Box control

This section, of the documentation, provides information about how to use the Right Arrow key and the Left Arrow key to set the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, keyboard input is directed to the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the first Letter Display button is the selected button of the Letter Box control.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a 'Letter Box' control consisting of a grid of buttons. The grid has two rows: 'Up' and 'Down'. The 'Down' row contains buttons labeled '0' through '9'. The '0' button is highlighted with a thick border, indicating it is the selected button. A callout box points to this button with the text: 'The first Letter Display button is the selected button of the Letter Box control.' Another callout box points to the 'Letter Box' control with the text: 'The Letter Box control has keyboard focus.' The text area below the control shows the following content:

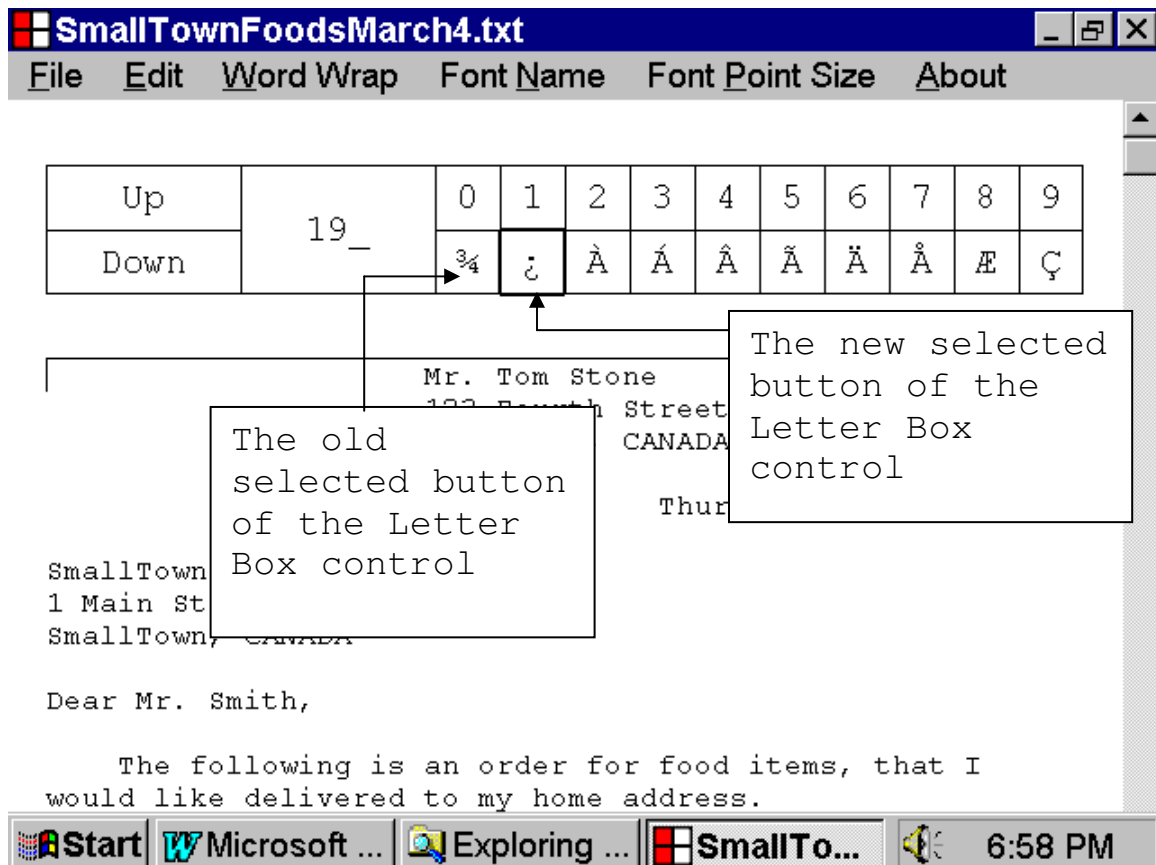
```
SmallTown Foods  
1 Main Street  
SmallTown, CANADA  
  
Dear Mr. Smith,  
  
The following is an order for food items, that I  
would like delivered to my home address.  
  
1)Whole Wheat Bread
```

Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can make the Letter Display button, just to the right, the selected button of the Letter Box control, by pressing the Right Arrow key.

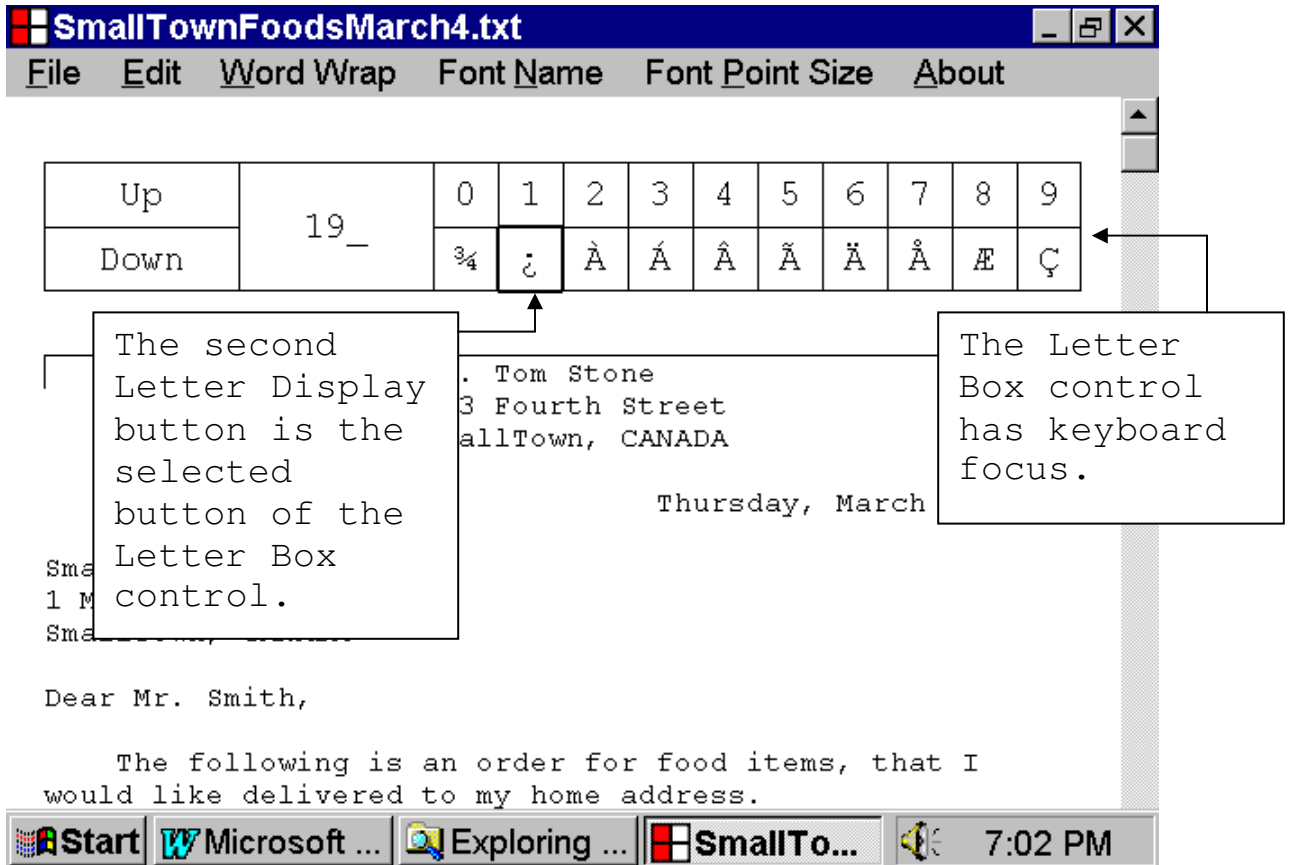
In the illustration, below, keyboard focus has been shifted from the first Letter Display button to the second Letter Display button, by pressing the Right Arrow key.

The character insertion capabilities of the second Letter Display button have not been triggered.



Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the second Letter Display button is the selected button of the Letter Box control.

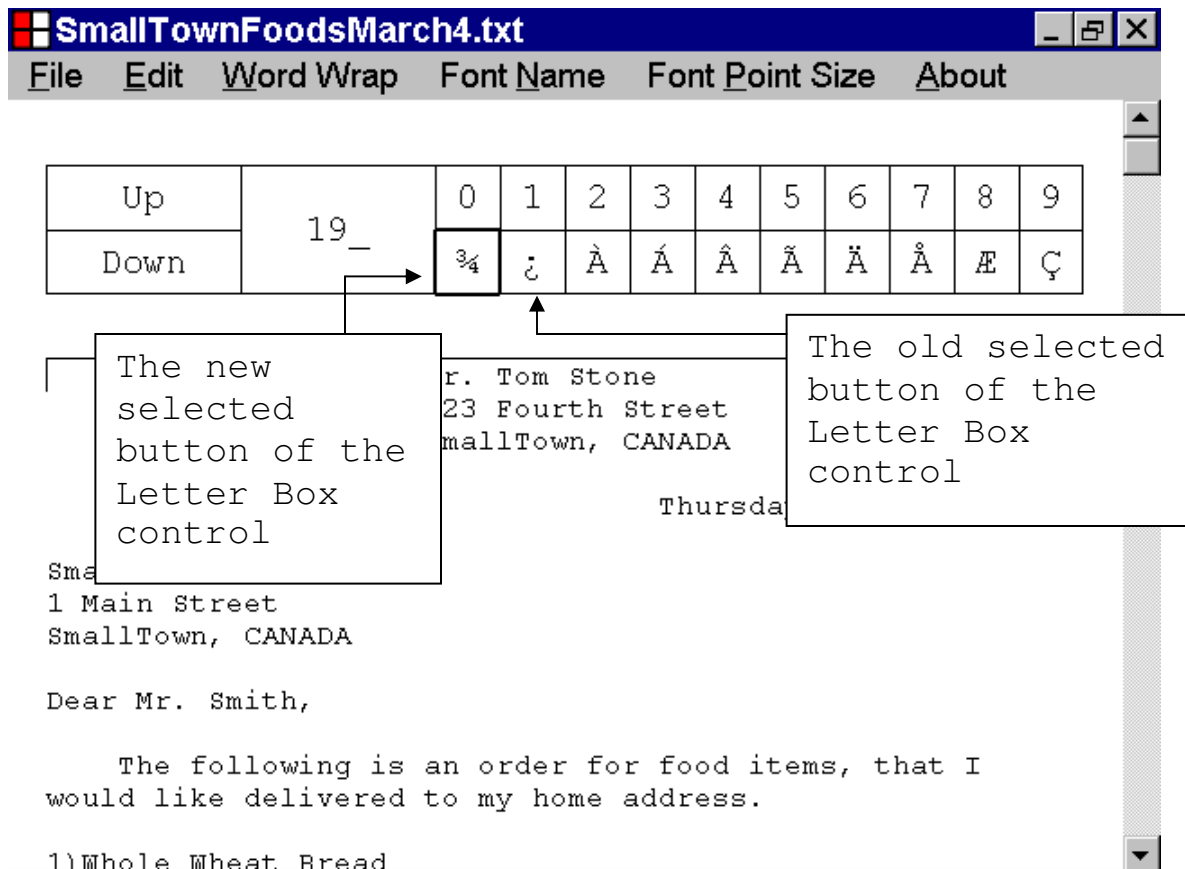


Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can make the Letter Display button, just to the left, the selected button of the Letter Box control, by pressing the Left Arrow key.

In the illustration, below, keyboard focus has been shifted from the second Letter Display button to the first Letter Display button, by pressing the Left Arrow key.

The character insertion capabilities of the first Letter Display button, have not been triggered.



Letter Maker Help File

22. How to use the Home key and the End key to set the selected button of the Letter Box control

This section, of the documentation, provides information about how to use the Home key and the End key to set the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, keyboard focus is directed to the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The Letter Box control has keyboard focus.

Letter Maker Help File

If the Letter Box control has keyboard focus, you can make the first Letter Display button, the selected button of the Letter Box control, by pressing the Home key.

In the illustration, below, keyboard focus has been set to the first Letter Display button by pressing the Home key.

The character insertion capabilities of the first Letter Display button, have not been triggered.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a 'Letter Box' control consisting of a grid of characters. The grid has two rows: 'Up' and 'Down'. The 'Up' row contains characters 0 through 9. The 'Down' row contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. A mouse cursor is pointing to the 'Ç' character. Below the grid is a text area containing a letter template. The text in the letter is: 'Mr. Tom Stone', '123 Fourth Street', 'SmallTown, CANADA', 'Thursday, March 4, 2010', 'SmallTown Foods', '1 Main Street', 'SmallTown, CANADA', 'Dear Mr. Smith,', 'The following is an order for food items, that I would like delivered to my home address.', and '1)Whole Wheat Bread'. A tooltip box is overlaid on the right side of the letter, containing the text: 'The Letter Box control has keyboard focus.'

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The Letter Box control has keyboard focus.

Letter Maker Help File

If the Letter Box control has keyboard focus, you can make the last Letter Display button, the selected button of the Letter Box control, by pressing the End key.

In the illustration, below, keyboard focus has been set to the last Letter Display button, by pressing the End key.

The character insertion capabilities of the last Letter Display button, have not been triggered.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, Ma

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The last Letter Display button is the selected button of the Letter Box control.

Letter Maker Help File

23. How to apply mouse device input to a label of the Letter Box control, to set the selected button of the Letter Box control.

This section, of the documentation, provides information about how to apply mouse device input to a label of the Letter Box control, to set the selected button of the Letter Box control.

If the Letter Box control has keyboard focus, keyboard input is directed to the selected button of the Letter Box control.

The selected button of the Letter Box control displays a double thickness border.

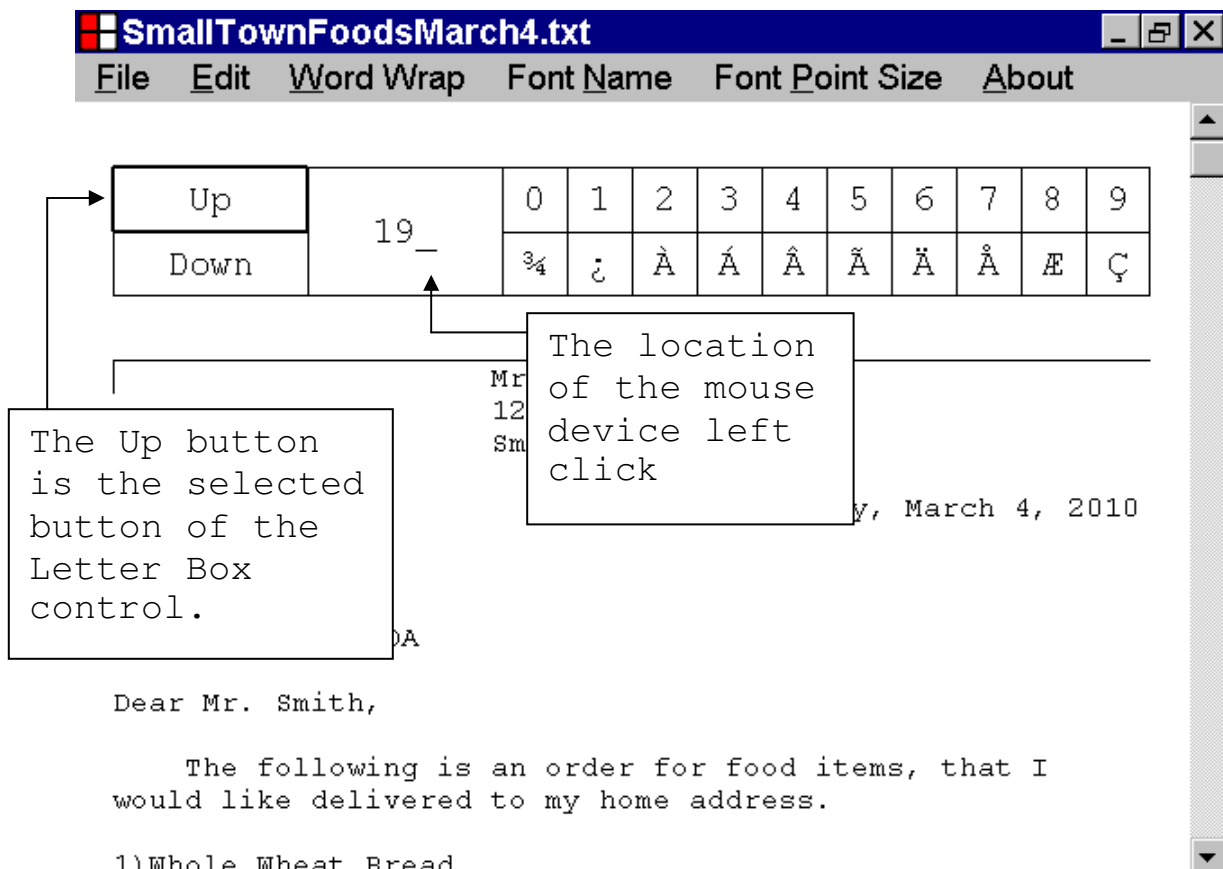
Letter Maker Help File

You can make the Up button, the selected button of the Letter Box control, by left clicking the Line Index label with the mouse device.

If you make the Up button, the selected button of the Letter Box control, the Letter Box control will have keyboard focus and keyboard input will be directed to the Up button.

In the illustration, below, keyboard focus has been set to the Up button, by left clicking the Line Index label with the mouse device.

The scrolling capabilities of the Up button have not been triggered.



Letter Maker Help File

You can make one of the Letter Display buttons, the selected button of the Letter Box control, by left clicking the Letter Display label, directly above the Letter Display button, with the mouse device.

If you make one of the Letter Display buttons, the selected button of the Letter Box control, the Letter Box will have keyboard focus, and keyboard input will be directed to that Letter Display button.

Letter Maker Help File

In the illustration, below, keyboard focus has been set to the first Letter Display button, by left clicking the first Letter Display label, directly above the first Letter Display button, with the mouse device.

The character insertion capabilities of the first Letter Display button have not been triggered.

SmallTownFoodsMarch4.txt [-] [E] [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street

day, March 4, 2010

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The location of the mouse device left click

The first Letter Display button is the selected button of the Letter Box control.

Letter Maker Help File

24. How to use the Enter key or the Spacebar to scroll the characters displayed by the Letter Box control.

This section, of the documentation, provides information about how to use the Enter key or the Spacebar to scroll the characters displayed by the Letter Box control.

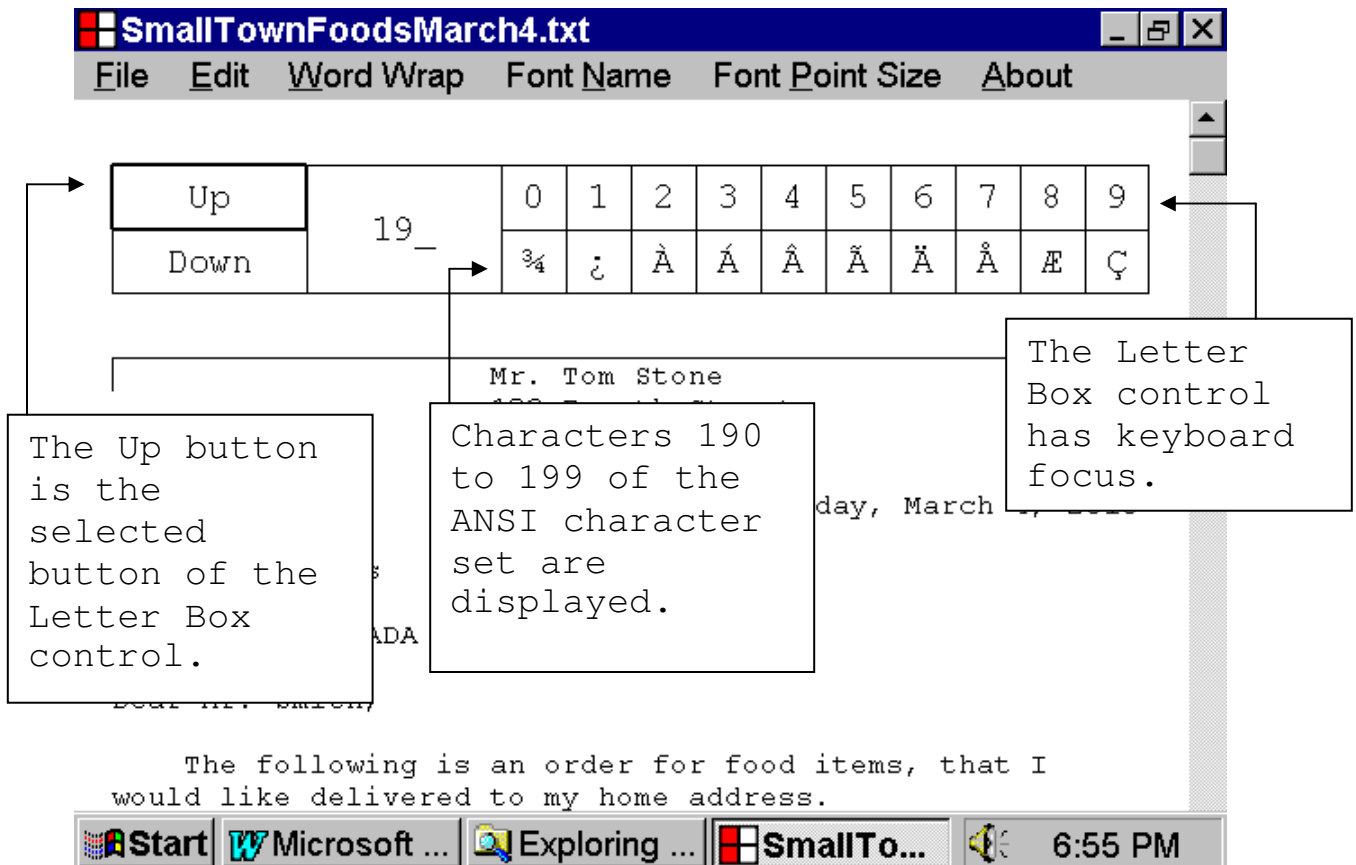
In order to use the Enter key or the Spacebar to scroll the characters displayed by the Letter Box control, upward, the Letter Box control must have keyboard focus and the Up button must be the selected button of the Letter Box control.

You can set keyboard focus to the Letter Box control, and make the Up button, the selected button of the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

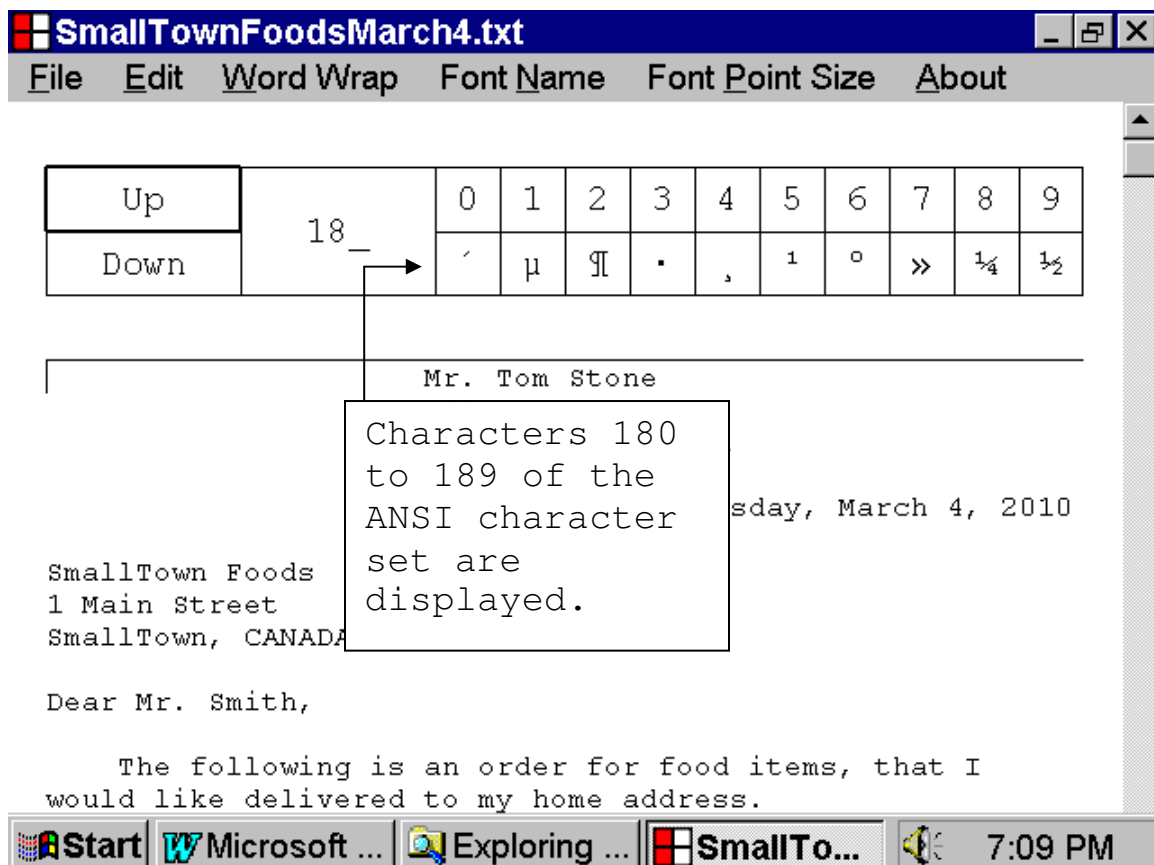


Letter Maker Help File

If the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control, you can scroll the characters, displayed by the Letter Box control, upward, by pressing the Enter key or the Spacebar.

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled upward, one row, by pressing the Enter key.

The characters 180 to 189, of the ANSI character set are now displayed by the Letter Box control.



Letter Maker Help File

In order to use the Enter key or the Spacebar to scroll the characters displayed by the Letter Box control, downward, the Letter Box control must have keyboard focus, and the Down button must be the selected button of the Letter Box control.

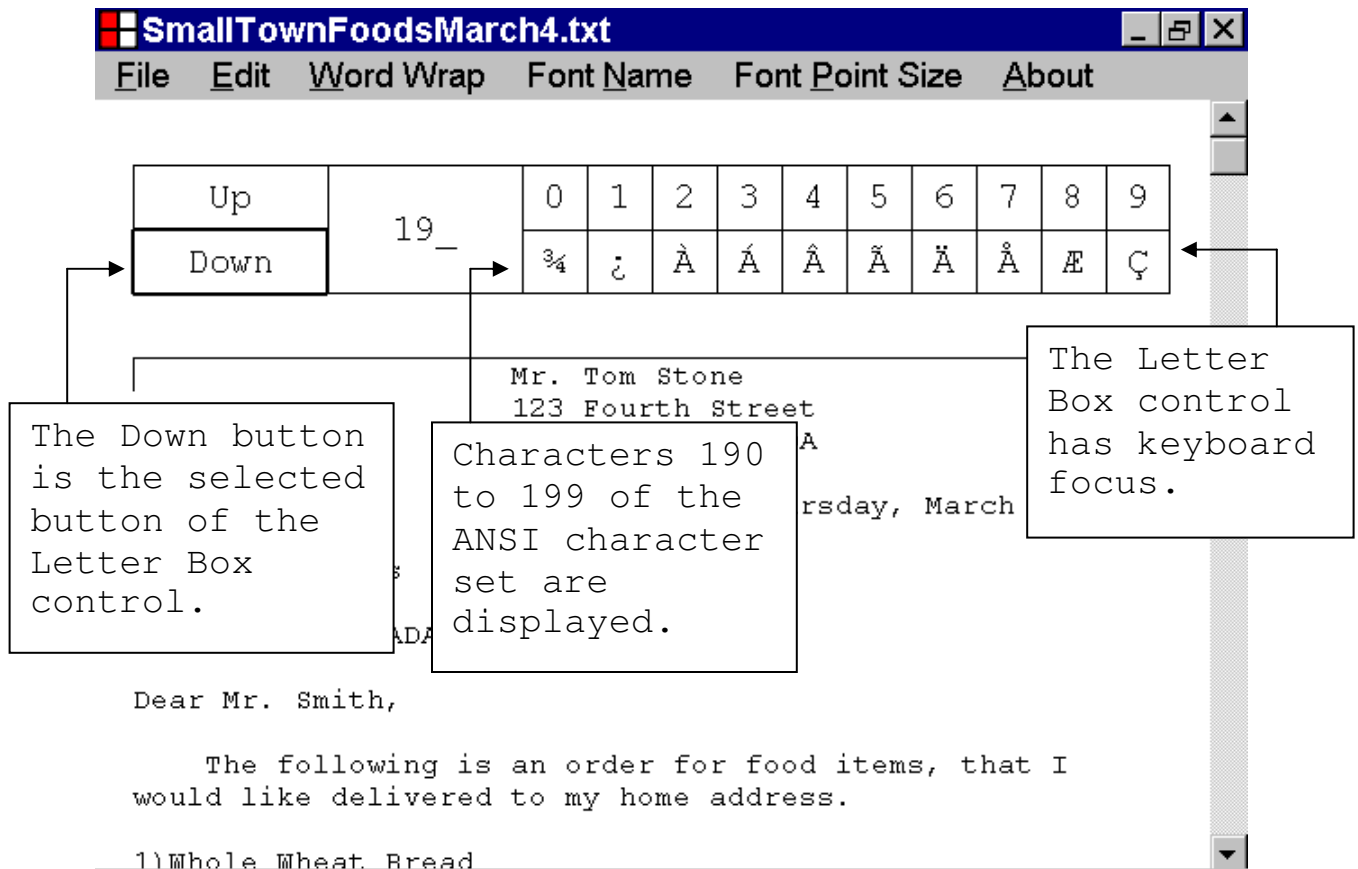
You can set keyboard focus to the Letter Box control, and make the Up button the selected button of the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

If the Letter Box control has keyboard focus, and the Up button is the selected button of the Letter Box control, you can make the Down button the selected button of the Letter Box control, by pressing the Down Arrow key.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the Down button is the selected button of the Letter Box control.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.



Letter Maker Help File

If the Letter Box control has keyboard focus, and the Down button is the selected button of the Letter Box control, you can scroll the characters, displayed by the Letter Box control downward, by pressing the Enter key or the Spacebar.

In the illustration, below, the characters, displayed by the Letter Box control, have been scrolled downward, one row, by pressing the Enter key.

The characters, 200 to 209, of the ANSI character set are now displayed by the Letter Box control.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a Letter Box control. The Letter Box control has two buttons: 'Up' and 'Down'. The 'Down' button is selected. To the right of the buttons is a grid of characters. The first row of the grid contains digits 0 through 9. The second row contains characters: È, É, Ê, Ë, Ì, Í, Î, Ï, Ð, Ñ. A callout box points to the grid with the text: 'Characters 200 to 209 of the ANSI character set are displayed.' The text in the editor window includes: 'SmallTown Foods', '1 Main Street', 'SmallTown, CANADA', 'Dear Mr. Smith,', 'The following is an order for food items, that I would like delivered to my home address.', and '1)Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	20_	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ

Characters 200 to 209 of the ANSI character set are displayed.

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

25. How to use the Up Arrow key and the Down Arrow key, to scroll the characters displayed by the Letter Box control

This section, of the documentation, provides information about how to use the Up Arrow key and the Down Arrow key to scroll the characters displayed by the Letter Box control.

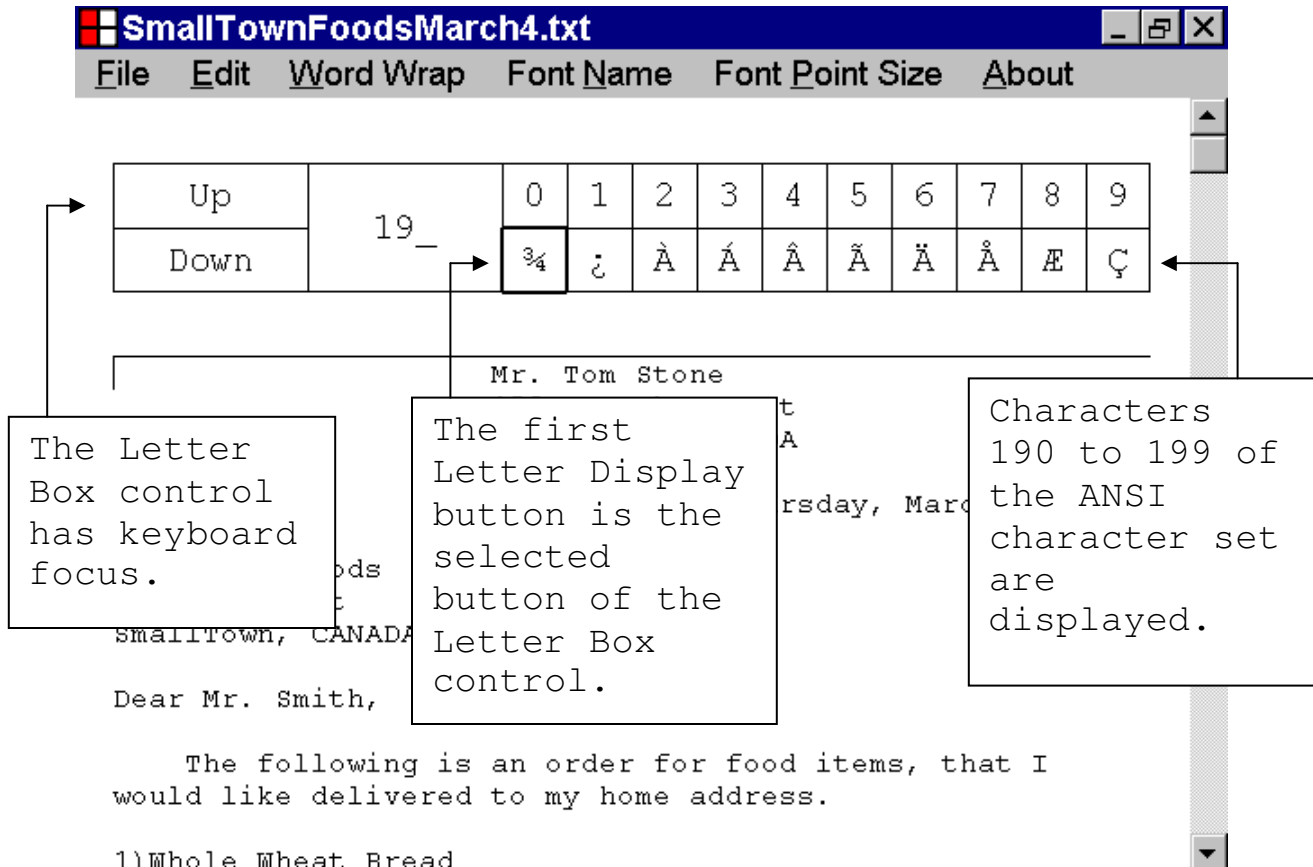
In order to use the Up Arrow key to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus, and one of the Letter Display buttons must be the selected button of the Letter Box control.

You can set keyboard focus to the Letter Box control, and make one of the Letter Display buttons, the selected button of the Letter Box control, by left clicking one of the Letter Display labels, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the first Letter Display button is the selected button of the Letter Box control.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.



Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can scroll the characters, displayed by the Letter Box control, upward, by pressing the Up Arrow key.

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled upward, one row, by pressing the Up Arrow key.

The characters 180 to 189 of the ANSI character set are now displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [Min] [Max] [Close]

File Edit Word Wrap Font Name Font Point Size About

Up	18_	0	1	2	3	4	5	6	7	8	9
Down		'	µ	¶	·	,	1	°	>>	¼	½

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, Mar

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Wednesday, March 17, 2010 5:24 PM

Start Microsoft ... Exploring ... SmallTo...

Letter Maker Help File

In order to use the Down Arrow key to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus, and one of the Letter Display buttons must be the selected button of the Letter Box control.

You can set keyboard focus to the Letter Box control, and make one of the Letter Display buttons, the selected button of the Letter Box control, by left clicking one of the Letter Display labels, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus, and the first Letter Display button is the selected button of the Letter Box control.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

The screenshot shows a Windows application window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The main content area displays a "Letter Box" control with a grid of characters. The grid has two rows: "Up" and "Down", and ten columns numbered 0 to 9. The "Down" row contains the characters: ¾, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç. The first button (¾) is selected. Below the grid, the text "Mr. Tom Stone" is visible. Three callout boxes provide additional information:

- Left box: "The Letter Box control has keyboard focus."
- Middle box: "The first Letter Display button is the selected button of the Letter Box control."
- Right box: "Characters 190 to 199 of the ANSI character set are displayed."

Below the Letter Box control, the text "Dear Mr. Smith," is visible, followed by a paragraph: "The following is an order for food items, that I would like delivered to my home address."

The taskbar at the bottom shows the Start button, several open application windows (Microsoft..., Exploring..., SmallTo...), and the system clock showing 5:34 PM.

Letter Maker Help File

If the Letter Box control has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can scroll the characters, displayed by the Letter Box control, downward, by pressing the Down Arrow key.

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled downward, one row, by pressing the Down Arrow key.

The characters 200 to 209 of the ANSI character set are now displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	20_	0	1	2	3	4	5	6	7	8	9
Down		È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Characters 200 to 209 of the ANSI character set are displayed.

Letter Maker Help File

26. How to use the Page Up key and the Page Down key to scroll the characters displayed by the Letter Box control

This section, of the documentation, provides information about how to use the Page Up key and the Page Down key, to scroll the characters displayed by the Letter Box control.

In order to use the Page Up key to scroll the characters, displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A "Letter Box" control is visible, which is a grid with two rows and twelve columns. The first row contains the characters "Up", "19_", and digits "0" through "9". The second row contains "Down", "¾", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç". A callout box on the left points to the "Up" button, stating "The Letter Box control has keyboard focus." A callout box on the right points to the grid, stating "Characters 190 to 199 of the ANSI character set are displayed." The text in the editor window includes an address: "Mr. Tom Stone, 123 Fourth Street, SmallTown, CANADA", a date: "Thursday, March", and a salutation: "Dear Mr. Smith,". The main text reads: "The following is an order for food items, that I would like delivered to my home address." The first item in the list is "1)Whole Wheat Bread".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç	

The Letter Box control has keyboard focus.

Characters 190 to 199 of the ANSI character set are displayed.

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

If the Letter Box control has keyboard focus, you can scroll the characters, displayed by the Letter Box control, five rows upward, by pressing the Page Up key.

If you scroll the characters, displayed by the Letter Box control, by pressing the Page Up key, the first Letter Display button will be made the selected button of the Letter Box control.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled five rows upward, by pressing the Page Up key.

The characters 140 to 149 of the ANSI character set are now displayed.

The first Letter Display button, has been made the selected button of the Letter Box control.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	14_	0	1	2	3	4	5	6	7	8	9
Down		€	□	□	□	□	\	'	\"	\"	•

The first Letter Display button is the new selected button of the Letter Box control.

Characters 140 to 149 of the ANSI character set are displayed.

SmallTown Foods
1 Main Street
SmallTown, CA

reet
NADA

Thursday, March

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft ... Exploring ... SmallTo... 6:03 PM

Letter Maker Help File

In order to use the Page Down key to scroll the characters, displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A "Letter Box" control is visible, which is a grid with two rows and twelve columns. The top row contains the characters "0", "1", "2", "3", "4", "5", "6", "7", "8", and "9". The bottom row contains the characters "¼", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç". The text "19_" is displayed in the second column of the grid. A callout box on the left points to the "Up" and "Down" buttons of the control, stating "The Letter Box control has keyboard focus." Another callout box on the right points to the grid, stating "Characters 190 to 199 of the ANSI character set are displayed." The text editor content includes:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

ods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

If the Letter Box control has keyboard focus, you can scroll the characters, displayed by the Letter Box control, five rows downward, by pressing the Page Down key.

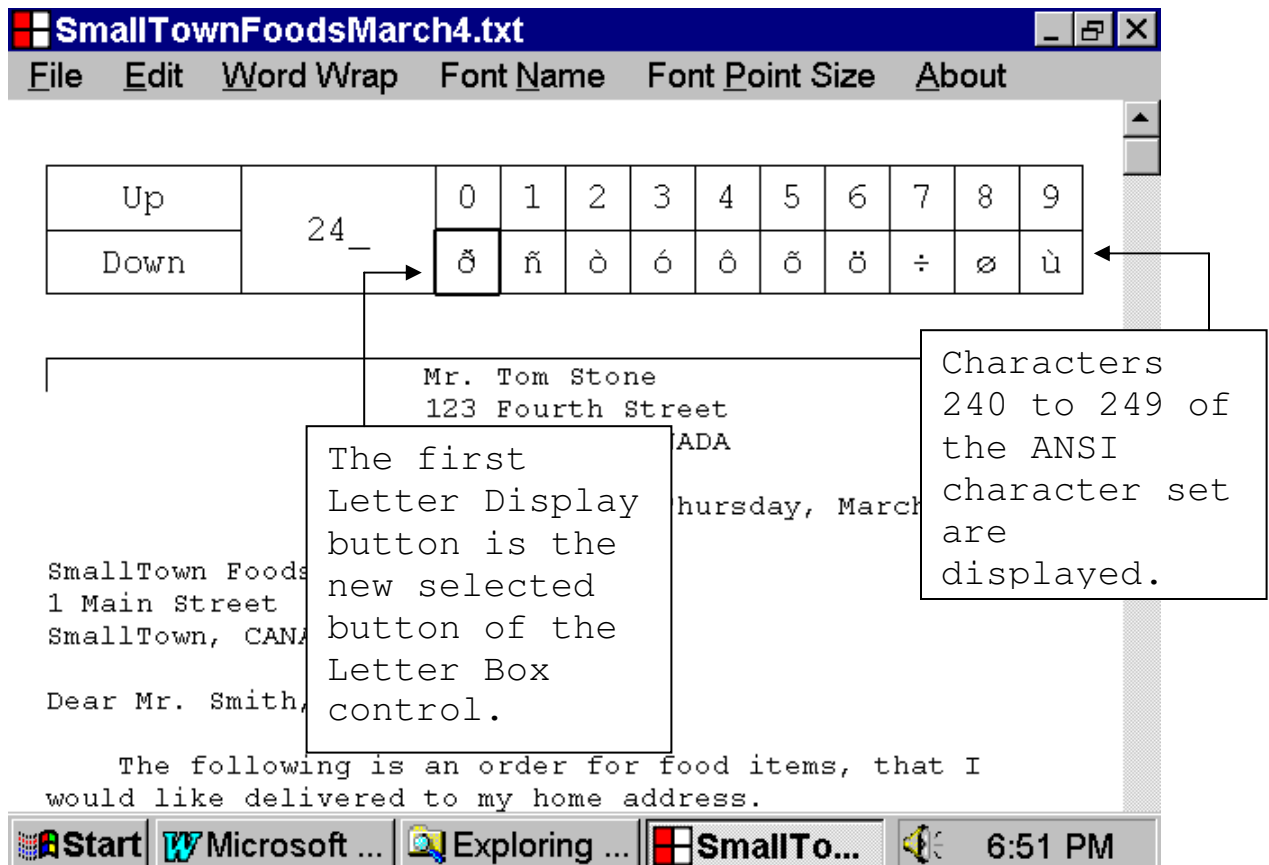
If you scroll the characters, displayed by the Letter Box control, by pressing the Page Down key, the first Letter Display button, will be made the selected button of the Letter Box control.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled five rows downward, by pressing the Page Down key.

The characters 240 to 249 of the ANSI character set are now displayed.

The first Letter Display button, has been made the selected button of the Letter Box control.



Letter Maker Help File

27. How to use the Page Up key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control

This section, of the documentation, provides information about how to use the Page Up key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control.

In order to use the Page Up key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The Letter Box control has keyboard focus.

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Characters 190 to 199 of the ANSI character set are displayed.

Letter Maker Help File

If the Letter Box control has keyboard focus, you can set the line index value, displayed by the Line Index label, to the next previous value in the series, 3_, 10_, 20_, and 25_, by pressing the Page Up key, while holding down the Ctrl key.

When the line index value is 3_, the characters displayed by the Letter Box control, are the characters, 31 to 39 of the ANSI character set.

When the line index value is 10_, the characters displayed by the Letter Box control, are the characters, 100 to 109 of the ANSI character set.

When the line index value is 20_, the characters displayed by the Letter Box control, are the characters, 200 to 209 of the ANSI character set.

When the line index value is 25_, the characters displayed by the Letter Box control, are the characters, 250 to 255 of the ANSI character set.

If you scroll the characters, displayed by the Letter Box control, by pressing the Page Up key while holding down the Ctrl key, the first Letter Display button will be made the selected button of the Letter Box control.

Letter Maker Help File

In the illustration, below, the line index value, displayed by the Line Index label, has been scrolled from a value of 19_ to a value of 10_, by pressing the Page Up key, while holding down the Ctrl key.

The characters 100 to 109 of the ANSI character set are now displayed.

The first Letter Display button has been made the selected button of the Letter Box control.

The screenshot shows a Windows Notepad window titled "SmallTownFoodsMarch4.txt". The menu bar includes "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A control panel is visible with "Up" and "Down" buttons, a "Line Index" label showing "10_", and a grid of character selection buttons labeled 0 through 9. The button for 'd' is selected. Below this is a letter template with fields for recipient name, address, date, and salutation. Callout boxes provide instructions: one points to the 'd' button stating it is the new selected button, and another points to the character grid stating that characters 100 to 109 of the ANSI character set are displayed. The letter text includes "Mr. Tom Stone", "street", "CANADA", "Thursday, Ma", "Dear Mr. Smit", and "The following is an order for food items, that I would like delivered to my home address." The taskbar at the bottom shows the Start button, open windows for "Microsoft ..." and "Exploring ...", and the active window "SmallTo...". The system clock shows "7:23 PM".

Up	10_	0	1	2	3	4	5	6	7	8	9
Down		d	e	f	g	h	i	j	k	l	m

Mr. Tom Stone
street
CANADA
Thursday, Ma

SmallTown Foods
1 Main Street
SmallTown, C

Dear Mr. Smit

The following is an order for food items, that I would like delivered to my home address.

Start | Microsoft ... | Exploring ... | SmallTo... | 7:23 PM

Letter Maker Help File

28. How to use the Page Down key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control.

This section of the documentation, provides information about how to use the Page Down key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control.

In order to use the Page Down key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A "Letter Box" control is visible, which is a grid with two rows and twelve columns. The first row contains the characters "Up", "19_", and digits "0" through "9". The second row contains "Down", "¾", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç". A callout box on the left states: "The Letter Box control has keyboard focus." A callout box on the right states: "Characters 190 to 199 of the ANSI character set are displayed." The text in the editor window includes: "Mr. Tom Stone", "123 Fourth Street", "SmallTown, CANADA", "Thursday, March", "SmallTown, CANADA", "Dear Mr. Smith,", "The following is an order for food items, that I would like delivered to my home address.", and "1)Whole Wheat Bread".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

If the Letter Box control has keyboard focus, you can set the line index value, displayed by the Line Index label, to the next value in the series, 3_, 10_, 20_, and 25_, by pressing the Page Down key, while holding down the Ctrl key.

When the line index value is 3_, the characters displayed by the Letter Box control, are the characters, 31 to 39 of the ANSI character set.

When the line index value is 10_, the characters displayed by the Letter Box control, are the characters, 100 to 109 of the ANSI character set.

When the line index value is 20_, the characters displayed by the Letter Box control, are the characters, 200 to 209 of the ANSI character set.

When the line index value is 25_, the characters displayed by the Letter Box control, are the characters, 250 to 255 of the ANSI character set.

If you scroll the characters, displayed by the Letter Box control, by pressing the Page Down key, while holding down the Ctrl key, the first Letter Display button will be made the selected button of the Letter Box control.

Letter Maker Help File

In the illustration, below, the line index value, displayed by the Line Index label, has been scrolled from a value of 19_, to a value of 20_, by pressing the Page Down key, while holding down the Ctrl key.

The characters 200 to 209 of the ANSI character set are now displayed.

The first Letter Display button has been made the selected button of the Letter Box control.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a vertical scrollbar on the right. A control panel is overlaid on the text, featuring a 'Line Index' label with the value '20' and a grid of buttons labeled 0 through 9. The button '0' is highlighted with a thick border. Below the grid, the text of a letter is visible, including the recipient's name 'Mr. Tom Stone' and the sender's address 'SmallTown Foods, 1 Main Street, SmallTown, CA'. A callout box points to the '0' button, stating: 'The first Letter Display button is the new selected button of the Letter Box control.' Another callout box points to the character 'È' in the grid, stating: 'Characters 200 to 209 of the ANSI character set are displayed.'

Up	20	0	1	2	3	4	5	6	7	8	9
Down		È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ

Mr. Tom Stone
Street
ADA
Thursday, Mar

SmallTown Foods
1 Main Street
SmallTown, CA

Dear Mr. Smith

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

29. How to use the Home key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control

This section of the documentation, provides information about how to use the Home key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control.

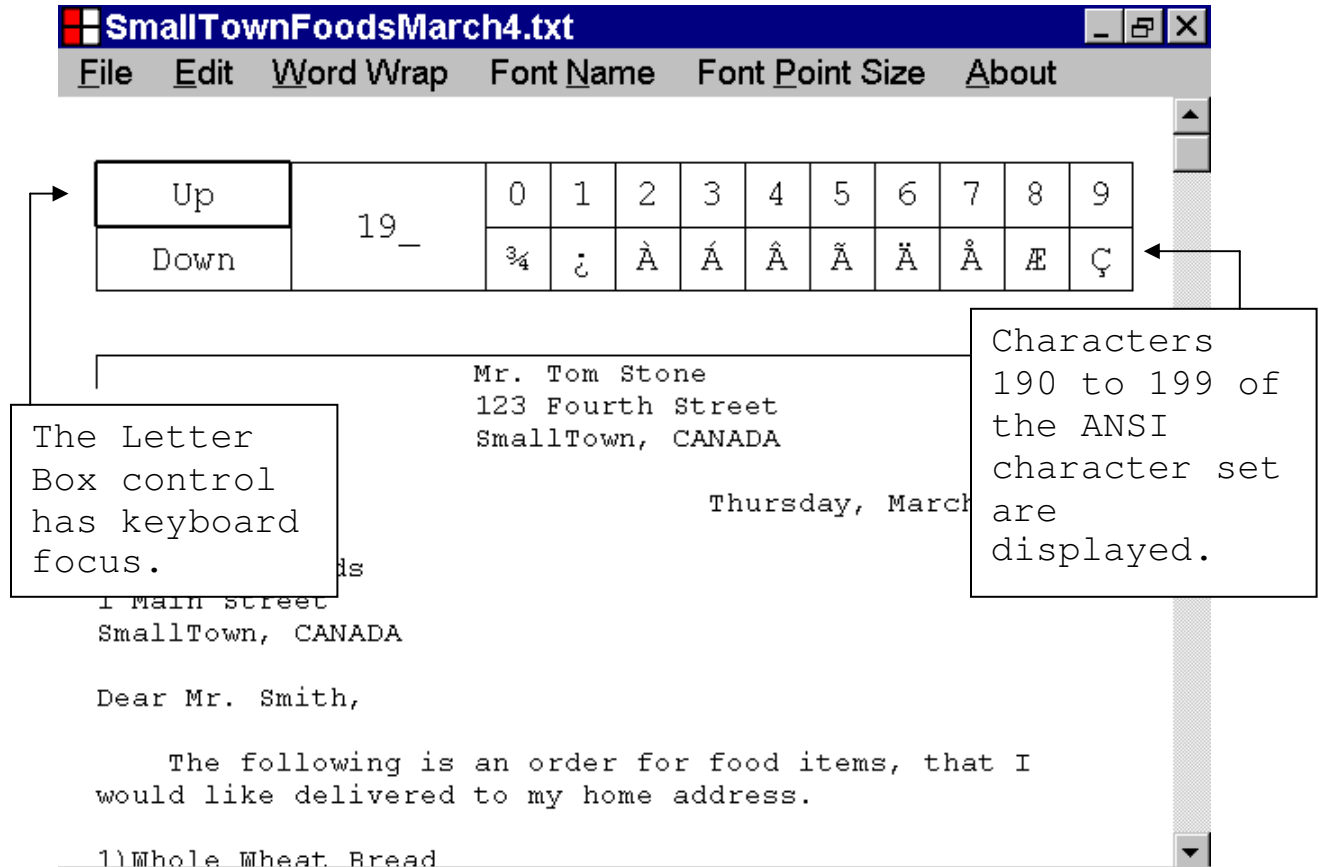
In order to use the Home key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.



Letter Maker Help File

If the Letter Box control has keyboard focus, you can scroll the characters displayed by the Letter Box control to the first row, by pressing the Home key, while holding down the Ctrl key.

If you scroll the characters, displayed by the Letter Box control, by pressing the Home key, while holding down the Ctrl key, the first Letter Display button will be made the selected button of the Letter Box control.

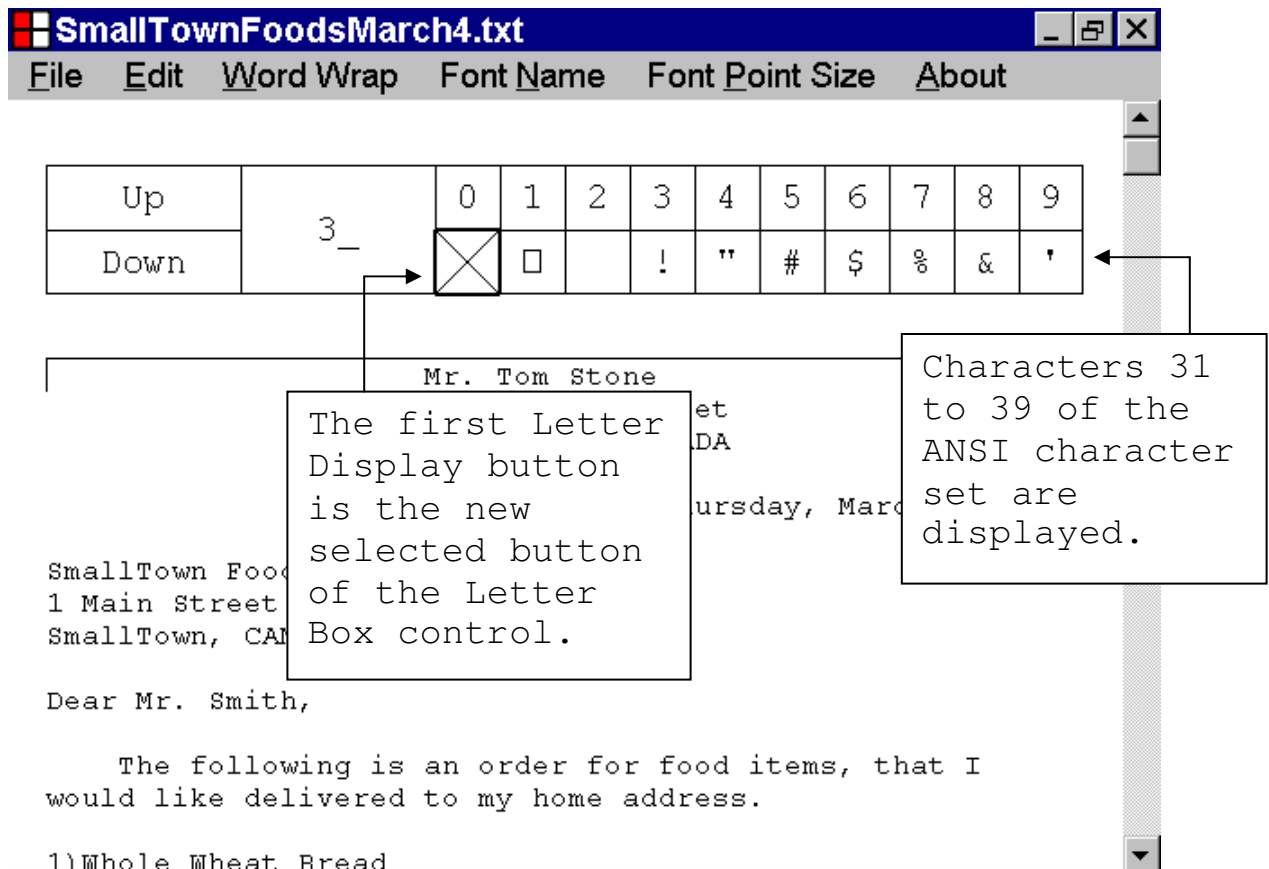
Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled to the first row, by pressing the Home key, while holding down the Ctrl key.

The characters, 31 to 39 of the ANSI character set are now displayed.

The first Letter Display button, has been made the selected button of the Letter Box control.

The character displayed by the first Letter Display button is not a printable character, and can not be inserted into the text document.



Letter Maker Help File

30. How to use the End key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control

This section, of the documentation, provides information about how to use the End key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control.

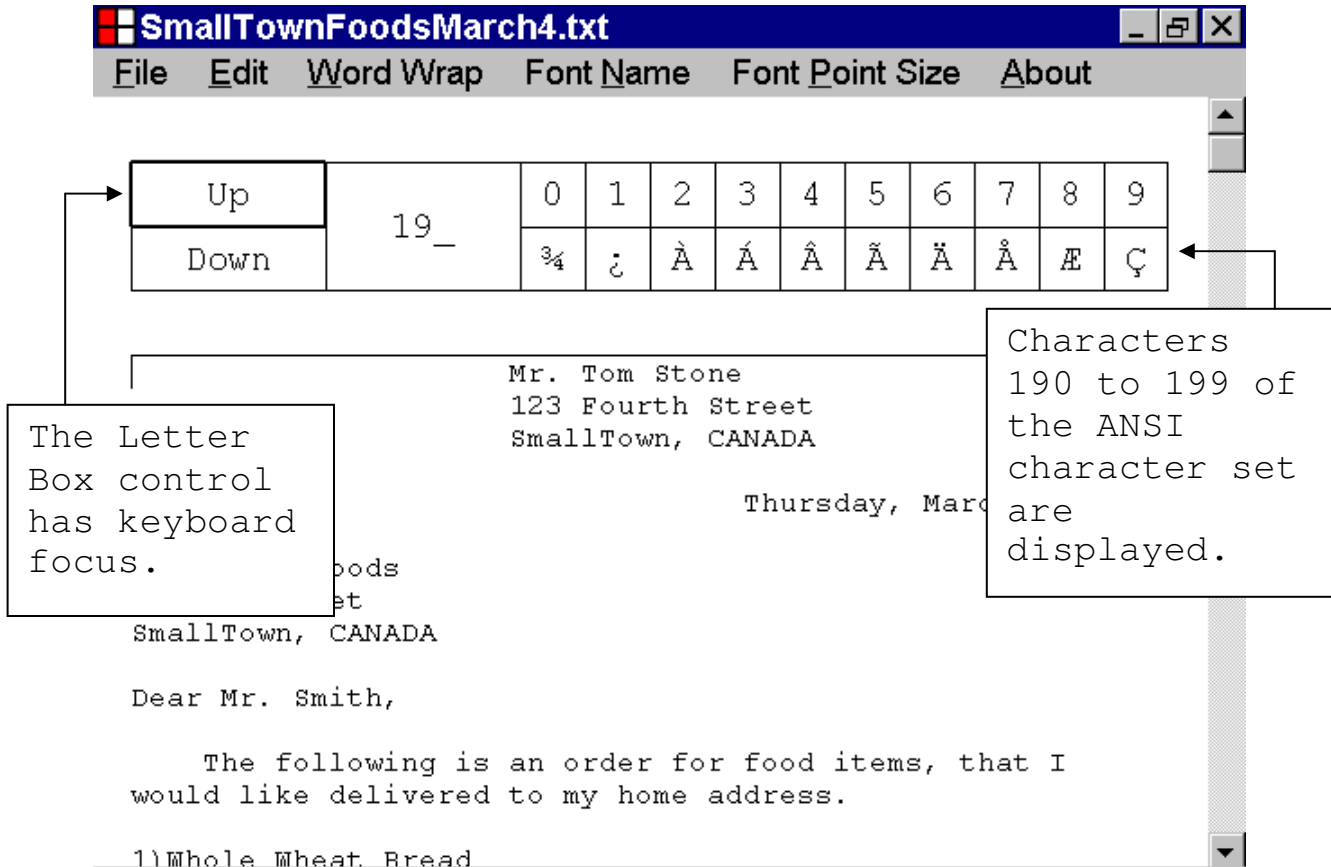
In order to use the End key, while holding down the Ctrl key, to scroll the characters displayed by the Letter Box control, the Letter Box control must have keyboard focus.

You can set keyboard focus to the Letter Box control, by left clicking the Line Index label, of the Letter Box control, with the mouse device.

Letter Maker Help File

In the illustration, below, the Letter Box control has keyboard focus.

The characters 190 to 199 of the ANSI character set are currently displayed by the Letter Box control.



Letter Maker Help File

If the Letter Box control has keyboard focus, you can scroll the characters displayed by the Letter Box control to the last row, by pressing the End key, while holding down the Ctrl key.

If you scroll the characters, displayed by the Letter Box control, by pressing the End key, while holding down the Ctrl key, the last Letter Display button will be made the selected button of the Letter Box control.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled to the last row, by pressing the End key, while holding down the Ctrl key.

The characters, 250 to 255 of the ANSI character set are now displayed.

The last Letter Display button has been made the selected button of the Letter Box control.

The characters, displayed by the last four Letter Display buttons, are not printable characters, and can not be inserted into the text document.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	25_	0	1	2	3	4	5	6	7	8	9
Down		ú	û	ü	ý	þ	ÿ	X	X	X	X

Mr. Tom Stone

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

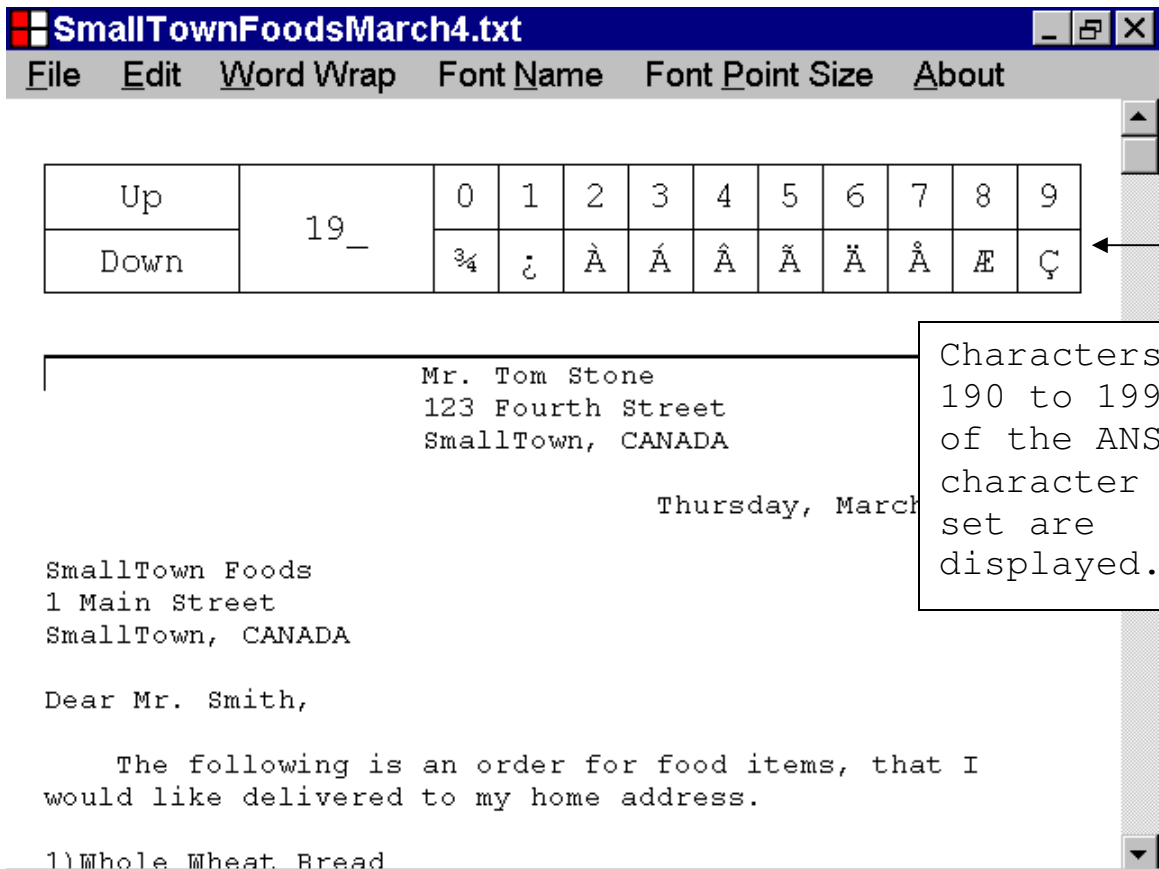
Start Microsoft Word Exploring SmallTo... 7:15 PM

Letter Maker Help File

31. How to scroll the characters displayed by the Letter Box control, by directing mouse device input to the Letter Box control

This section, of the documentation, provides information about how to scroll the characters displayed by the Letter Box control, by directing mouse device input to the Letter Box control.

In the illustration, below, the characters 190 to 199 of the ANSI character set are displayed by the Letter Box control.



Letter Maker Help File

You can scroll the characters, displayed by the Letter Box control, one row upward, by left clicking the Up button of the Letter Box control, with the mouse device.

If you keep the left mouse button down for 4/10 of a second, the characters displayed by the Letter Box control, will scroll upward continuously, until you release the left mouse button, or until the first row of characters is displayed.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled one row upward, by left clicking the Up button, of the Letter Box control, with the mouse device.

The characters 180 to 189 of the ANSI character set are now displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up	18_	0	1	2	3	4	5	6	7	8	9
Down		'	µ	¶	·	,	1	°	>>	¼	½

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Characters 180 to 189 of the ANSI character set are displayed.

Letter Maker Help File

In the illustration, below, the characters 190 to 199 of the ANSI character set are displayed by the Letter Box control.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a 'Letter Box' control consisting of a table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. An arrow points from the 'Ç' character in the table to a callout box. The callout box contains the text: 'Characters 190 to 199 of the ANSI character set are displayed.' Below the table is a text area containing a letter template. The letter is addressed to 'Mr. Tom Stone' at '123 Fourth Street, SmallTown, CANADA'. The date is 'Thursday, March'. The sender is 'SmallTown Foods' at '1 Main Street, SmallTown, CANADA'. The letter begins with 'Dear Mr. Smith,' and contains the text: 'The following is an order for food items, that I would like delivered to my home address.' The first item in the order is '1) Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

You can scroll the characters, displayed by the Letter Box control, one row upward, by left clicking the Up button of the Letter Box control, with the mouse device.

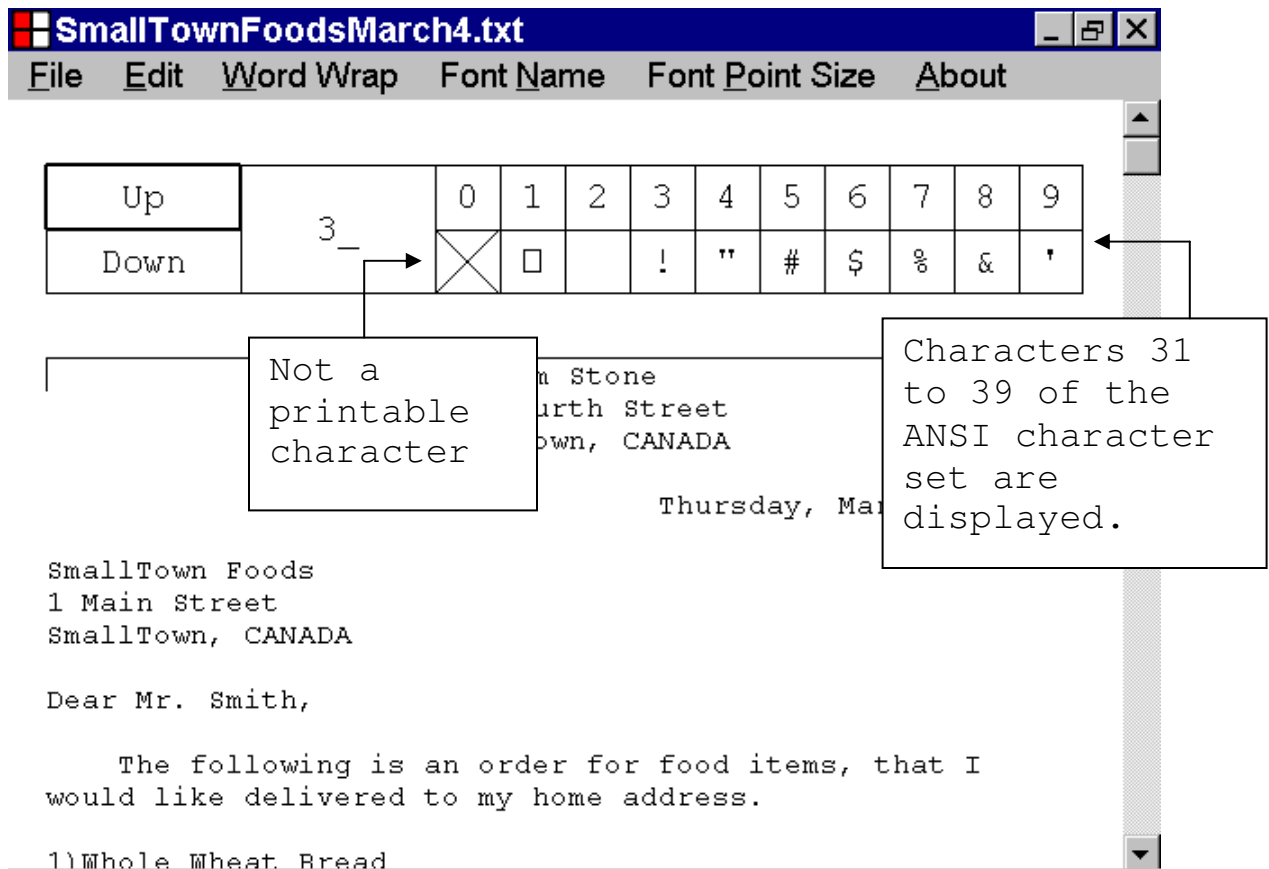
If you keep the left mouse button down for 4/10 of a second, the characters displayed by the Letter Box control, will scroll upward continuously, until you release the left mouse button, or until the first row of characters is displayed.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled to the first row, by left clicking the Up button, of the Letter Box control, with the mouse device, and keeping the left mouse button down until the first row was displayed.

The characters 31 to 39 of the ANSI character set are now displayed.

The character displayed by the first Letter Display button is not a printable character, and can not be inserted into the text document.



Letter Maker Help File

In the illustration, below, the characters 190 to 199 of the ANSI character set are displayed by the Letter Box control.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a 'Letter Box' control consisting of a table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. An arrow points from the 'Down' row to a callout box. The callout box contains the text: 'Characters 190 to 199 of the ANSI character set are displayed.' Below the table is a text area containing a letter template. The letter is addressed to Mr. Tom Stone at 123 Fourth Street, SmallTown, CANADA. The date is Thursday, May. The letter is from SmallTown Foods at 1 Main Street, SmallTown, CANADA. The letter is addressed to Dear Mr. Smith. The letter contains the text: 'The following is an order for food items, that I would like delivered to my home address.' The first item in the order is 1) Whole Wheat Bread.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, May

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

You can scroll the characters, displayed by the Letter Box control, one row downward, by left clicking the Down button of the Letter Box control, with the mouse device.

If you keep the left mouse button down for 4/10 of a second, the characters displayed by the Letter Box control, will scroll downward continuously, until you release the left mouse button, or until the last row of characters is displayed.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled one row downward, by left clicking the Down button of the Letter Box control, with the mouse device.

The characters 200 to 209 of the ANSI character set are now displayed by the Letter Box control.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up	20_	0	1	2	3	4	5	6	7	8	9
Down		È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Characters 200 to 209 of the ANSI character set are now displayed.

Letter Maker Help File

In the illustration, below, the characters 190 to 199 of the ANSI character set are displayed by the Letter Box control.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a 'Letter Box' control consisting of a table with two rows and ten columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. An arrow points from the 'Down' row to a callout box. The callout box contains the text: 'Characters 190 to 199 of the ANSI character set are displayed.' Below the table is a text area containing a letter template with the following text: 'Mr. Tom Stone', '123 Fourth Street', 'SmallTown, CANADA', 'Thursday, Mar', 'SmallTown Foods', '1 Main Street', 'SmallTown, CANADA', 'Dear Mr. Smith,', 'The following is an order for food items, that I would like delivered to my home address.', and '1)Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, Mar

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Characters 190 to 199 of the ANSI character set are displayed.

Letter Maker Help File

You can scroll the characters, displayed by the Letter Box control, one row downward, by left clicking the Down button of the Letter Box control, with the mouse device.

If you keep the left mouse button down, for 4/10 of a second, the characters displayed by the Letter Box control, will scroll downward, continuously, until you release the left mouse button, or until the last row of characters is displayed.

Letter Maker Help File

In the illustration, below, the characters displayed by the Letter Box control, have been scrolled to the last row, by left clicking the Down button of the Letter Box control, with the mouse device, and keeping the left button down, until the last row was displayed.

The characters 250 to 255 of the ANSI character set are now displayed.

The characters displayed by the last four Letter Display buttons are not printable characters, and can not be inserted into the text document.

The screenshot shows a text editor window with the following components:

- Title Bar:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Selection Interface:**
 - Buttons: Up, Down
 - Character Grid (Row 1): 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
 - Character Grid (Row 2): ú, û, ü, ý, þ, ÿ, [X], [X], [X], [X]
 - Cursor: 25_ (with arrow pointing to the 'ú' character)
- Text Document Content:**

SmallTown
1 Main S
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread
- Callout Boxes:**
 - Left box: Characters 250 to 255 of the ANSI character set are displayed.
 - Right box: Not a printable character (pointing to the last four characters in the grid).

Letter Maker Help File

32. The characters displayed by the Letter Box control

This section, of the documentation, provides information about the characters displayed by the Letter Box control.

The Letter Box control is one of the components of the Letter Maker program, and allows you to insert all of the printable characters of the ANSI character set into a text document.

The printable characters of the ANSI character set have character values between 31 and 255.


Letter Maker Help File

Letter Maker Help File



Below, is an illustration, of the characters displayed by the Letter Box control.



		Letter Display button index									
		0	1	2	3	4	5	6	7	8	9
Line	index	value									
3		☒	□		!	"	#	\$	%	&	'
4		()	*	+	,	-	.	/	0	1
5		2	3	4	5	6	7	8	9	:	;
6		<	=	>	?	@	A	B	C	D	E
7		F	G	H	I	J	K	L	M	N	O
8		P	Q	R	S	T	U	V	W	X	Y
9		Z	[\]	^	_	`	a	b	c
10		d	e	f	g	h	i	j	k	l	m
11		n	o	p	q	r	s	t	u	v	w
12		x	y	z	{		}	~	□	□	□
13		,	f	//	-	†	‡	^	%	Š	<
14		œ	□	□	□	□	‚	‚	“	”	•
15		-	-	”	™	š	>	œ	□	□	ÿ
16		i	<	£	¤	¥	¦	§	¨	©	ª
17		a	«	¬	-	@		°	±	²	³
18		´	µ	¶	·	¸	¹	º	»	¼	½
19		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç
20		È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ
21		Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û
22		Ü	Ý	Þ	ß	à	á	â	ã	ä	å
23		æ	ç	è	é	ê	ë	ì	í	î	ï
24		ø	ñ	ò	ó	ô	õ	ö	÷	ø	ù
25		ú	û	ü	ý	þ	ÿ	☒	☒	☒	☒

Letter Maker Help File

In the illustration above, the "square with an X" symbol, , indicates that the character value does not pertain to a printable character.

If a Letter Display button, displays the "square with an X" symbol, that Letter Display button can not be used to insert a character into the text document.

In the illustration above, the "default character" symbol, , indicates that the visual representation, of that character value is the default character symbol, .

If a Letter Display button displays the "default character" symbol, , that Letter Display button can be used to insert the "default character" symbol, , into the text document.

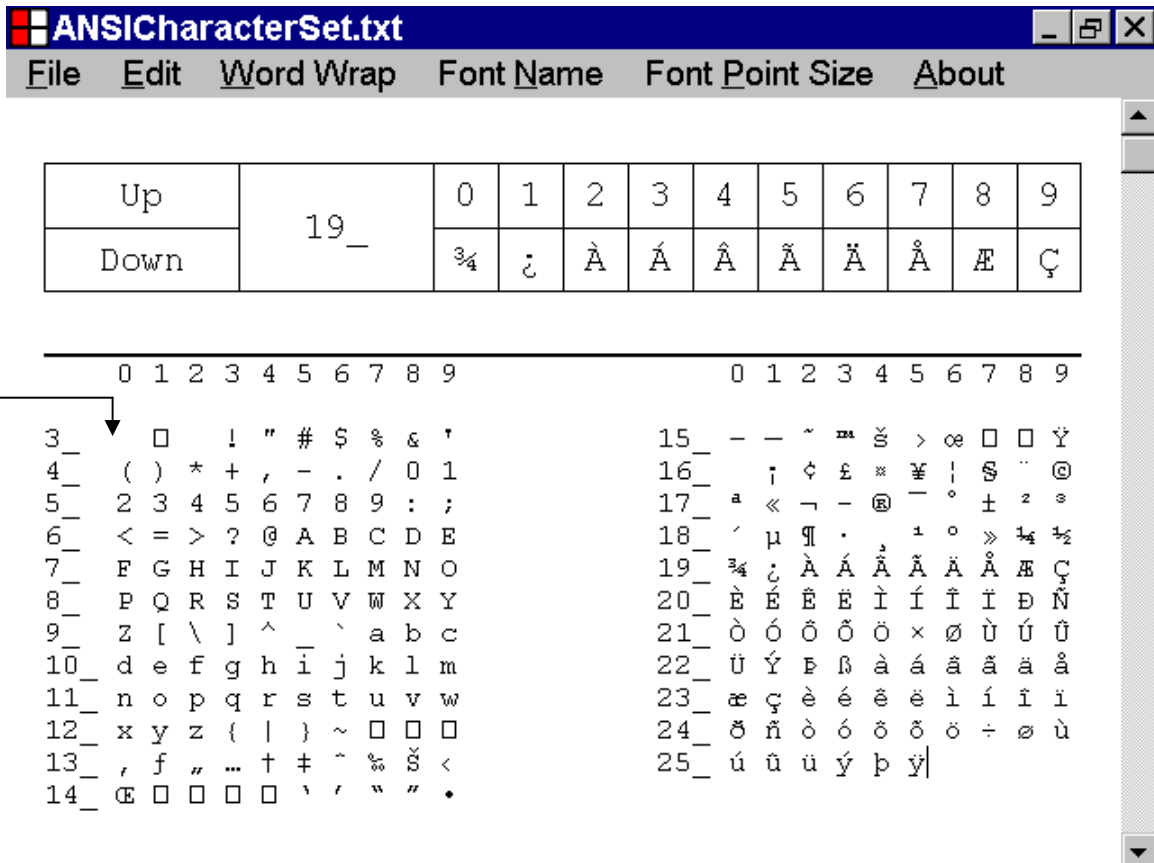
In the illustration above, the "space character" symbol, " ", indicates that the visual representation of that character value is the "space" character, " ".

If a Letter Display button displays the "space character" symbol, " ", that Letter Display button can be used to insert a "space" character, " ", into the text document.

Letter Maker Help File

In the illustration, below, the printable characters of the ANSI character set are displayed in the Letter Maker program window.

The printable characters of the ANSI character set, have character values between 31 and 255.



Not a printable character

Letter Maker Help File

33. The parameters that define a section of selected text

This section, of the documentation, provides information about the parameters that define a section of selected text.

When the capabilities of the Letter Maker program, act on a text document, sections of unselected text, and sections of selected text, are acted on differently.

Letter Maker Help File

A section of selected text, is identified with a label in the illustration below.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character grid with two rows: 'Up' and 'Down'. The 'Up' row contains characters 0-9. The 'Down' row contains symbols: a crossed square, a square, an exclamation mark, a double quote, a hash, a dollar sign, a percent sign, an ampersand, and an apostrophe. The text content of the editor is as follows:

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine
Size 400 gram
Price \$4.00 each

A section of selected text

Letter Maker Help File

The parameters that define a section of selected text are the selected characters, the selection starting position, the selection ending position, and the caret position.

These parameters are identified with labels, in the illustration of a section of selected text, displayed below.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter. A section of the letter is highlighted in black. Annotations with arrows point to specific parts of the text and the editor interface:

- The selected characters:** Points to the highlighted text: "The following is an order for food items, that I would like delivered to my home address."
- The selection starting position:** Points to the beginning of the highlighted text.
- The selection ending position:** Points to the end of the highlighted text.
- The caret position:** Points to the cursor position at the end of the highlighted text.

The text in the editor is as follows:

```
SmallTown, CANADA  
  
Dear Mr. Smith,  
  
The following is an order for food items, that I  
would like delivered to my home address.  
  
1) Whole Wheat Bread  
Size 500 gram  
Price $1.50 each  
Quantity 4  
Total $6.00  
  
2) Premium Margarine  
Size 400 gram  
Price $4.00 each
```

Letter Maker Help File

The selected characters are a continuous string of characters located in the text document.

The selected characters are highlighted, when displayed in the Text Box control of the Letter Maker program window.

In the illustration, below, of a section of selected text, the first selected character is a "space" character, " ", and the last selected character is a "zero" character, "0".

The screenshot shows a text editor window with the following menu items: File, Edit, Word Wrap, Font Name, Font Point Size, About. Below the menu is a character selection grid:

Up		0	1	2	3	4	5	6	7	8	9
Down	3_	⊗	□		!	"	#	\$	%	&	'

The text document content is:

```
SmallTown, CANADA  
  
Dear Mr. Smith,  
The following is an order for food items, that I  
would like delivered to my home address.  
1) Whole Wheat Bread  
Size 500 gram  
Price $1.50 each  
Quantity 4  
Total $6.00  
2) Premium Margarine  
Size 400 gram  
Price $4.00 each
```

Callout boxes provide the following information:

- The first selected character is a "space" character, " ".
- The last selected character is a "zero" character, "0".

Letter Maker Help File

The selection starting position, of a section of selected text, is the left edge of the first selected character.

In the illustration below, of a section of selected text, the selection starting position is the left edge of a "space" character, and is identified with a label.

The screenshot shows a text editor window with the following content:

Up	3_	0	1	2	3	4	5	6	7	8	9
Down		⊗	□		!	"	#	\$	%	&	'

SmallTown, CANADA
Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine

The selection starting position.

The taskbar at the bottom shows the Start button, open applications (Microsoft..., Exploring..., SmallTo...), and the system clock (7:05 PM).

Letter Maker Help File

The selection ending position, of a section of selected text, is the left edge of the character just after the last selected character.

In the illustration below, of a section of selected text, the character, just after the last selected character, is a "carriage return plus line feed" character combination, and is not visible.

In the illustration below, of a section of selected text, the selection ending position is identified with a label.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a character selection table:

Up		0	1	2	3	4	5	6	7	8	9
Down	3_	⊗	□		!	"	#	\$	%	&	'

The main text area contains the following letter template:

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Size	500 gram
Price	\$1.50 each
Quantity	4
Total	\$6.00

2) Premium Margarine

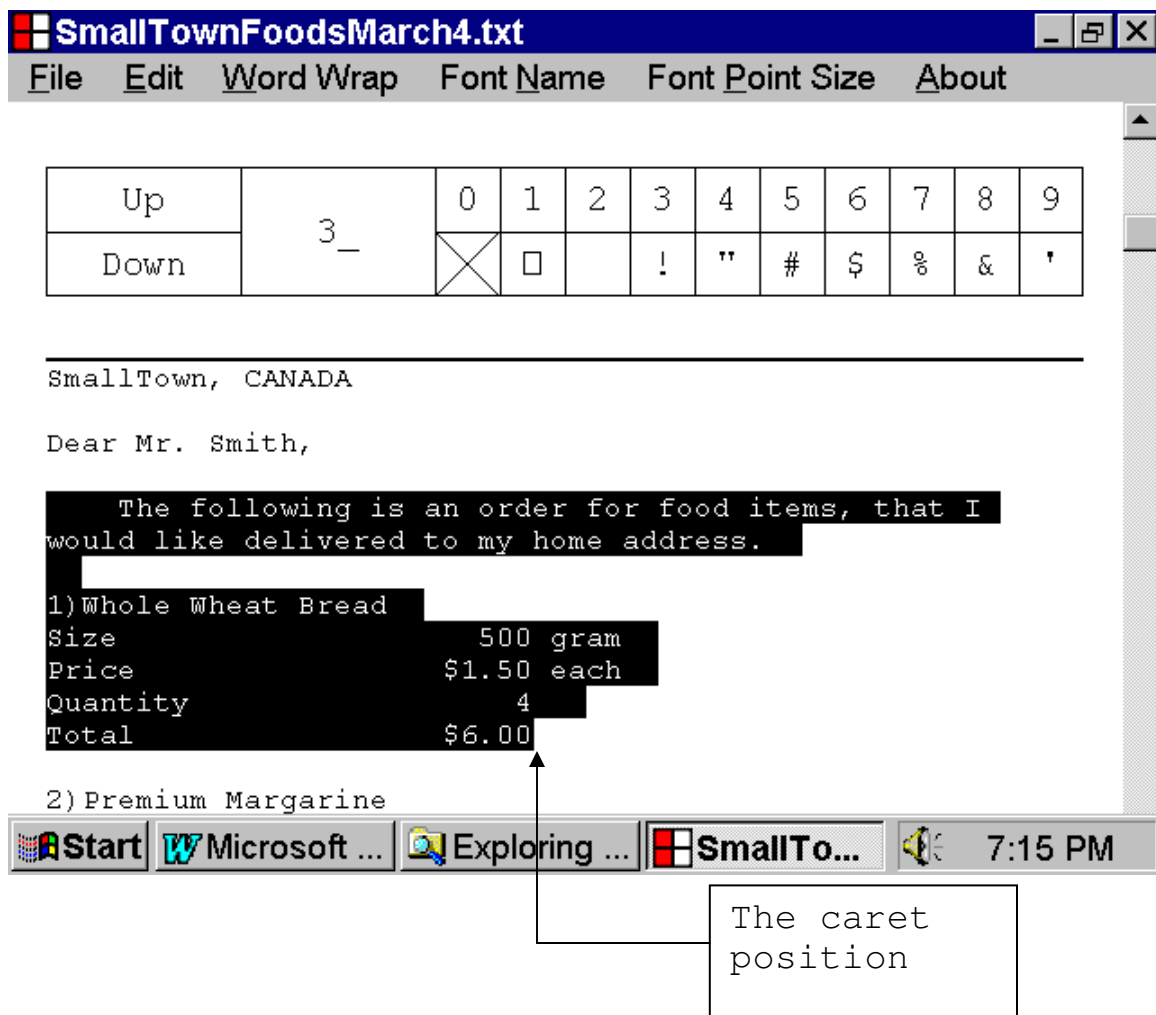
The selection ending position is indicated by a box pointing to the left edge of the selected text block. A callout box explains that the character just after the last selected character is a "carriage return plus line feed" character combination.

Letter Maker Help File

If a text document contains a section of selected text, the caret is positioned at either the selection starting position, or the selection ending position.

The caret position is determined by the technique used to create the section of selected text.

In the illustration, below, of a section of selected text, the caret position is the selection ending position, and is identified with a label.



Letter Maker Help File

34. How to create a section of selected text in a text document, that does not contain a section of selected text

This section, of the documentation, provides information about how to create a section of selected text in a text document, that does not contain a section of selected text.

You can create a section of selected text in a text document, that does not contain a section of selected text, by shifting the position of the caret, while holding down the Shift key.

If you shift the caret position to the left, or upward, the new caret position will be the selection starting position, and the old caret position will be the selection ending position.

If you shift the caret position to the right, or downward, the old caret position will be the selection starting position, and the new caret position will be the selection ending position.

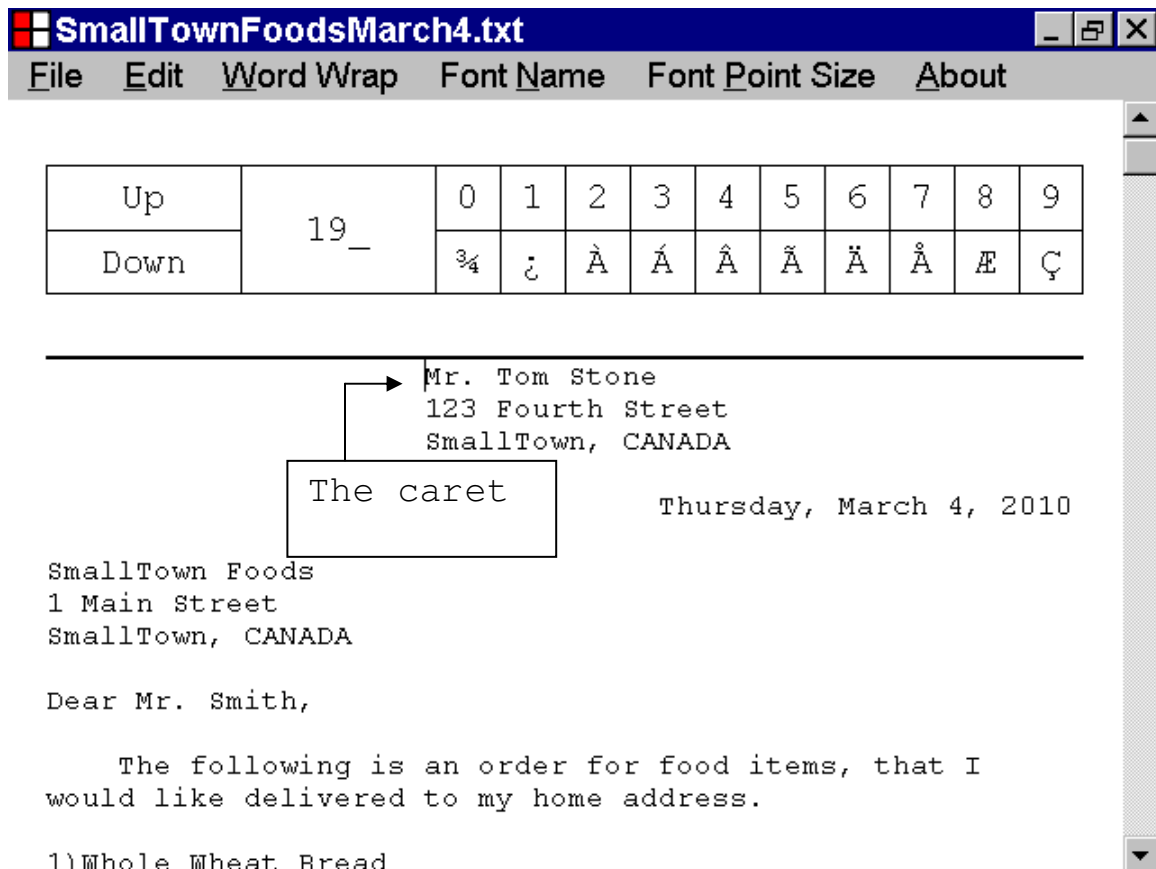
You can use one of the techniques, illustrated below, to create a section of selected text in a text document, that does not contain a section of selected text.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

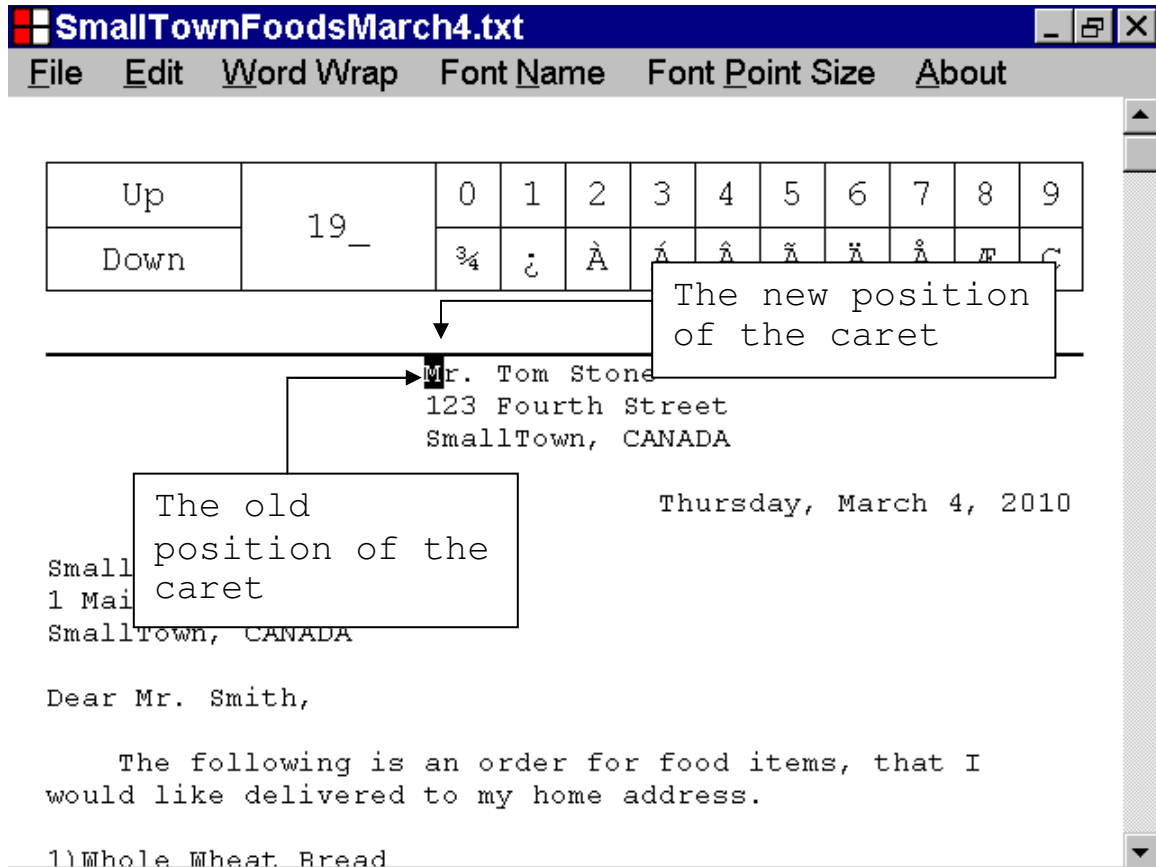
The position of the caret is identified with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Right Arrow key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Right Arrow key, while holding down the Shift key.

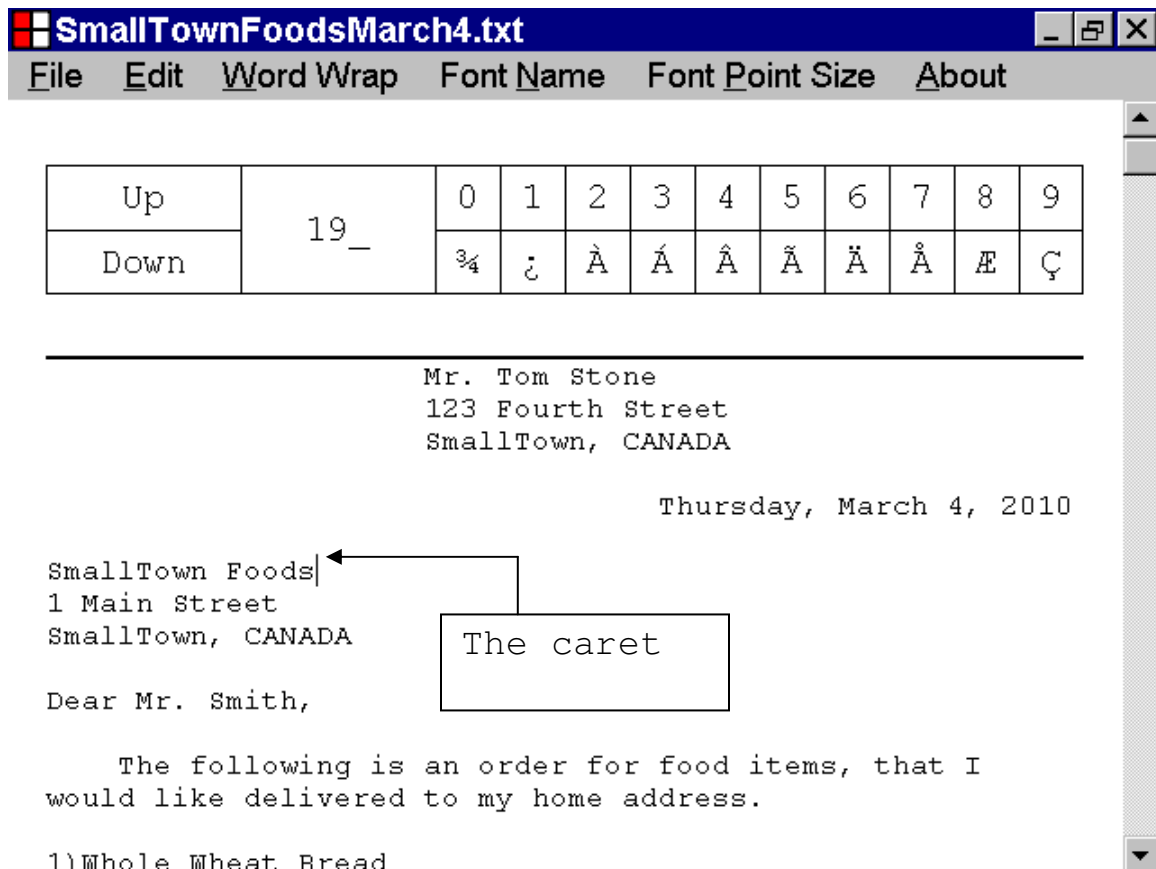


Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Left Arrow key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Left Arrow key, while holding down the Shift key.

The screenshot shows a text editor window with the following elements:

- Title Bar:** SmallTownFoodsMarch4.txt
- Menu Bar:** File Edit Word Wrap Font Name Font Point Size About
- Character Grid:**

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç
- Text Content:**

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

mith,

llowing is an order for food items, that I
would like delivered to my home address.

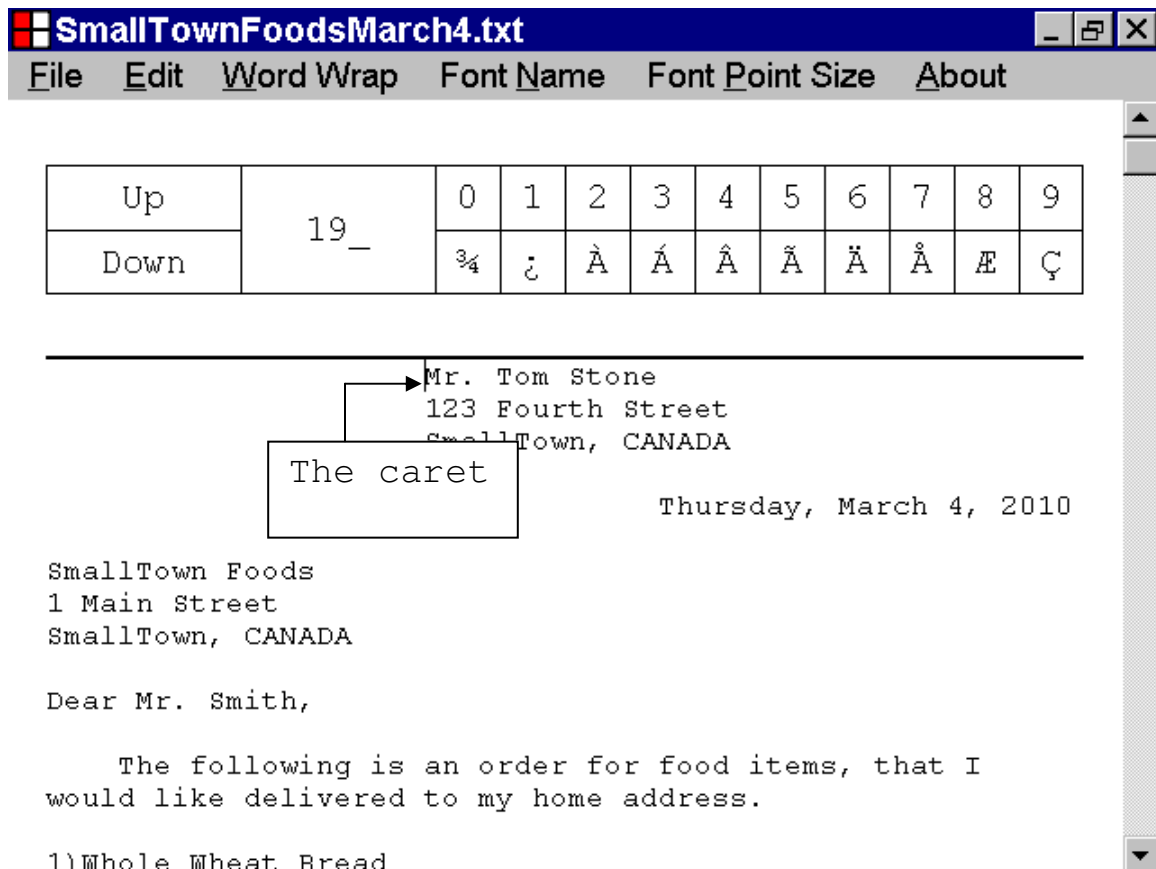
1)Whole Wheat Bread
- Annotations:**
 - A box labeled "The new position of the caret" points to the end of the line "SmallTown Foods".
 - A box labeled "The old position of the caret" points to the end of the line "SmallTown, CANADA".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

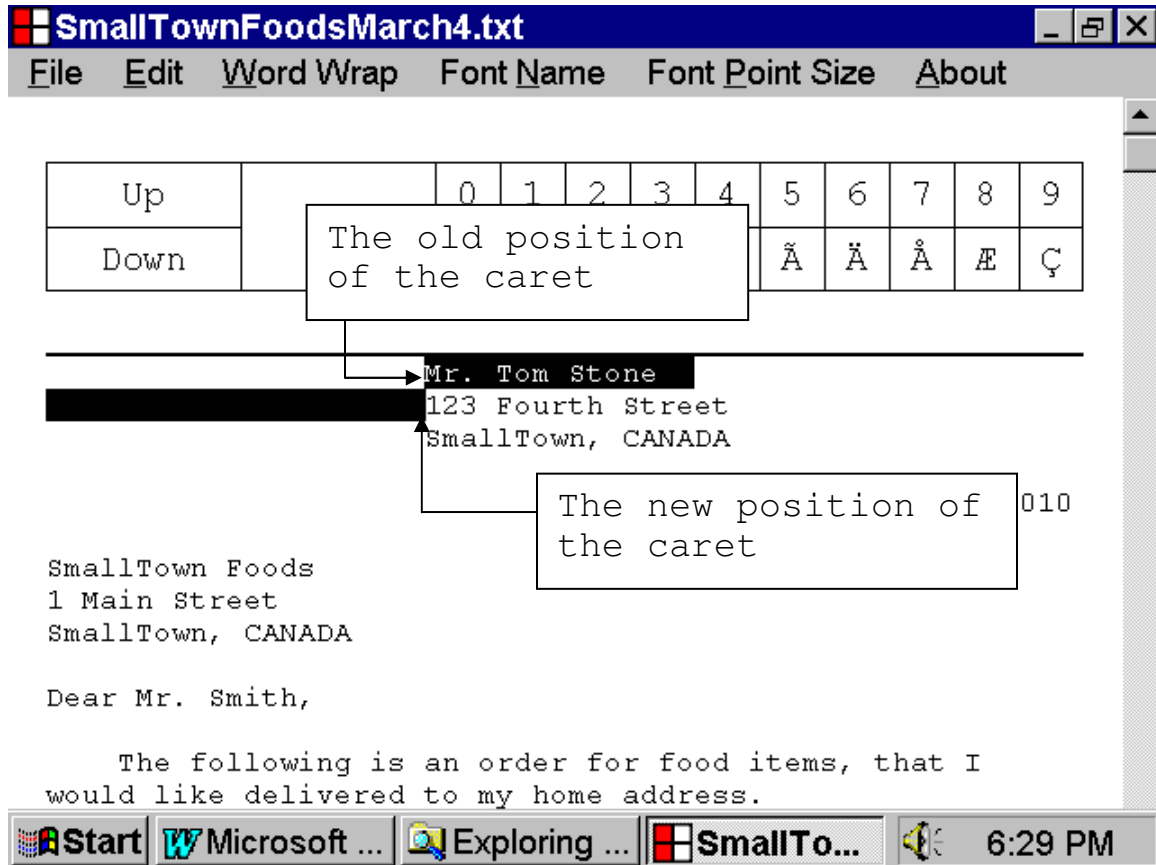
The position of the caret is identified, with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Down Arrow key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created by pressing the Down Arrow key, while holding down the Shift key.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Food
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

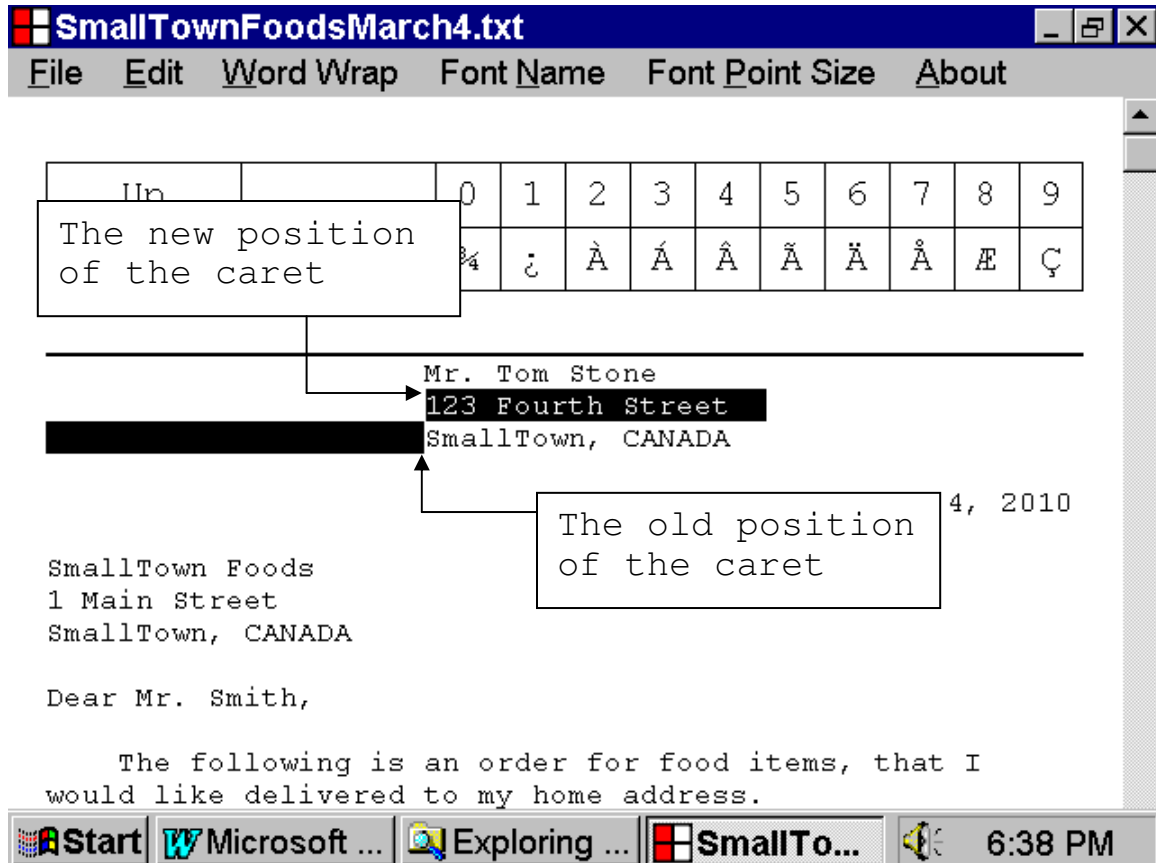
The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Up Arrow key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Up Arrow key, while holding down the Shift key.

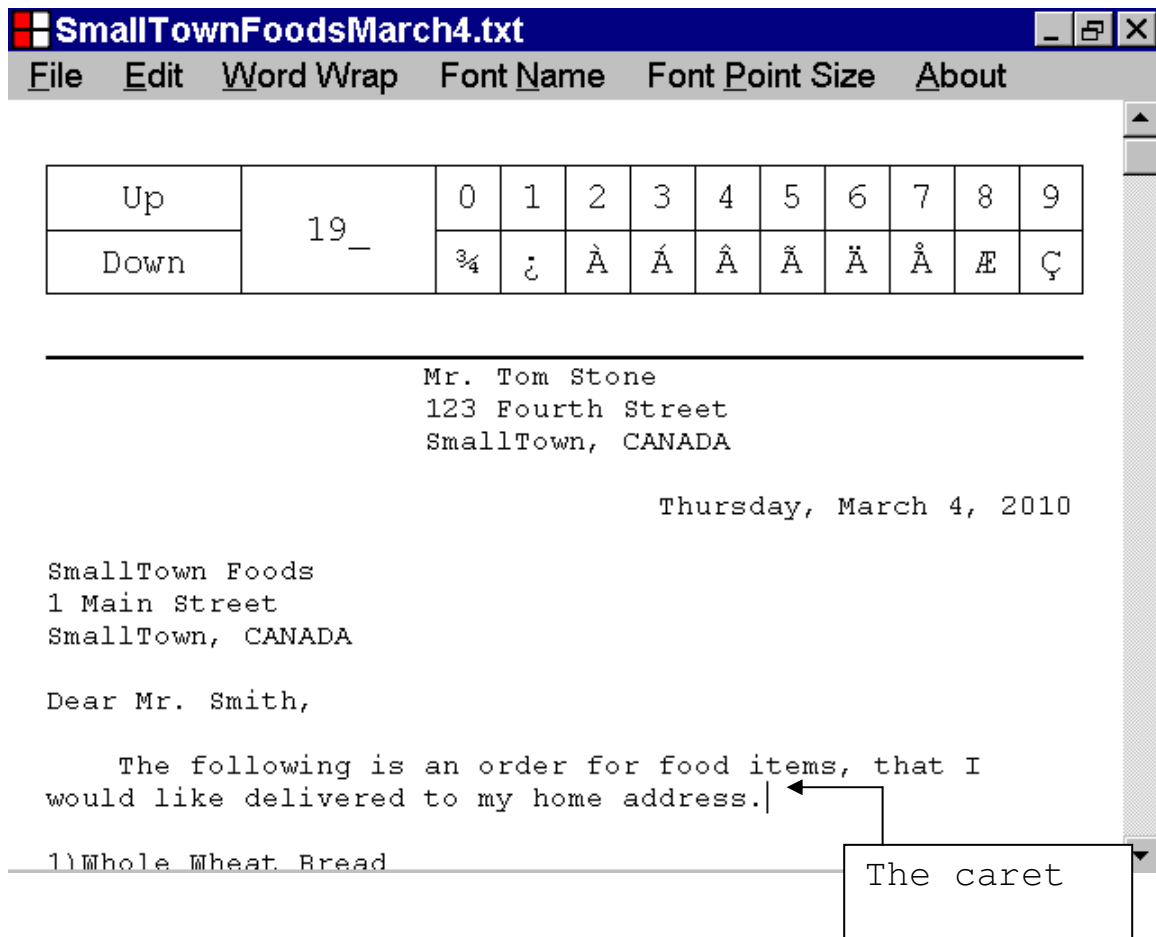


Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.



Letter Maker Help File

You can create a section of selected text, in a text document, that does not contain a section of selected text, by pressing the Home key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Home key while holding down the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character grid with two rows and twelve columns. The first row is labeled 'Up' and the second 'Down'. The columns are numbered 0 through 9. The grid contains various characters including numbers, punctuation, and accented letters. Below the grid is a horizontal line, followed by an address block for Mr. Tom Stone, a date 'Thursday, March 4, 2010', and a return address for SmallTown Foods. A salutation 'Dear Mr. Smith,' is followed by a paragraph of text: 'The following is an order for food items, that I would like delivered to my home address.' A portion of this text is highlighted in black. Two callout boxes with arrows point to the highlighted text: one on the left points to the start of the highlighted text, and one on the right points to the end of the highlighted text.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

The new position of the caret

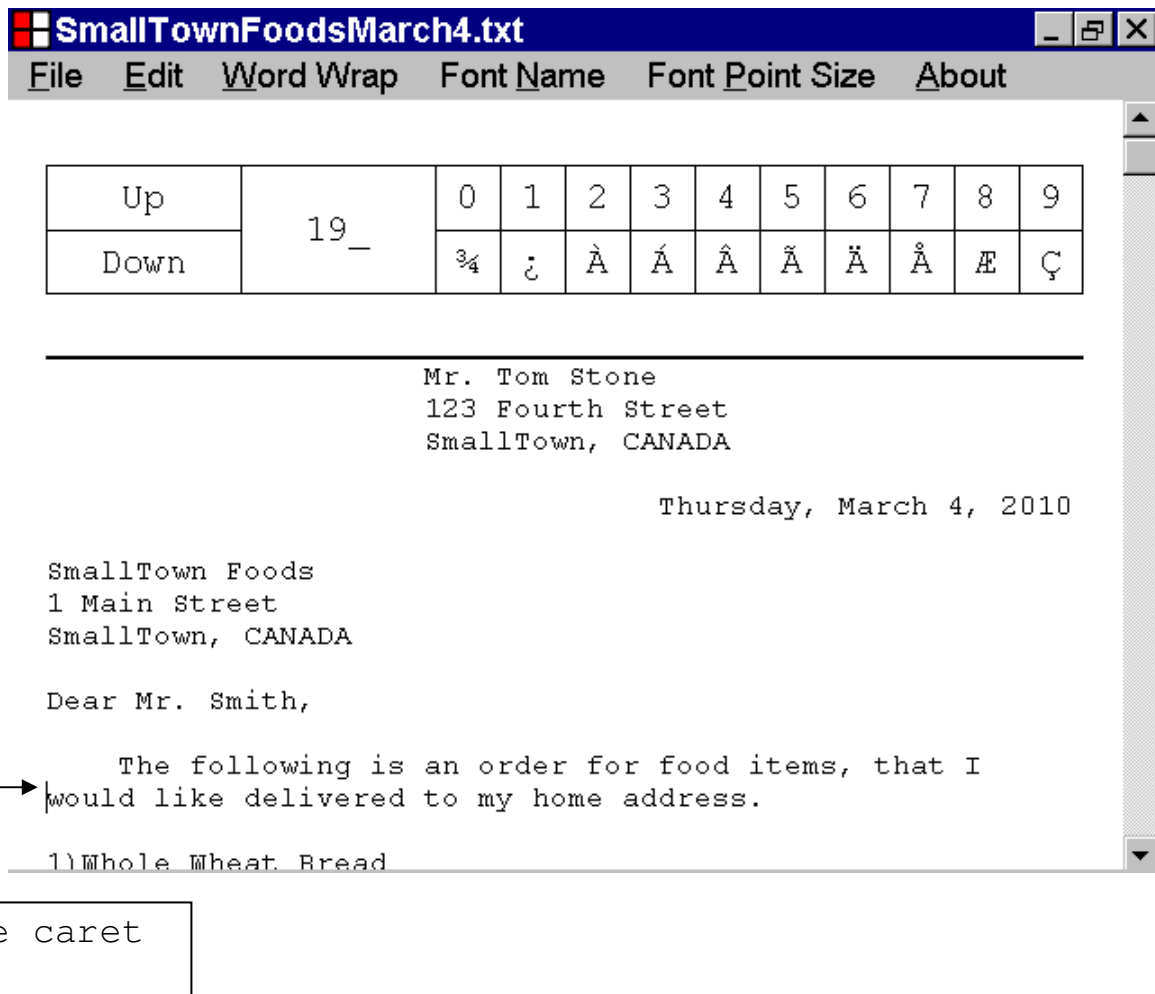
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.



The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

The caret

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the End key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the End key, while holding down the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character grid with two rows and twelve columns. The first row contains 'Up' and '19_' followed by digits 0-9. The second row contains 'Down' and '¾ ; À Á Â Ã Ä Å Æ Ç'. Below the grid is a letter template with a horizontal line. The recipient's address is 'Mr. Tom Stone, 123 Fourth Street, SmallTown, CANADA'. The date is 'Thursday, March 4, 2010'. The sender's address is 'SmallTown Foods, 1 Main Street, SmallTown, CANADA'. The salutation is 'Dear Mr. Smith,'. The main body of the letter is 'The following is an order for food items, that I would like delivered to my home address.' This sentence is highlighted in black. Below it is the first item: '1) Whole Wheat Bread'. Two callout boxes are present: one on the left pointing to the start of the highlighted text, labeled 'The old position of the caret', and one on the right pointing to the end of the highlighted text, labeled 'The new position of the caret'.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	;	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

The old position of the caret

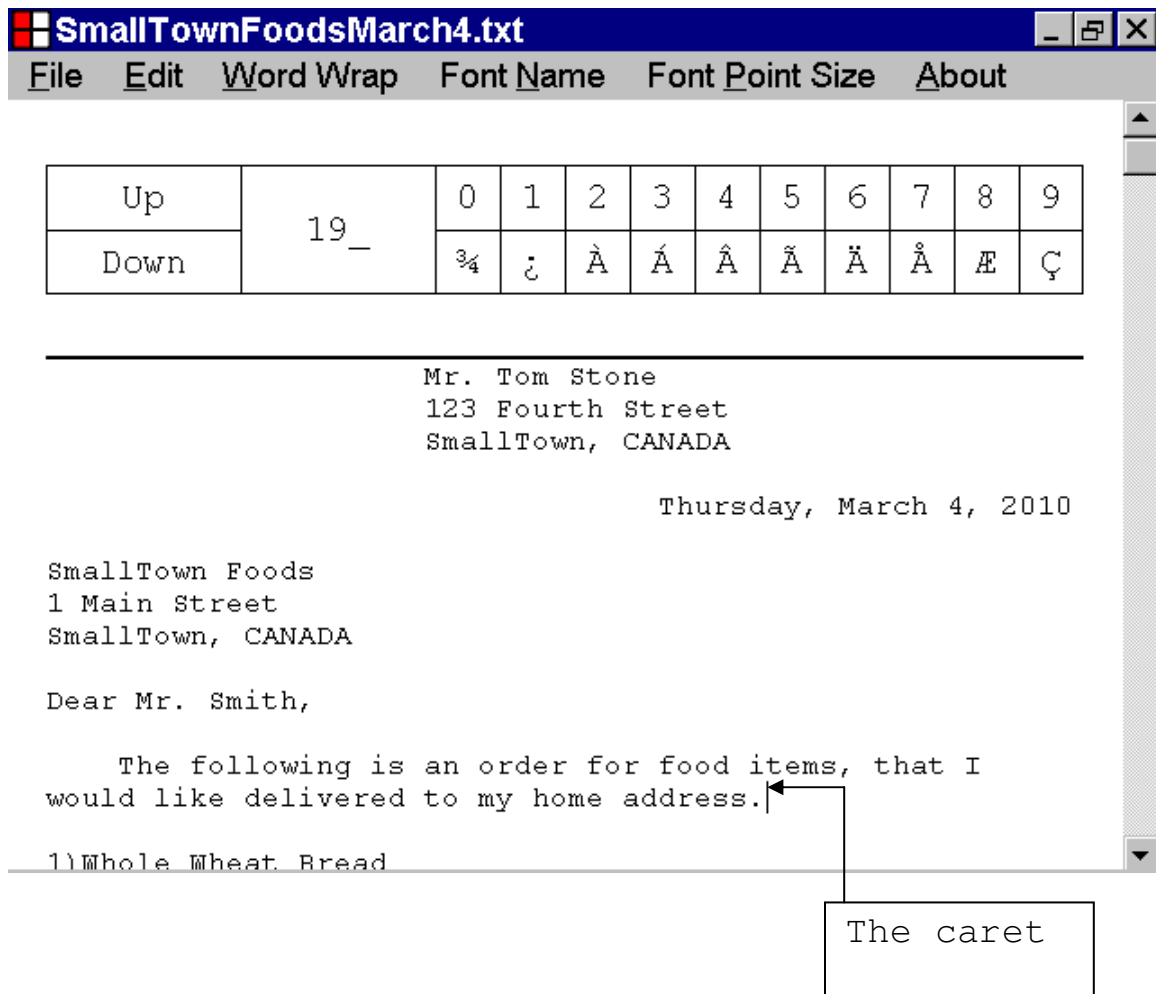
The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Home key, while holding down the Ctrl key and the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Home key, while holding down the Ctrl key and the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character grid with two rows and twelve columns. The first row contains 'Up' and '19_' followed by digits 0-9. The second row contains 'Down' and '¾ ; À Á Â Ã Ä Å Æ Ç'. The main text area contains a letter template with several lines of text, some of which are highlighted in black. A vertical line on the left side of the text area indicates the current position of the caret. Two callout boxes with arrows point to specific locations: one points to the start of the selected text block, and the other points to the end of the selected text block.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	; ;	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The new position of the caret

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with the following components:

- Title Bar:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0-9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Document:**

```
4) Orange Marmalade
Size           750 gram
Price          $8.00 each
Quantity       1
Total          $8.00

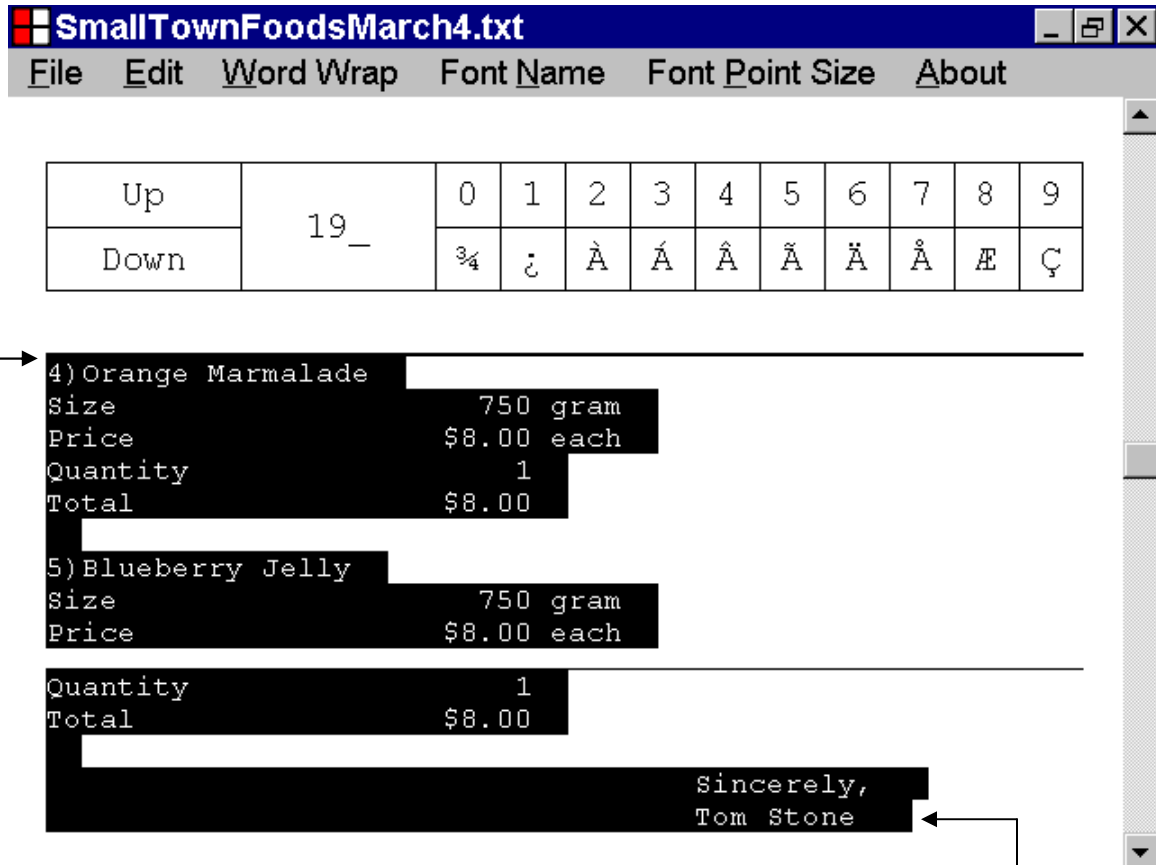
5) Blueberry Jelly
Size           750 gram
Price          $8.00 each
Quantity       1
Total          $8.00

Sincerely,
Tom Stone
```
- Caret:** A vertical line at the beginning of the first list item, with a label 'The caret' pointing to it.

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the End key, while holding down the Ctrl key and the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the End key, while holding down the Ctrl key and the Shift key.



The old position of the caret

The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a keyboard layout table. Below the table is a letter template with a caret at the end of the first line. A box labeled 'The caret' points to the caret position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Page Down key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created by pressing the Page Down key, while holding down the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The text content is as follows:

```
Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1)Whole Wheat Bread
```

Annotations in the image include:

- A box labeled "The old position of the caret" with an arrow pointing to the start of the first line of the letter.
- A box labeled "The new position of the caret" with an arrow pointing to the start of the first line of the order list.

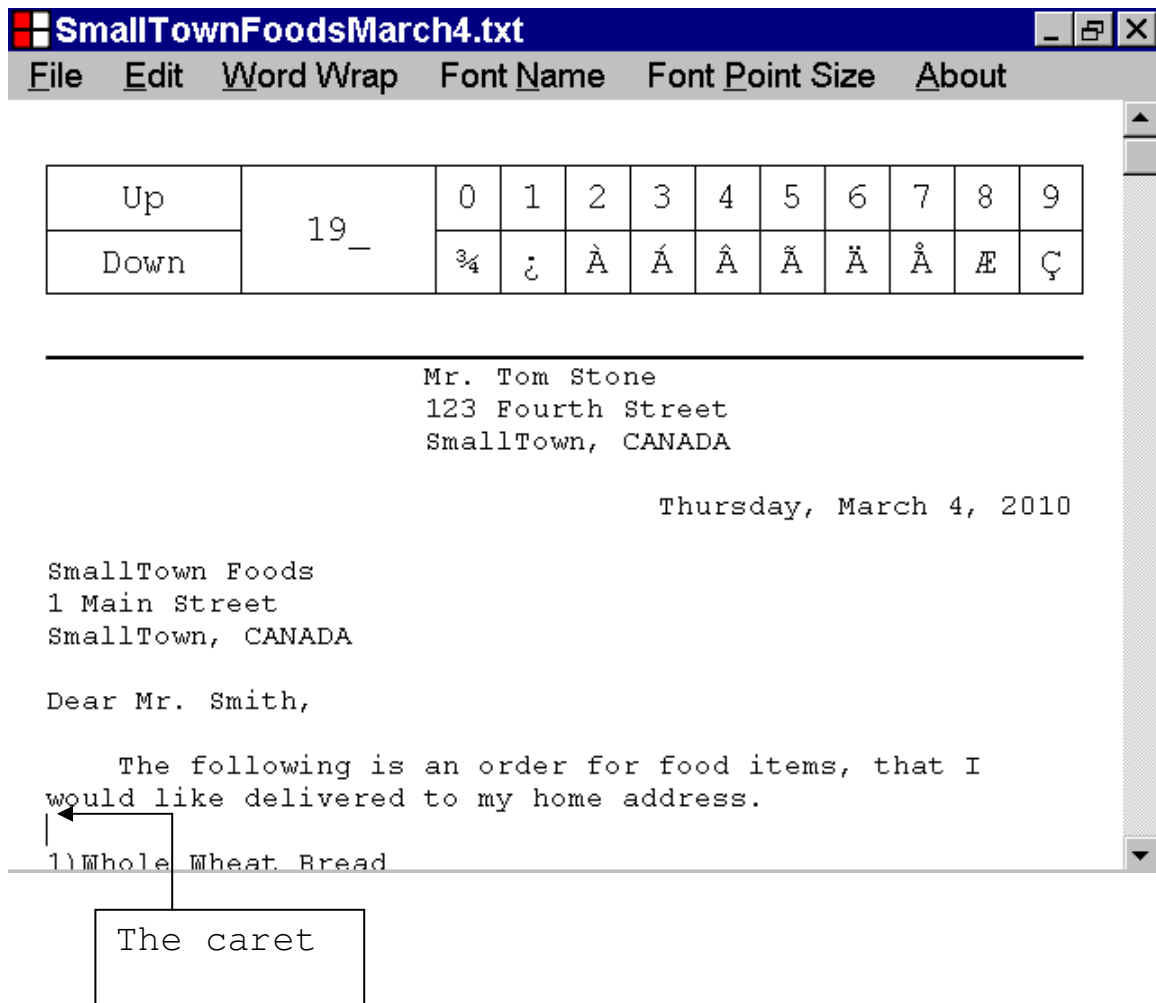
Up	0	1	2	3	4	5	6	7	8	9
	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Page Up key, while holding down the Shift key.

In the illustration, below, a section of selected text has been created by pressing the Page Up key, while holding down the Shift key.

The new position of the caret

Ln	0	1	2	3	4	5	6	7	8	9
	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

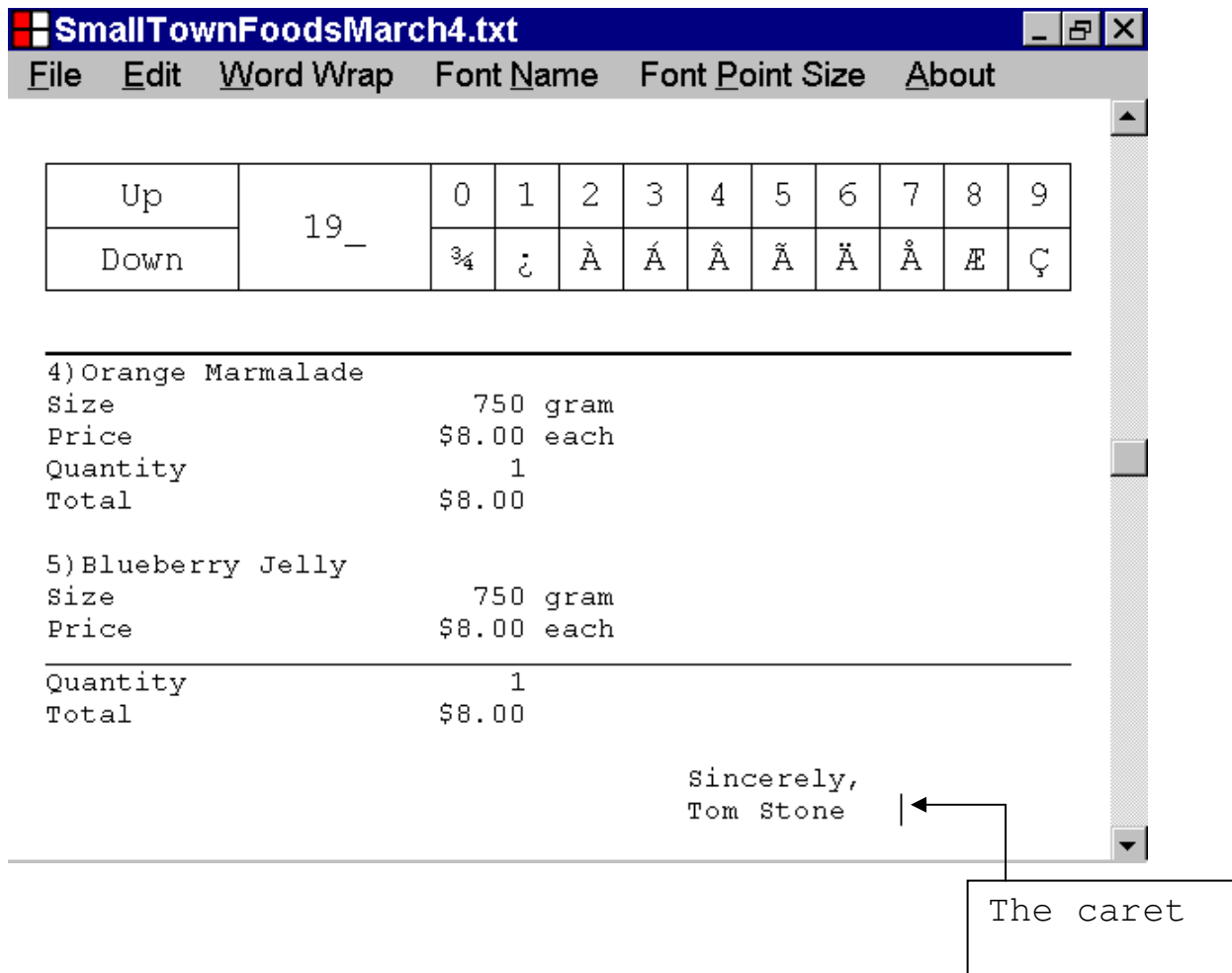
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.



Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9	
Down		¼	½	¾	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The new position of the caret

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified, with a label.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character grid with two rows: 'Up' and 'Down'. The 'Up' row contains characters 0-9, and the 'Down' row contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç. Below the grid is a list of items with their sizes, prices, quantities, and totals. A caret is positioned at the start of the second item, '5) Blueberry Jelly'. A label 'The caret' with an arrow points to this position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The caret

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

In the illustration, below, a section of selected text has been created, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade

	750 gram
	\$8.00 each
	1
	\$8.00

5) Blueberry Jelly

Size	750 gram
Price	\$8.00 each

Quantity	1
Total	\$8.00

Sincerely,
Tom Stone

The old position of the caret

The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

You can create a section of selected text in a text document, that does not contain a section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

In the illustration, below, a section of selected text has been created, by left clicking the "upper case letter C", in the word "CANADA", in the third line of the text document, with the mouse device, while holding down the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. The text content is as follows:

```
Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA
Thursday,

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1)Whole Wheat Bread
```

Annotations in the image include:

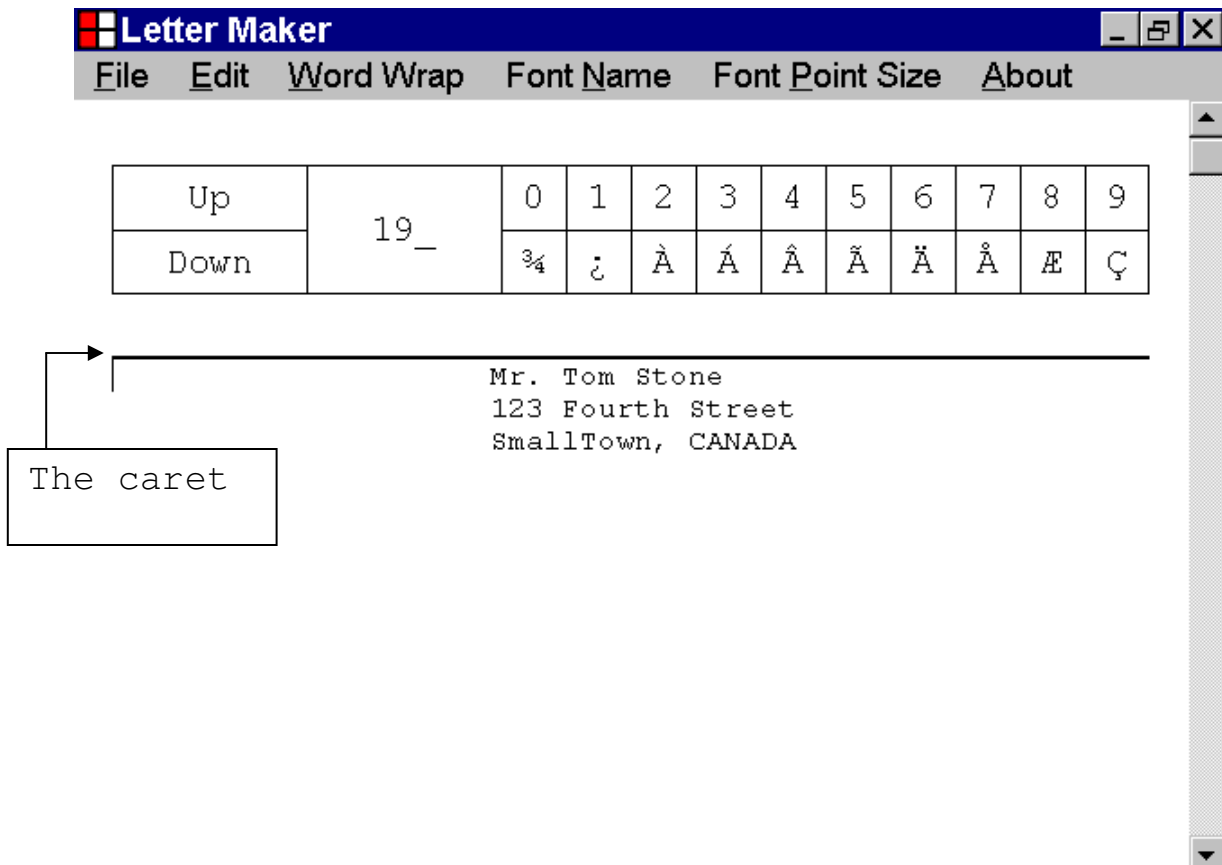
- A box labeled "The old position of the caret" pointing to the start of the first line.
- A box labeled "The new position of the caret" pointing to the 'C' in "CANADA".
- A box labeled "The location of the mouse device left click" pointing to the 'C' in "CANADA".
- A table with 10 columns (0-9) and 2 rows of characters: Row 1: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9; Row 2: ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document does not contain a section of selected text.

The position of the caret is identified with a label.

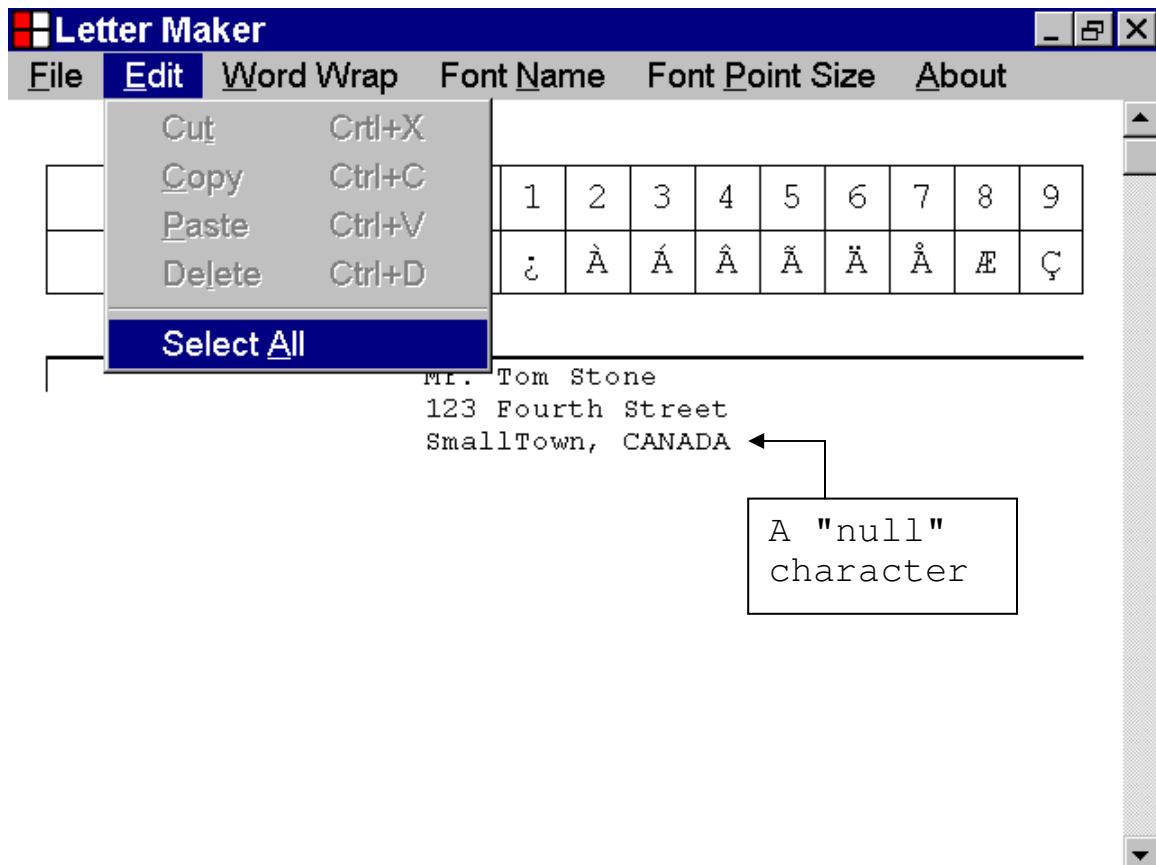


Letter Maker Help File

You can create a section of selected text in a text document, by left clicking the Edit menu, with the mouse device, and then selecting, Select All, from the drop down list as illustrated below.

If you create a section of selected text, by left clicking the Edit menu, and then selecting, Select All, from the drop down list, the selection starting position will be the left edge of the first character in the document, and the selection ending position, will be the left edge, of the last character in the text document.

The last character in a text document, displayed in the Text Box control of the Letter Maker program is a "null" character, and is not visible.



Letter Maker Help File

In the illustration, below, a section of selected text has been created, by left clicking the Edit menu, with the mouse device, and then selecting, Select All, from the drop down list.

The screenshot shows a window titled "Letter Maker" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a character palette with two rows of characters. The first row contains characters from 0 to 9. The second row contains characters: ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç. Below the palette is a text editor containing the text "Mr. Tom Stone", "123 Fourth Street", and "SmallTown, CANADA". A black selection bar highlights the text "Mr. Tom Stone" and "123 Fourth Street". A caret is positioned at the end of the text "SmallTown, CANADA". Two callout boxes with arrows point to the caret's position: one on the left labeled "The old position of the caret" and one on the right labeled "The new position of the caret".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

The old position of the caret

The new position of the caret

Letter Maker Help File

35. How to shift the starting position of a section of selected text

This section, of the documentation, provides information about how to shift the starting position of a section of selected text.

If a text document contains a section of selected text, the caret is positioned at either the starting position of the section of selected text, or the ending position of the section of selected text.

If the caret is positioned at the starting position of a section of selected text, you can use one of the techniques, illustrated below, to shift the starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

The caret

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

If the caret is positioned at the starting position, of a section of selected text, you can shift the starting position of the section of selected text, one character to the right, by pressing the Right Arrow key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted, one character to the right, by pressing the Right Arrow key, while holding down the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt". The menu bar includes "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A character grid is displayed above the text, with columns numbered 0 to 9. The grid contains the following characters:

0	1	2	3	4	5	6	7	8	9
¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The text in the editor is as follows:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Annotations in the image:

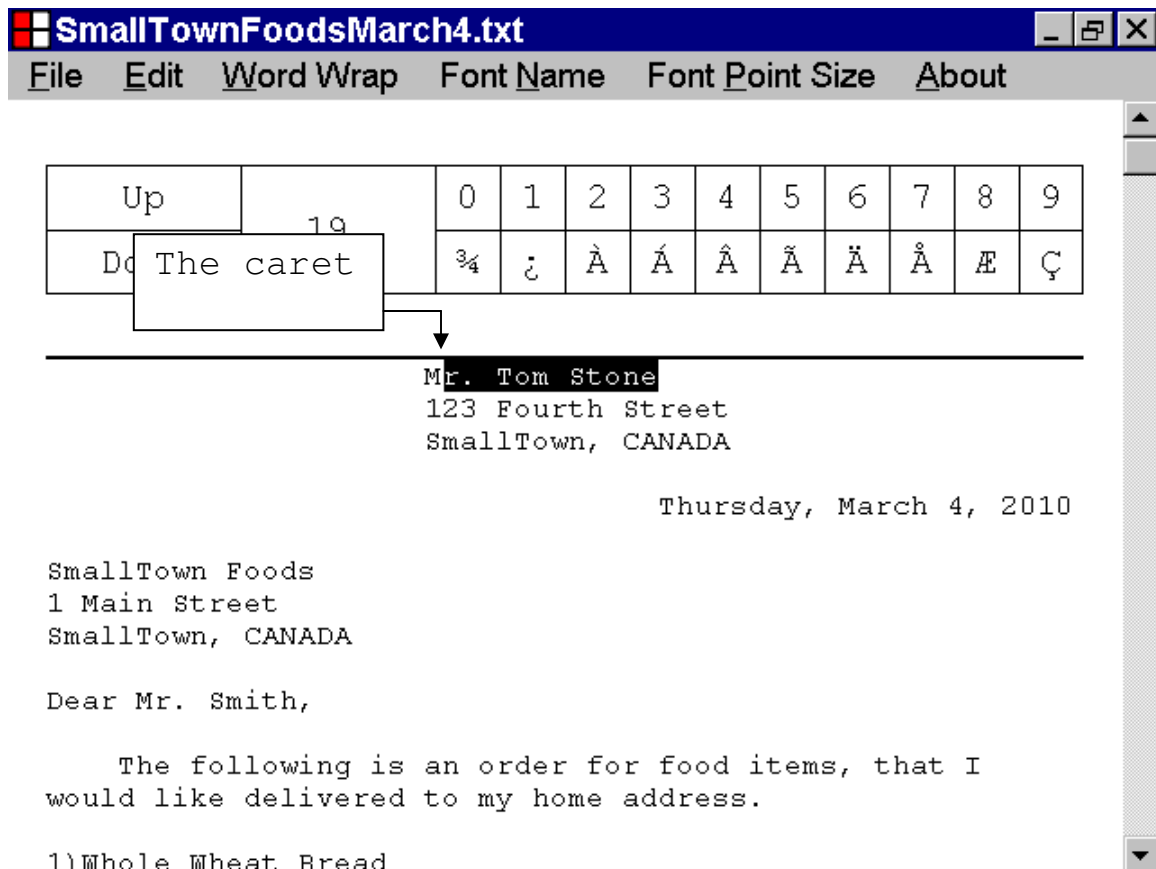
- "The new position of the caret" points to the start of the selected text "Mr. Tom Stone".
- "The old position of the caret" points to the start of the text "Dear Mr. Smith,".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position, of a section of selected text, you can shift the starting position of the section of selected text, one character to the left, by pressing the Left Arrow key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted one character to the left, by pressing the Left Arrow key, while holding down the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt". The menu bar includes "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". A character grid is visible, with columns numbered 0 to 9. The first row of the grid contains characters: 0: 9, 1: ¸, 2: ;, 3: À, 4: Á, 5: Â, 6: Ã, 7: Ä, 8: Å, 9: Æ, Ç. The text in the editor is as follows:

SmallTown
1 Main St
SmallTown

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

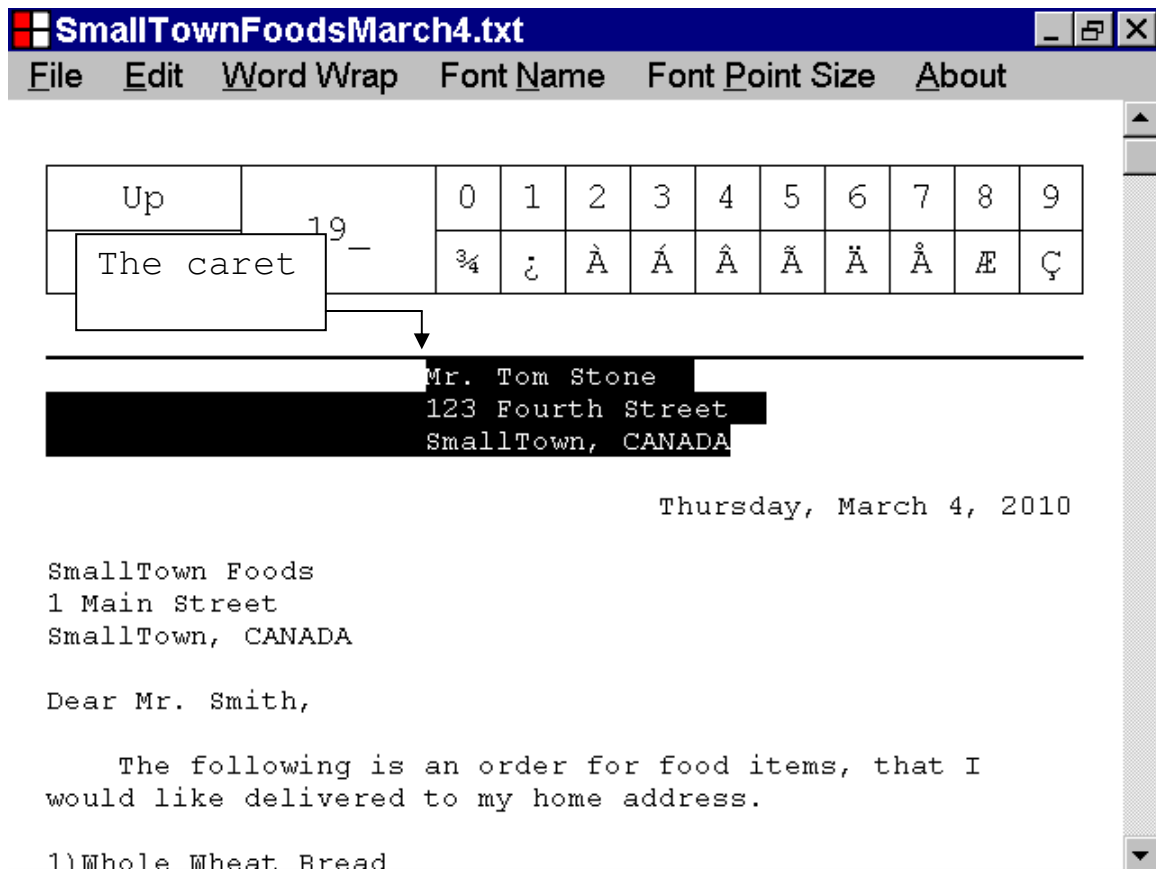
Annotations: "The old position of the caret" points to the start of "Mr. Tom Stone". "The new position of the caret" points to the start of "SmallTown" on the line below.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



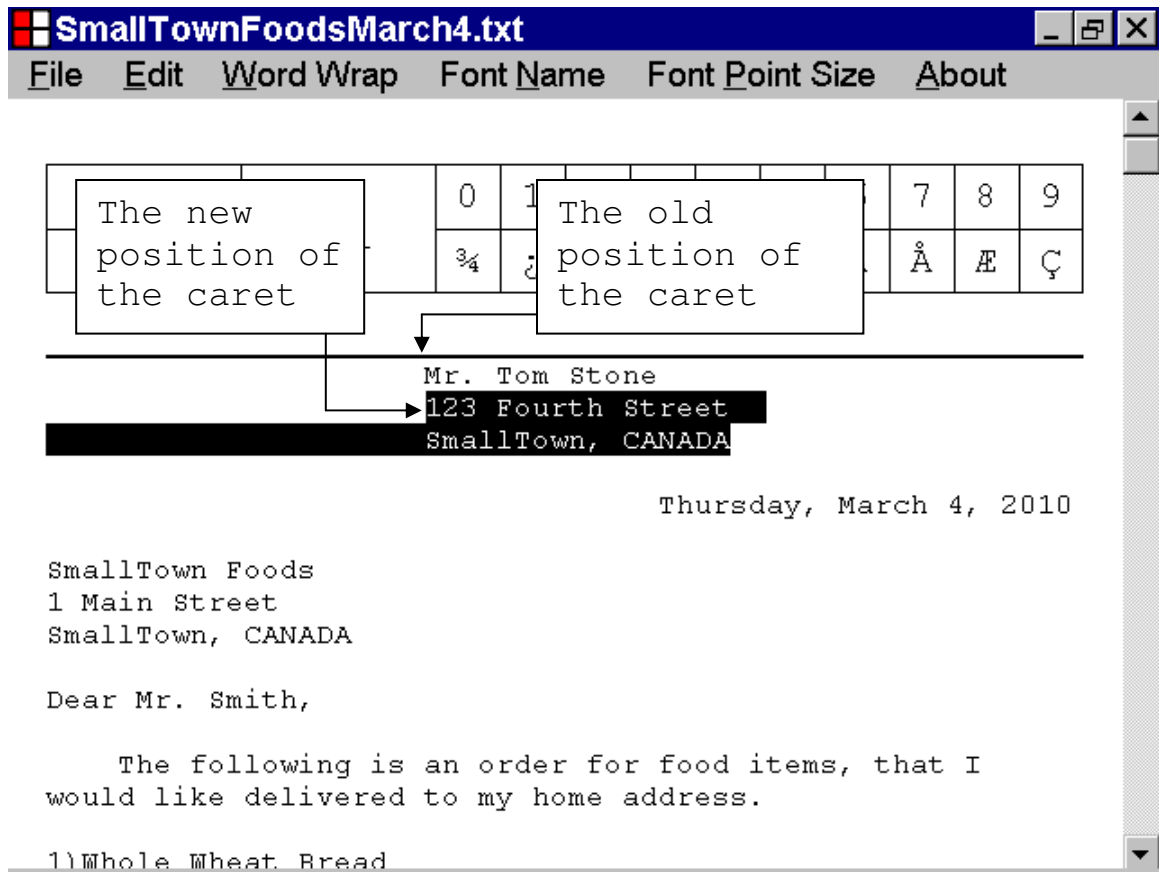
Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the Down Arrow key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the Down Arrow key, while holding down the Shift key, the new starting position of the section of selected text will be the old ending position, of the section of selected text, and the new ending position, of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the starting position of a section of selected text has been shifted, one line down, by pressing the Down Arrow key, while holding down the Shift key.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. The text area includes a header section, a date, and a body section. A word 'The' is selected in the body section, and a label 'The caret' points to the start of this word.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

eat. Bread

The caret

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of that section of selected text, by pressing the Down Arrow key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the Down Arrow key, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position, of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted past the old ending position of the section of selected text, by pressing the Down Arrow key, while holding down the Shift key.

In the illustration, below, the new starting position, of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text, is the new position of the caret.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

Foods
reet
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Annotations:

- The old position of the caret: points to the end of "Dear Mr. Smith,"
- The old ending position of the section of selected text: points to the end of "The following is an order for food items, that I would like delivered to my home address."
- The new position of the caret: points to the end of "1) Whole Wheat Bread"

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a caret.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

The caret

Dear Mr. Smith,

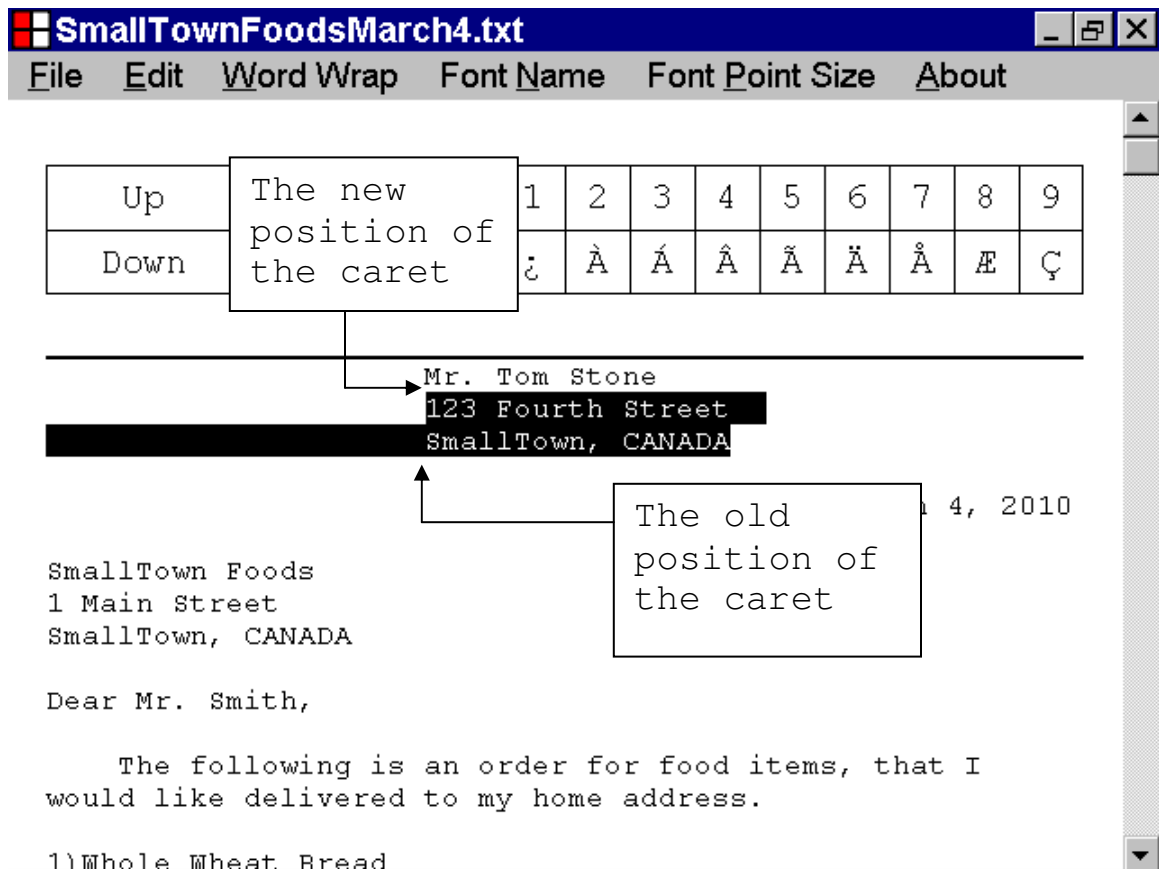
The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, one line upward, by pressing the Up Arrow key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted one line upward, by pressing the Up Arrow key, while holding down the Shift key.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a toolbar. The main text area contains a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a message. A text block 'my home address.' is selected, and a label 'The caret' points to the start of this selection.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the starting position, of a section of selected text, you can shift the starting position of the section of selected text, to the left edge of the first character of the current line of the text document, by pressing the Home key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted to the left edge of the first character of the current line of the text document, by pressing the Home key, while holding down the Shift key.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The new position of the caret

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
street
n, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

A callout box labeled "The caret" points to the start of the selected text block.

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the End key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the End key, while holding down the Shift key, the new starting position of the section of selected text will be the old ending position, of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the starting position of a section of selected text, has been shifted to the left edge of the last character of the current line of the text document, by pressing the End key, while holding down the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character grid with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the grid is a horizontal line followed by a letterhead: 'Mr. Tom Stone', '123 Fourth Street', 'SmallTown, CANADA', and 'Thursday, March 4, 2010'. The main text area contains the sentence 'The following is an order for food items, that I would like delivered to my home address.' with a caret at the end. Two boxes with arrows point to the caret's position: 'The old position of the caret' points to the end of the line, and 'The new position of the caret' points to the start of the selected text. The selected text is 'The following is an order for food items, that I would like delivered to my home address.' Below the text is the start of a list: '1) Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

The old position of the caret

The new position of the caret

The following is an order for food items, that I would like delivered to my home address.

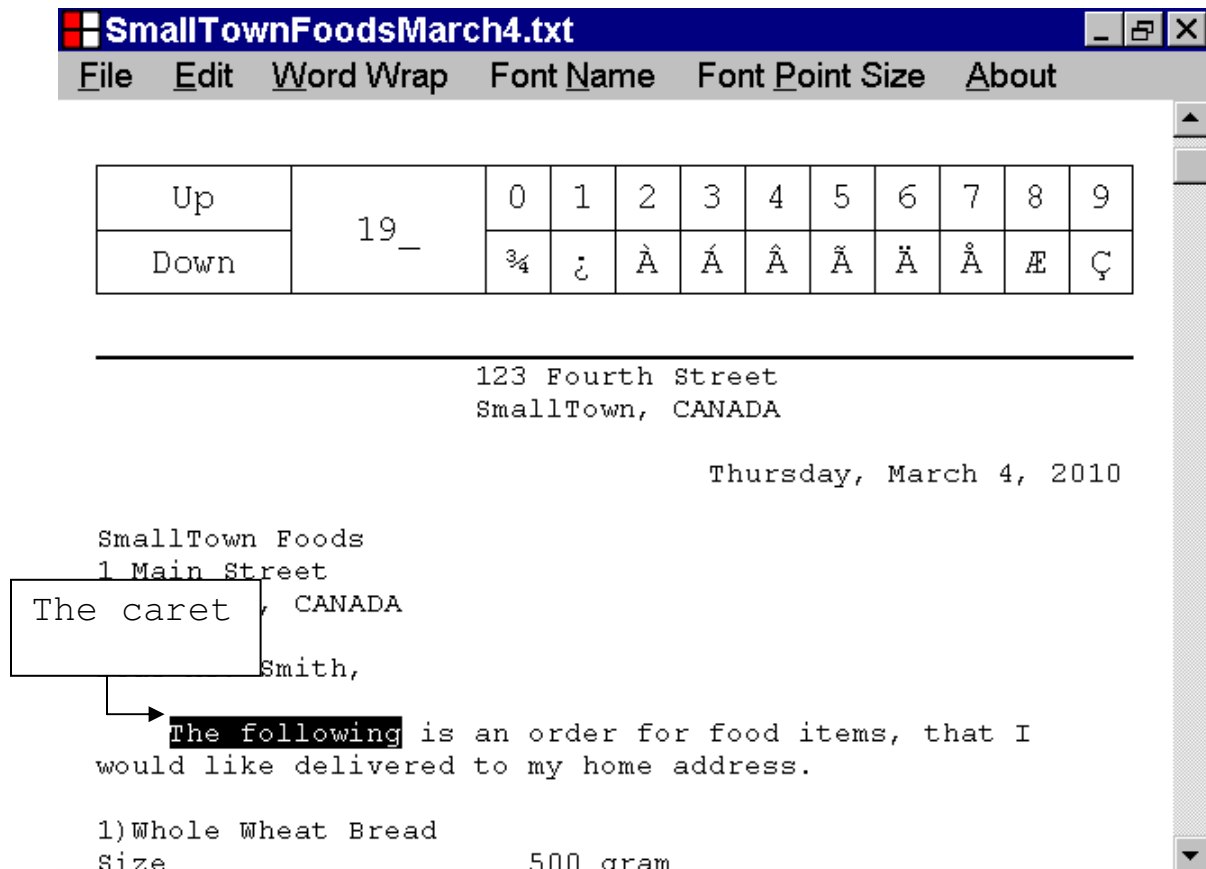
1) Whole Wheat Bread

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the End key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the End key, while holding down the Shift key, the new starting position of the section of selected text will be the old ending position, of the section of selected text, and the new ending position, of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted past the old ending position of the section of selected text, by pressing the End key, while holding down the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text, is the new position of the caret.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

The old position of the caret

The old ending position of the section of selected text

The new position of the caret

The following is an order for food items, that I would like delivered to my home address.

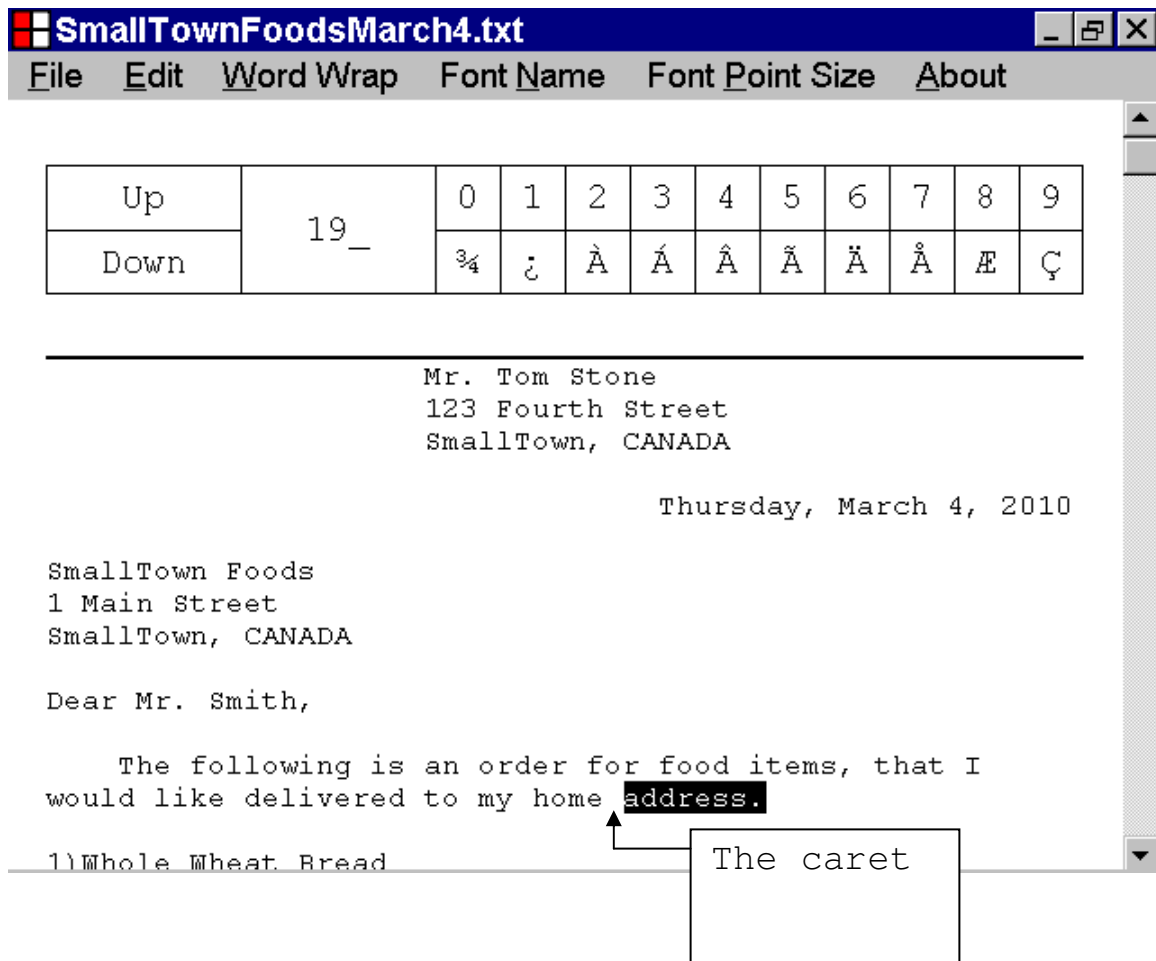
1) Whole Wheat Bread
Size _____ 500 gram

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, to the beginning of the first line of the text document, by pressing the Home key, while holding down the Ctrl key and the Shift key.

In the illustration below, the starting position of a section of selected text, has been shifted to the beginning of the first line of the text document, by pressing the Home key, while holding down the Ctrl key and the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The text document contains the following content:

```
Mr. Tom Stone  
123 Fourth Street  
SmallTown, CANADA  
  
Thursday, March 4, 2010  
  
SmallTown Foods  
1 Main Street  
SmallTown, CANADA  
  
Dear Mr. Smith,  
  
The following is an order for food items, that I  
would like delivered to my home address.  
  
1)Whole Wheat Bread
```

A character grid is positioned above the text, with a box on the left labeled "The new position of the caret" pointing to the first column. The grid has two rows and ten columns:

19_	0	1	2	3	4	5	6	7	8	9
	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

A box on the right labeled "The old position of the caret" points to the start of the line "1)Whole Wheat Bread".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The text area contains the following content:

```
4) Orange Marmalade
   Size           750 gram
   Price          $8.00 each
   Quantity       1
   Total          $8.00

5) Blueberry Jelly
   Size           750 gram
   Price          $8.00 each
   Quantity       1
   Total          $8.00

Sincerely,
Tom Stone
```

A caret is positioned at the start of the selected text "4) Orange Marmalade". A label "The caret" points to this position. Above the text area is a grid for character selection:

Up	19_	0	1	2	3	4	5	6	7	8	9
The caret		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the End key, while holding down the Ctrl key and the Shift key.

If you shift the position of the caret past the current ending position of the section of selected text, by pressing the End key, while holding down the Ctrl key and the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted past the old ending position of the section of selected text, by pressing the End key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the new starting position, of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text, is the new position of the caret.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. The text content is as follows:

```
4)Orange Marmalade
Size
Price
Quantity
Total

5)Blueberry Jelly
Size 750 gram
Price $8.00 each

Quantity 1
Total $8.00

Sincerely,
Tom Stone
```

Annotations in the diagram:

- The old position of the caret:** A box containing '19_' with an arrow pointing to the end of the first item's list.
- The old ending position of the section of selected text:** A box with an arrow pointing to the end of the first item's list.
- The new position of the caret:** A box with an arrow pointing to the end of the signature 'Sincerely, Tom Stone'.

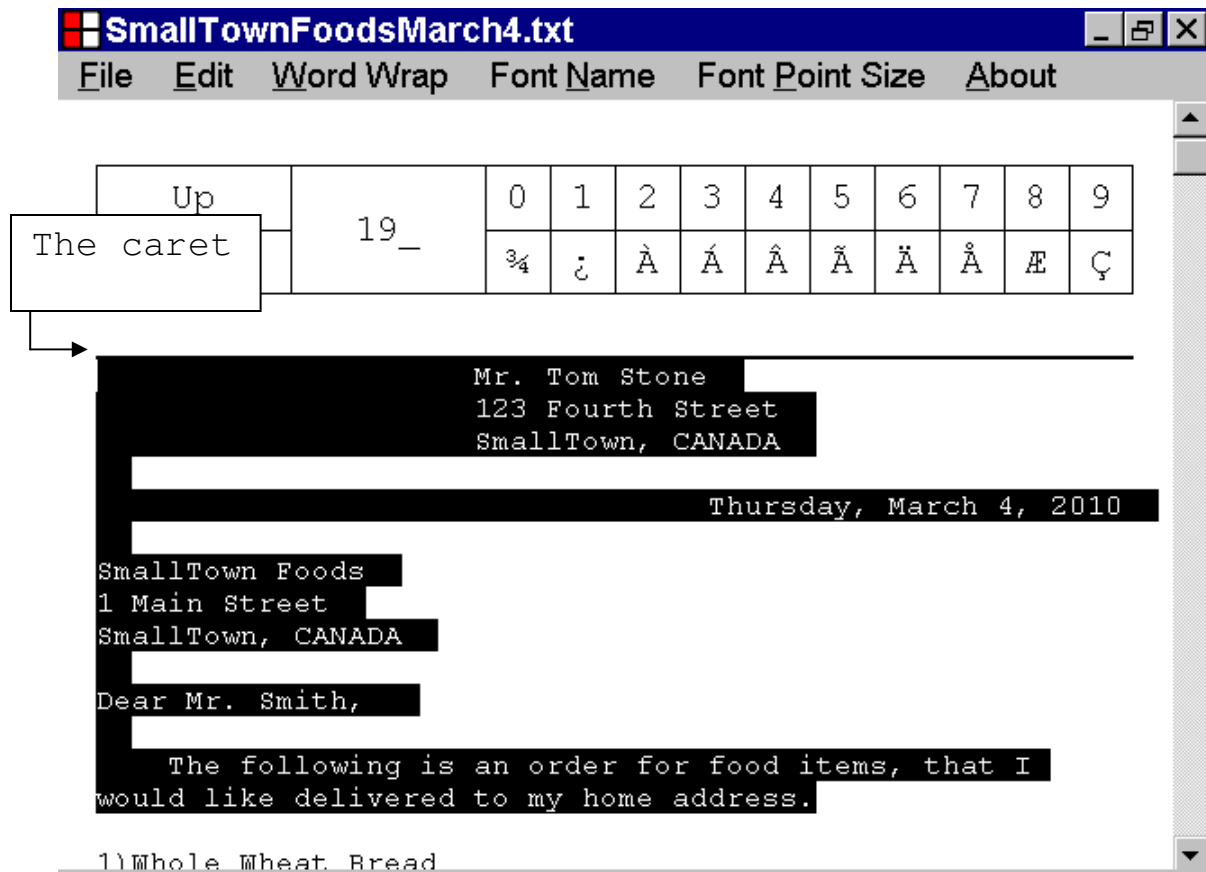
0	1	2	3	4	5	6	7	8	9
¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the Page Down key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the Page Down key, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the starting position of a section of selected text has been shifted to the beginning of the line, approximately one screen down, by pressing the Page Down key, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

19_	0	1	2	3	4	5	6	7	8	9
	¼	;	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a grid of characters. The first row contains "Up", "19_", and digits 0 through 9. The second row contains "The caret" (pointing to the first column), "¾", "¿", "À", "Á", "Â", "Ã", "Ä", "Å", "Æ", and "Ç". Below the grid, the text document content is displayed. A section of text is highlighted in black: "Mr. Tom Stone", "123 Fourth Street", and "SmallTown, CANADA". Below this, the date "Thursday, March 4, 2010" is shown. The rest of the document contains the following text:

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the Page Down key, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the Page Down key, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted past the old ending position of the section of selected text, by pressing the Page Down key, while holding down the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text is the new position of the caret.

The screenshot shows a text editor window with the following content:

```
Mr. To  
123 Fo  
SmallT  
  
SmallTown Foods  
1 Main Street  
SmallTown, CANADA  
  
Dear Mr. Smith,  
  
The following is an order for food items, that I  
would like delivered to my home address.  
  
1)Whole Wheat Bread
```

The text "Thursday, March 4, 2010" is highlighted. A caret is positioned at the end of the highlighted text. A callout box labeled "The old ending position of the section of selected text" points to the end of the highlighted text. Another callout box labeled "The new ending position of the section of selected text" points to the new position of the caret. A third callout box labeled "The old position of the caret" points to the position of the caret before the shift. A fourth callout box labeled "The new position of the caret" points to the new position of the caret after the shift.

0	1	2	3	4	5	6	7	8	9
¼	;	À	Á	Â	Ã	Ä	Å	Æ	Ç

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a toolbar. The main text area contains a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a salutation. The text 'home address.' is highlighted, and a caret is positioned at the start of this selection. A label 'The caret' with an arrow points to the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, to the beginning of the line, approximately one screen up, by pressing the Page Up key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted to the beginning of the line, approximately one screen up, by pressing the Page Up key, while holding down the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt". The menu bar includes "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The document content is as follows:

```
Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.
```

The text "The following is an order for food items, that I would like delivered to my home address." is selected. A table above the document shows the caret position at the start of the selected text. The table has two rows and ten columns labeled 0 through 9. The first row shows the caret position at the start of the line (19_). The second row shows the caret position at the start of the selected text.

19_	0	1	2	3	4	5	6	7	8	9
	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

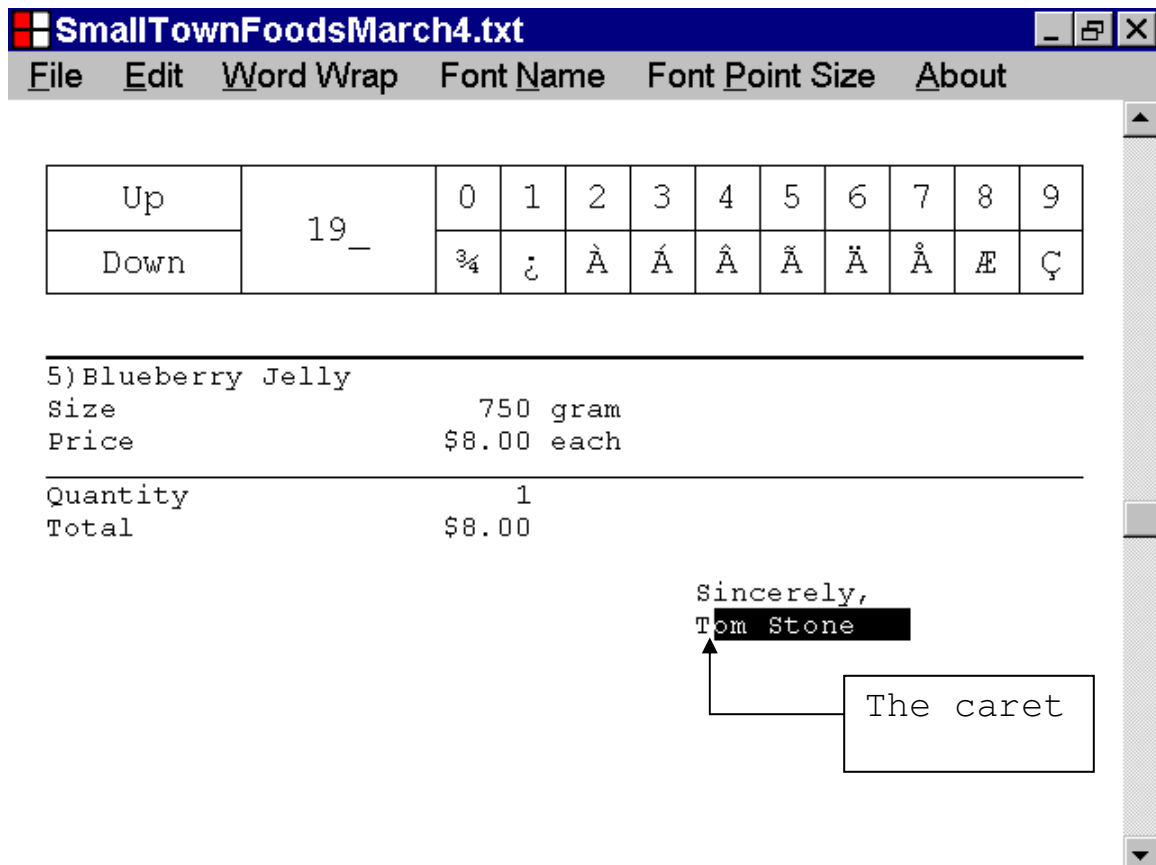
Two callout boxes are present: "The new position of the caret" points to the caret position at the start of the line (19_). "The old position of the caret" points to the caret position at the start of the selected text.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position, of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted to the beginning of the first line of the current page of the text document, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a keyboard layout with a numeric keypad (0-9) and a row of special characters (¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç). The document content includes a table with columns for "Quantity" and "Total", and a signature block "Sincerely, Tom Stone".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The new position of the caret

Jelly

750 gram

\$8.00 each

Quantity	1
Total	\$8.00

Sincerely,
Tom Stone

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4)Orange Marmalade
Size 750 gram
\$8.00 each
1
\$8.00

5)Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

A callout box labeled "The caret" points to the beginning of the selected text "5)Blueberry Jelly".

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key, the new starting position, of the section of selected text, will be the old ending position of the section of selected text, and the new ending position, of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the starting position of a section of selected text, has been shifted to the beginning of the first line of the next page of the text document, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a character map table. Below the table is a list of items:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
 750 gram
 \$8.00 each
 1
 \$8.00

5) Blueberry Jelly
 Size 750 gram
 Price \$8.00 each

Quantity 1
 Total \$8.00

Sincerely,
 Tom Stone

The old position of the caret is at the end of the first line of the list. The new position of the caret is at the beginning of the signature line.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. The text area contains a list of items and a signature. A callout box labeled "The caret" points to the start of the selected text "5)Blueberry Jelly".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4)Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5)Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

If you shift the caret past the current ending position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new caret position.

Letter Maker Help File

In the illustration, below, the position of the caret has been shifted past the old ending position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text, is the new position of the caret.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The text content in the editor is as follows:

```

malade
5)Blueberry Jelly
Size          750 gram
Price         $8.00 each

Quantity          1
Total             $8.00

Sincerely,
Tom Stone
    
```

Callout boxes and arrows in the illustration indicate:

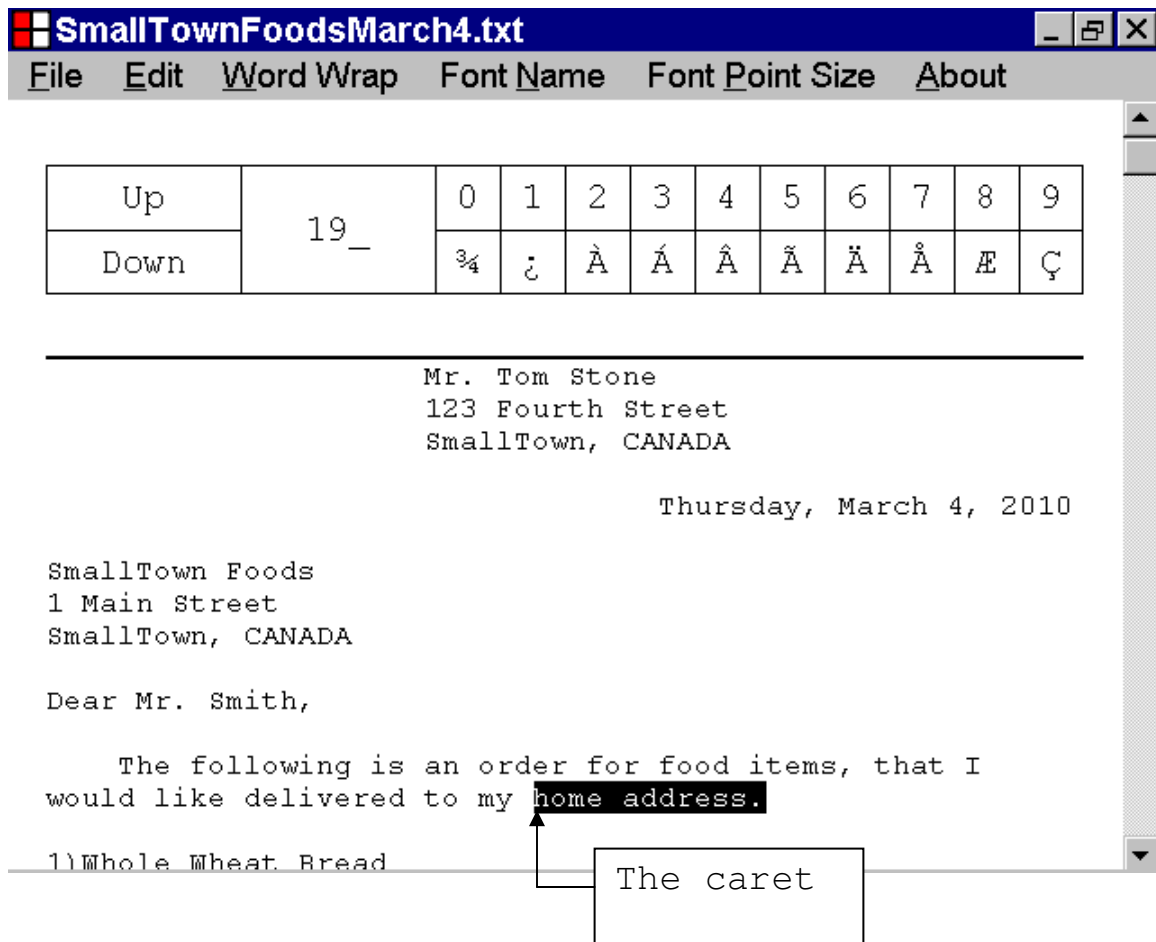
- The old position of the caret:** Points to the character 'y' in '5)Blueberry Jelly'.
- The old ending position of the section of selected text:** Points to the character 'y' in '5)Blueberry Jelly'.
- The new position of the caret:** Points to the character '1' in the 'Quantity' row.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by left clicking a character in the text document with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text will be the new position of the caret.

Letter Maker Help File

In the illustration below, the starting position of a section of selected text has been shifted to the left edge of an "upper case T", character, one line up, by left clicking that character with the mouse device, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [+ [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown F
1 Main Stre
SmallTown,
Dear Mr. Sm

The location of the mouse device left click

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The old position of the caret

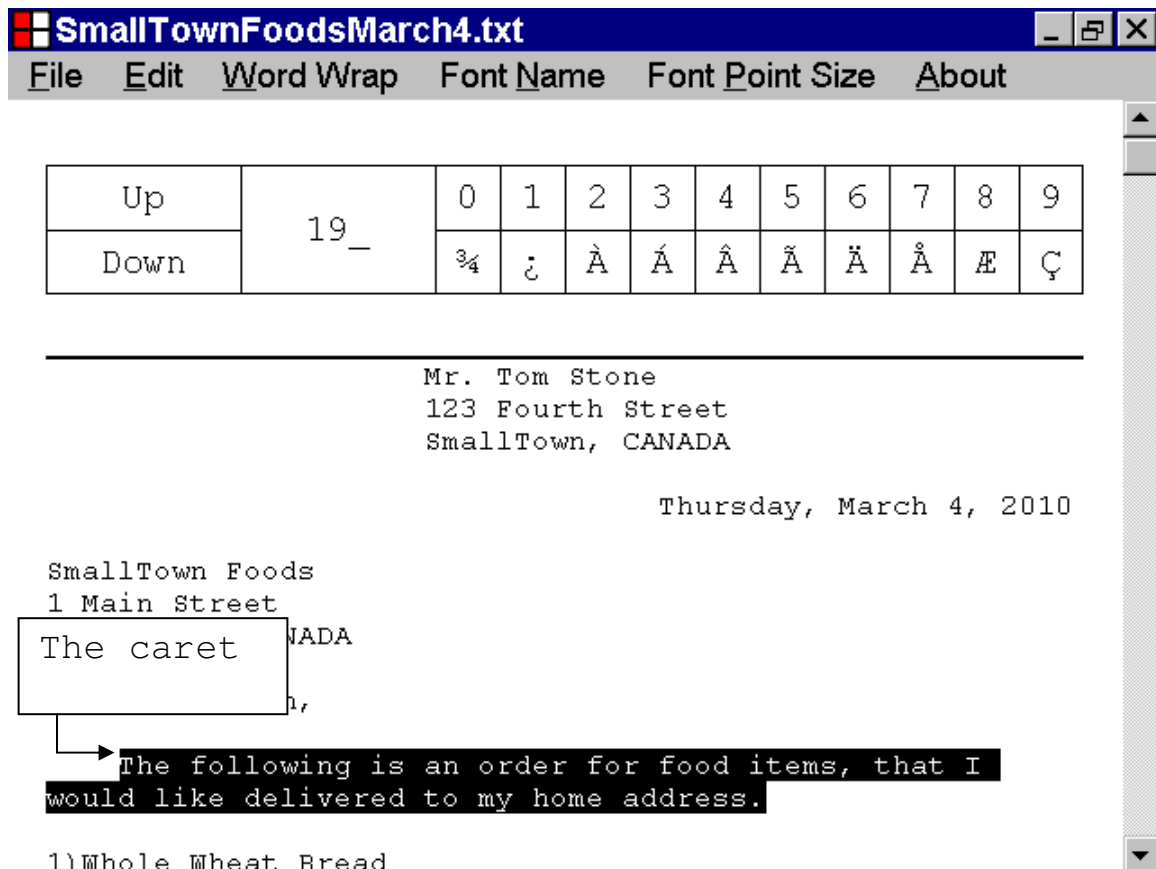
The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the starting position of a section of selected text, has been shifted to the left edge of a "lower case a", character, one line down, by left clicking that character with the mouse device, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street

The old position of the caret

The location of the mouse device left click

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

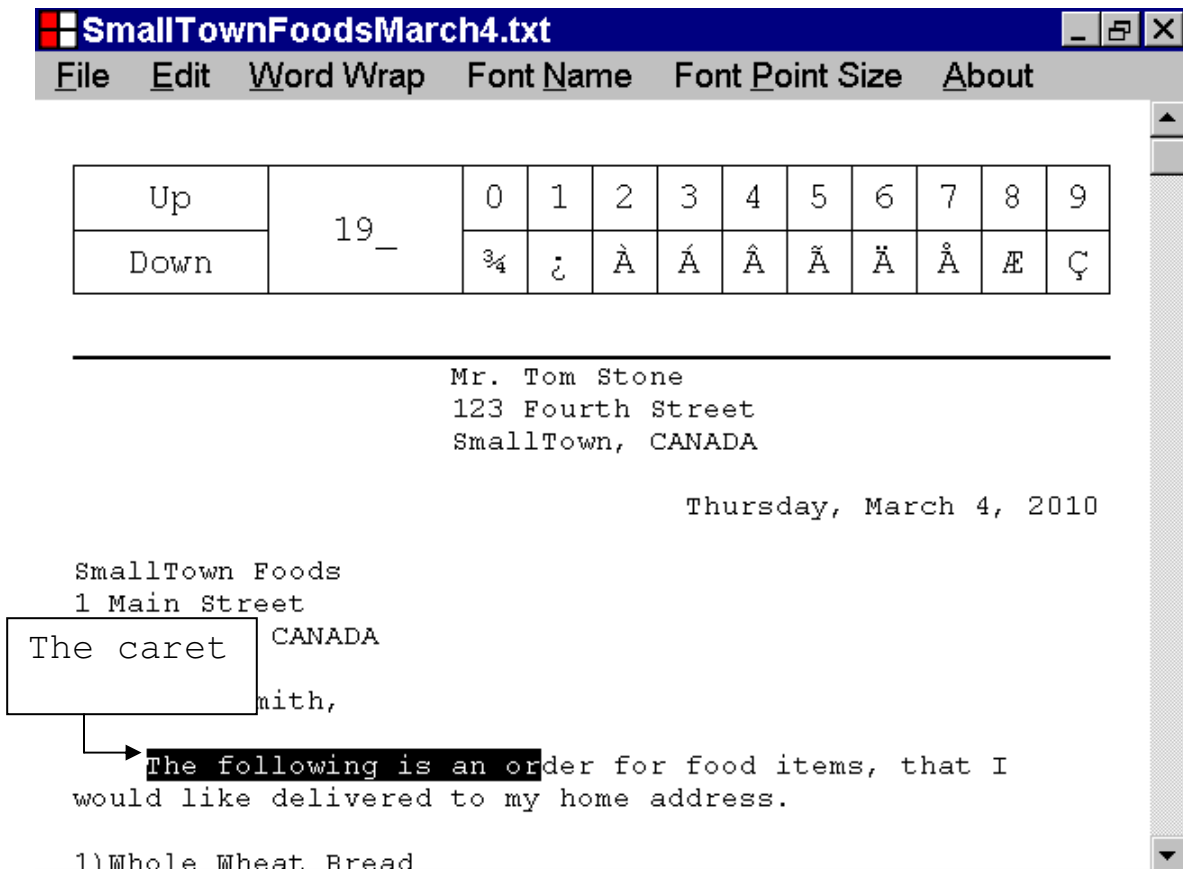
The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the starting position of a section of selected text, you can shift the starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, past the current ending position of the section of selected text, by left clicking a character in the text document with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the old ending position of the section of selected text, and the new ending position of the section of selected text, will be the new position of the caret.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted past the old ending position of the section of selected text, by left clicking a "lower case a", character, one line down, with the mouse device, while holding down the Shift key.

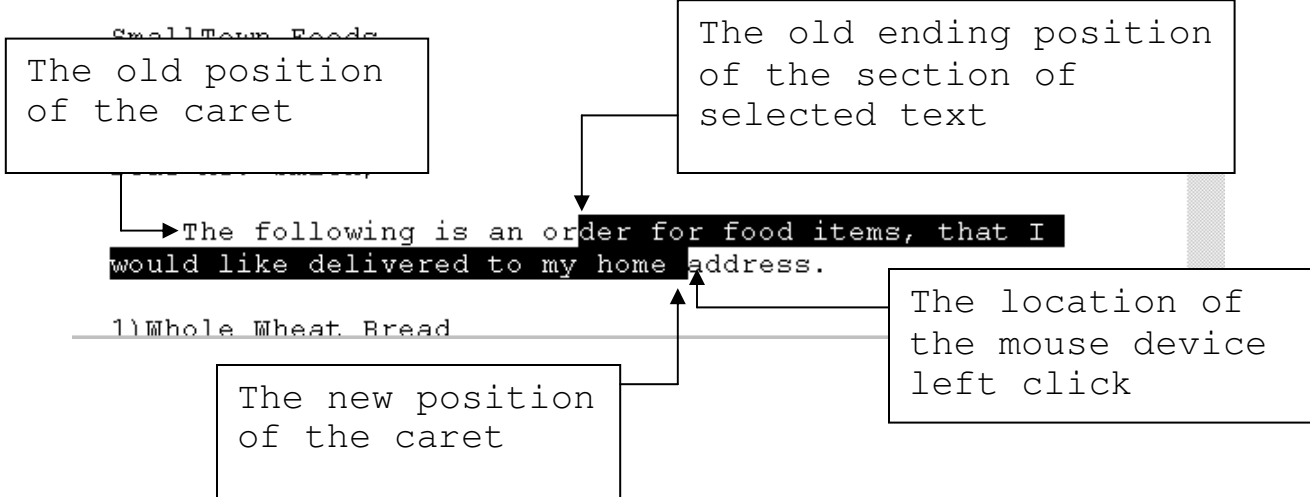
In the illustration, below, the new starting position of the section of selected text, is the old ending position of the section of selected text, and the new ending position of the section of selected text, is the new position of the caret.



Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010



Letter Maker Help File

36. How to shift the ending position of a section of selected text

This section, of the documentation, provides information about how to shift the ending position of a section of selected text.

If a text document contains a section of selected text, the caret is positioned at either the starting position of the section of selected text, or at the ending position of the section of selected text.

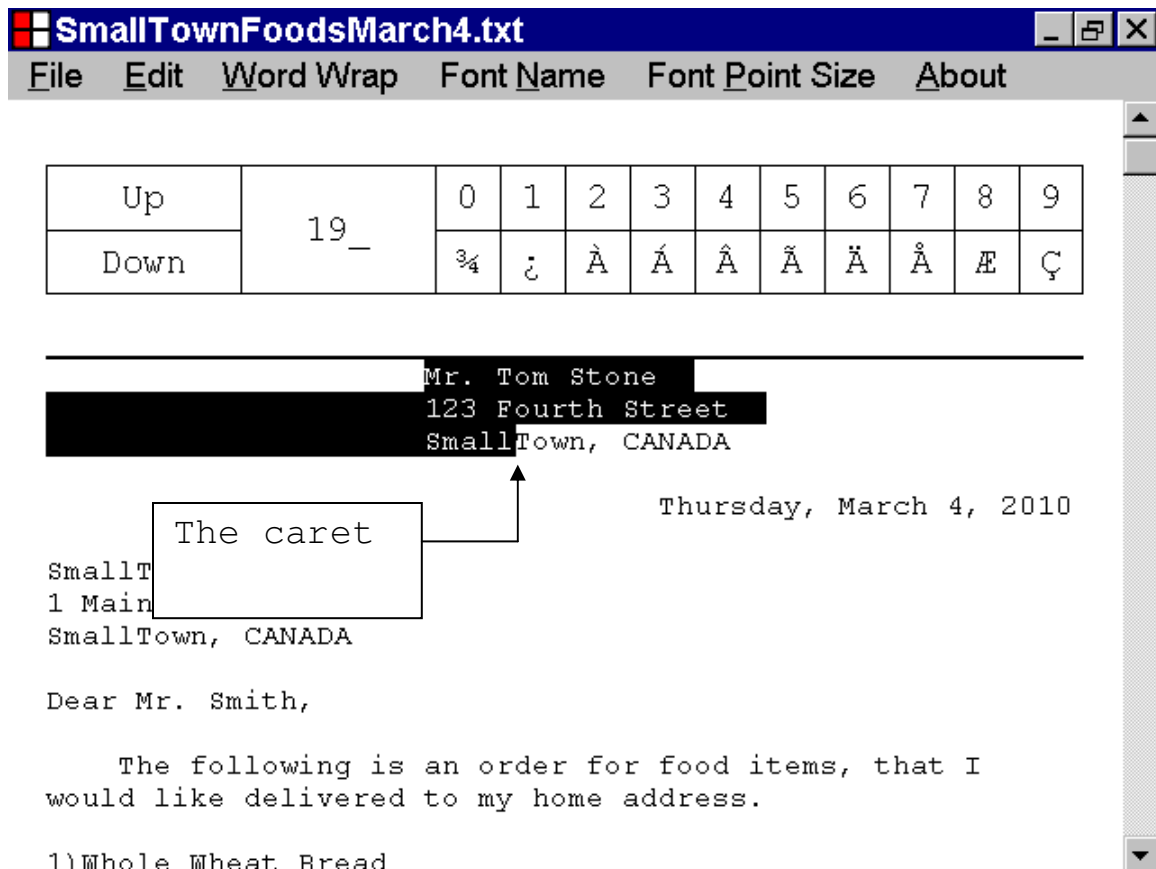
If the caret is positioned at the ending position of a section of selected text, you can use one of the techniques, illustrated below, to shift the ending position of the section of selected text.

Letter Maker Help File

In the illustration below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position, of a section of selected text, you can shift the ending position of the section of selected text, one character to the right, by pressing the Right Arrow key, while holding down the Shift key.

In the illustration, below, the starting position, of a section of selected text, has been shifted, one character to the right, by pressing the Right Arrow key, while holding down the Shift key.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and eleven columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the table is a text document with a highlighted address: 'Mr. Tom Stone', '123 Fourth Street', and 'SmallTown, CANADA'. A diagram shows two boxes: 'The old position of the caret' pointing to the end of the address, and 'The new position of the caret' pointing to the end of the address shifted one character to the right. Below the address is the text 'Dear Mr. Smith,' followed by 'The following is an order for food items, that I would like delivered to my home address.' and '1)Whole Wheat Bread'.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

The old position of the caret

The new position of the caret

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

SmallTownFoodsMarch4.txt [Min] [Max] [Close]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

The caret

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Start Microsoft Wo... SmallTownF... 7:15 PM

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, one character to the left, by pressing the Left Arrow key, while holding down the Shift key.

In the illustration, below, the ending position, of a section of selected text, has been shifted one character to the left, by pressing the Left Arrow key, while holding down the Shift key.

The screenshot shows a text editor window with the following menu bar: **File** **Edit** **Word Wrap** **Font Name** **Font Point Size** **About**

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

The new position of the caret

The old position of the caret

SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

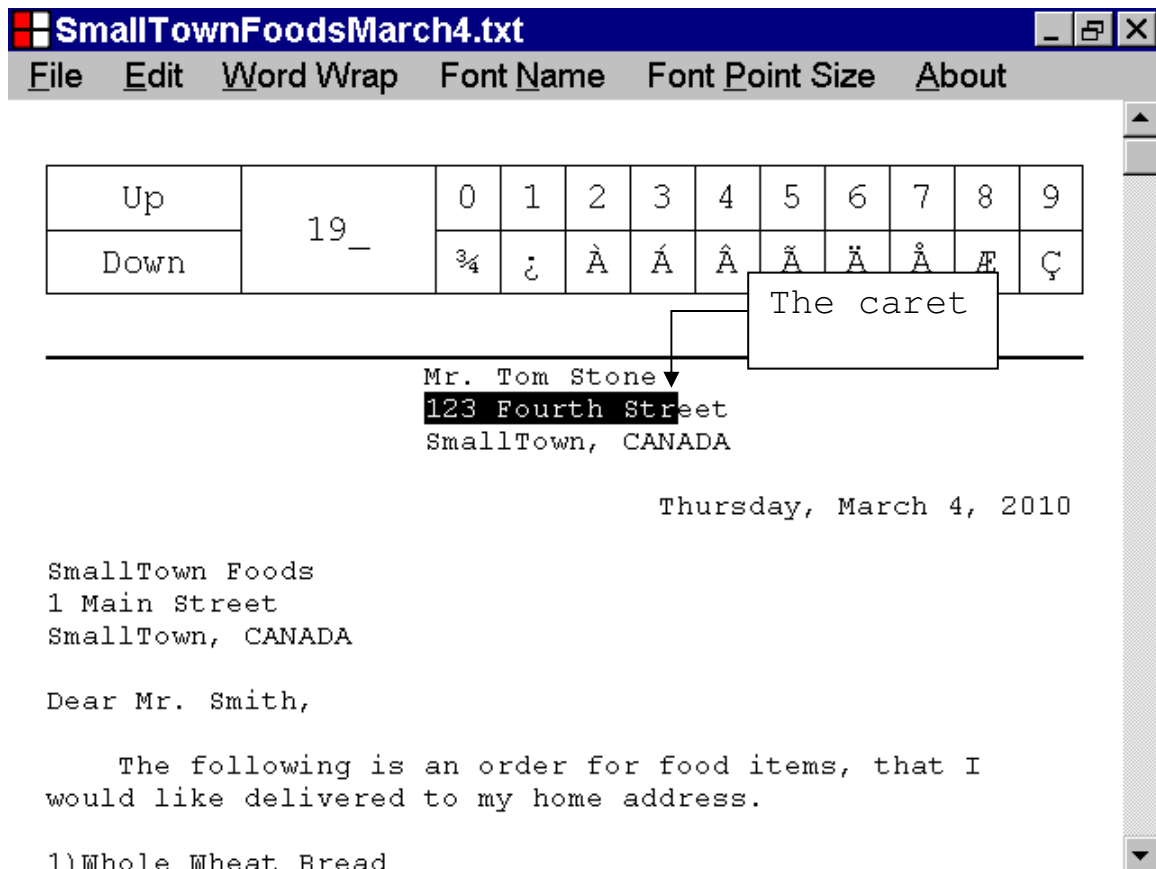
1)Whole Wheat Bread

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

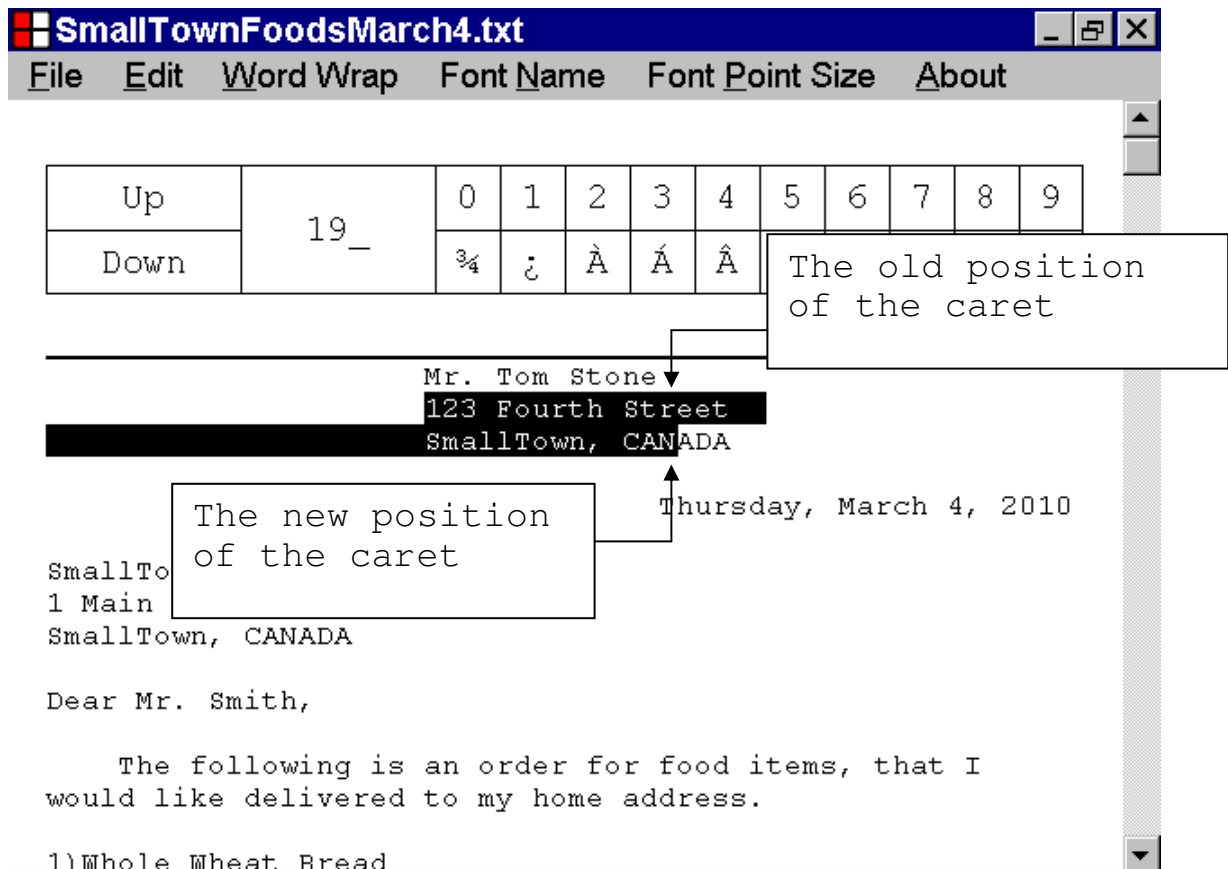
The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, one line down, by pressing the Down Arrow key, while holding down the Shift key.

In the illustration, below, the ending position of a section of selected text has been shifted one line down, by pressing the Down Arrow key, while holding down the Shift key.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret is positioned at the end of the selected text "123 Fourth Street".

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Up Arrow key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Up Arrow key, while holding down the Shift key, the new starting position of the section of selected text will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text has been shifted, one line up, by pressing the Up Arrow key, while holding down the Shift key.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â					

The new position of the caret

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

The old position of the caret

SmallT
1 Main
SmallT

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

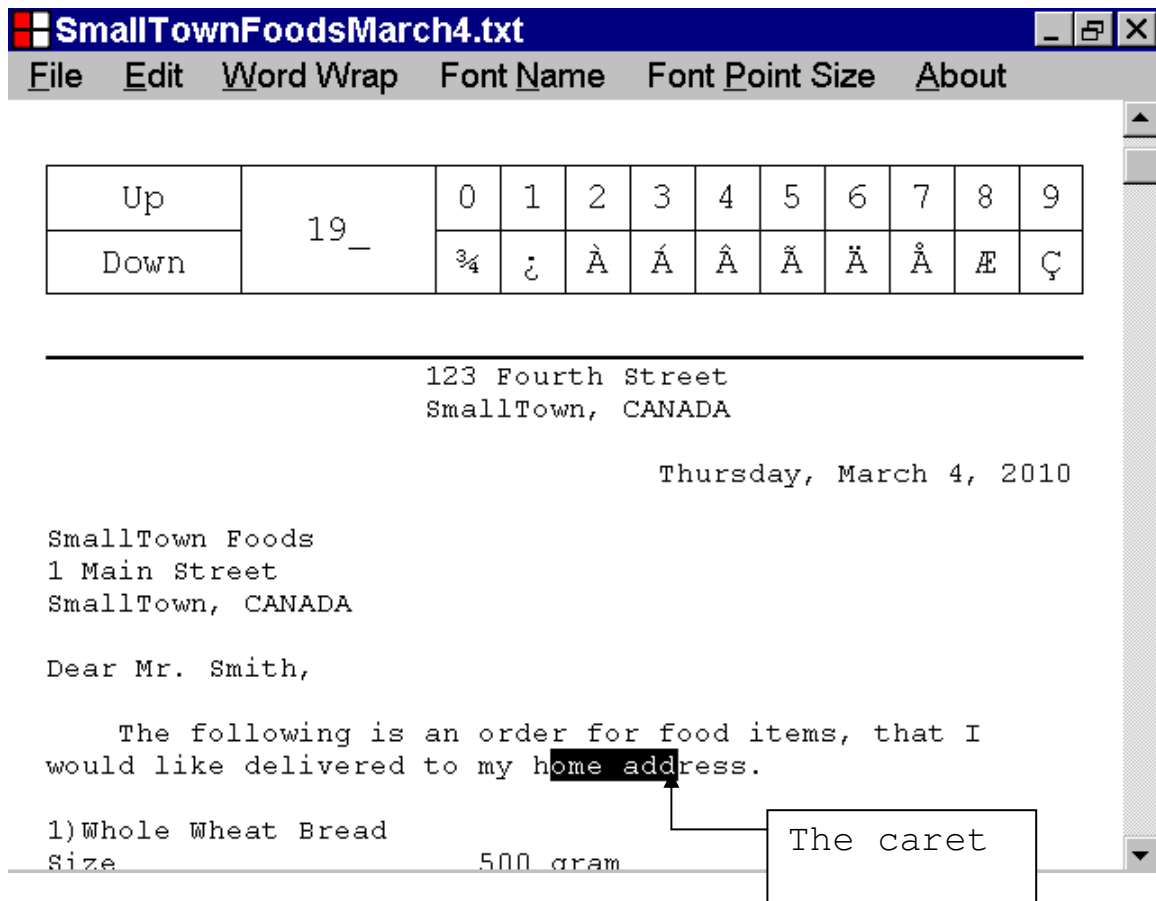
1)Whole Wheat Bread

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the starting position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Up Arrow key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Up Arrow key, while holding down the Shift key, the new starting position of the section of selected text will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted before the old starting position of the section of selected text, by pressing the Up Arrow key, while holding down the Shift key.

In the illustration, below, the new starting position, of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text, is the old starting position of the section of selected text.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

00 gram

The new position of the caret

The old starting position of the section of selected text

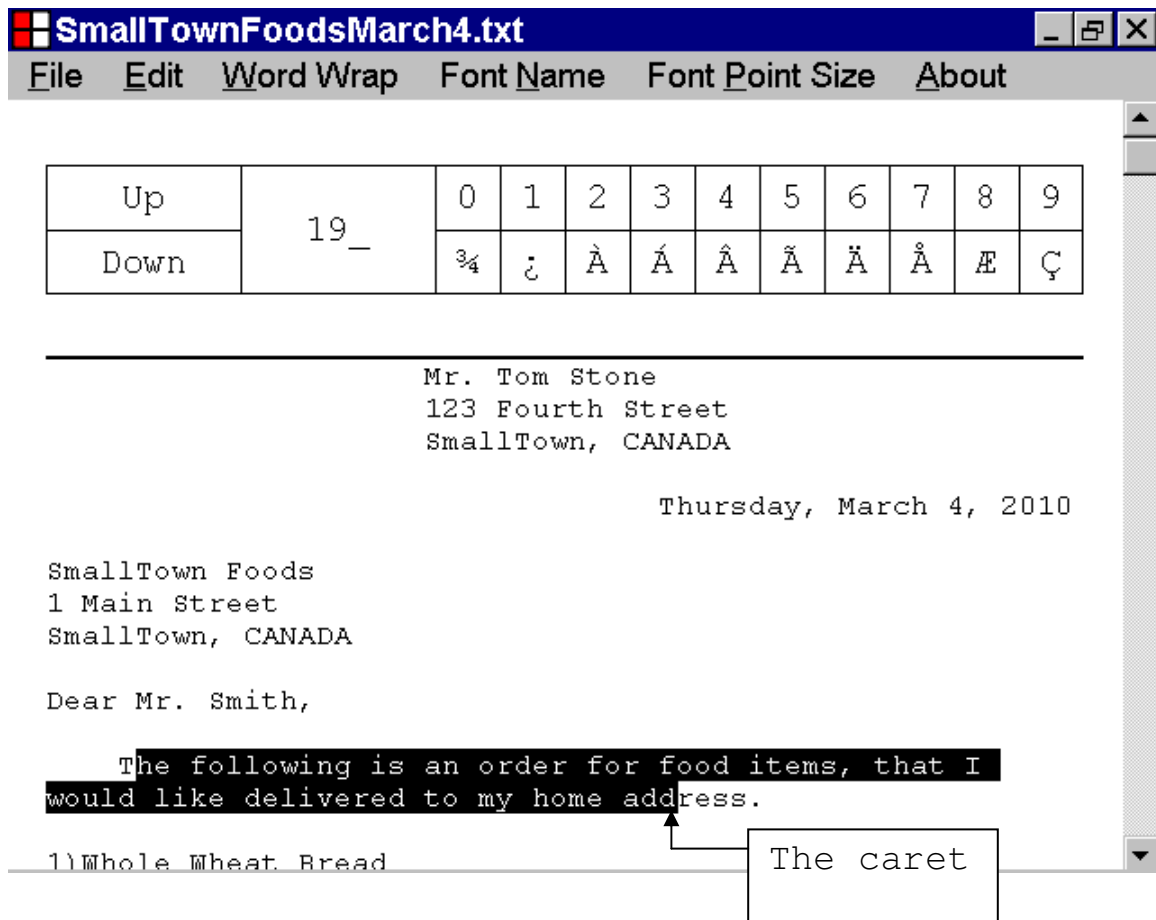
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position, of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Home key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Home key, while holding down the Shift key, the new starting position of the section of selected text will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text, has been shifted to the left edge of the first character of the current line of the text document, by pressing the Home key, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I
would like delivered to my home address.

1) Whole Wheat Bread

The new position of the caret

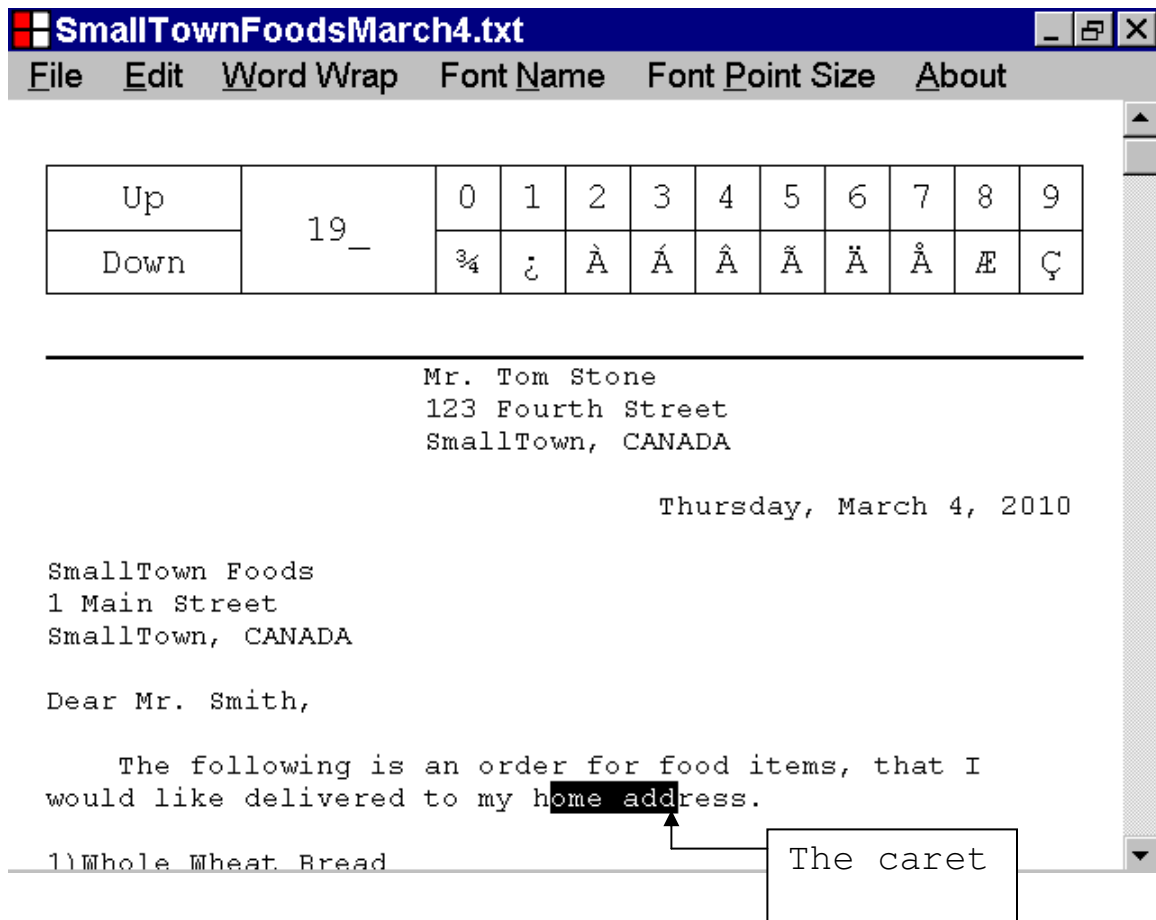
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Home key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Home key, while holding down the Shift key, the new starting position of the section of selected text will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted before the old starting position of the section of selected text, by pressing the Home key, while holding down the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text, is the old starting position of the section of selected text.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods

The following is an order for food items, that I
would like delivered to my home address.

1)Whole Wheat Bread

The new position of the caret

The old starting position of the section of selected text

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a toolbar. The main text area contains a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a salutation. A section of text is highlighted, and a caret is positioned at its end. A label 'The caret' with an arrow points to the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, to the left edge of the last character in the current line of the text document, by pressing the End key, while holding down the Shift key.

In the illustration, below, the ending position of a section of selected text, has been shifted to the left edge of the last character in the current line of the text document, by pressing the End key, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Who

The old position of the caret

The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a toolbar. The main text area contains a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a salutation. A section of text is highlighted in black, and a caret is positioned at its end. A label 'The caret' with an arrow points to the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Home key, while holding down the Ctrl key and the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Home key, while holding down the Ctrl key and the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted before the old starting position of the section of selected text, by pressing the Home key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the new starting position, of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text, is the old starting position of the section of selected text.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. The text content is as follows:

0	1	2	3	4	5	6	7	8	9
¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

Annotations:

- 'The new position of the caret' points to the start of the selected text block.
- 'The old starting position of the section of selected text' points to the start of the selected text block.
- 'The old position of the caret' points to the end of the selected text block.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The text document content is as follows:

Total 8.00

5) Blueberry Jelly

Size 750 gram

Price \$8.00 each

Quantity 1

Total \$8.00

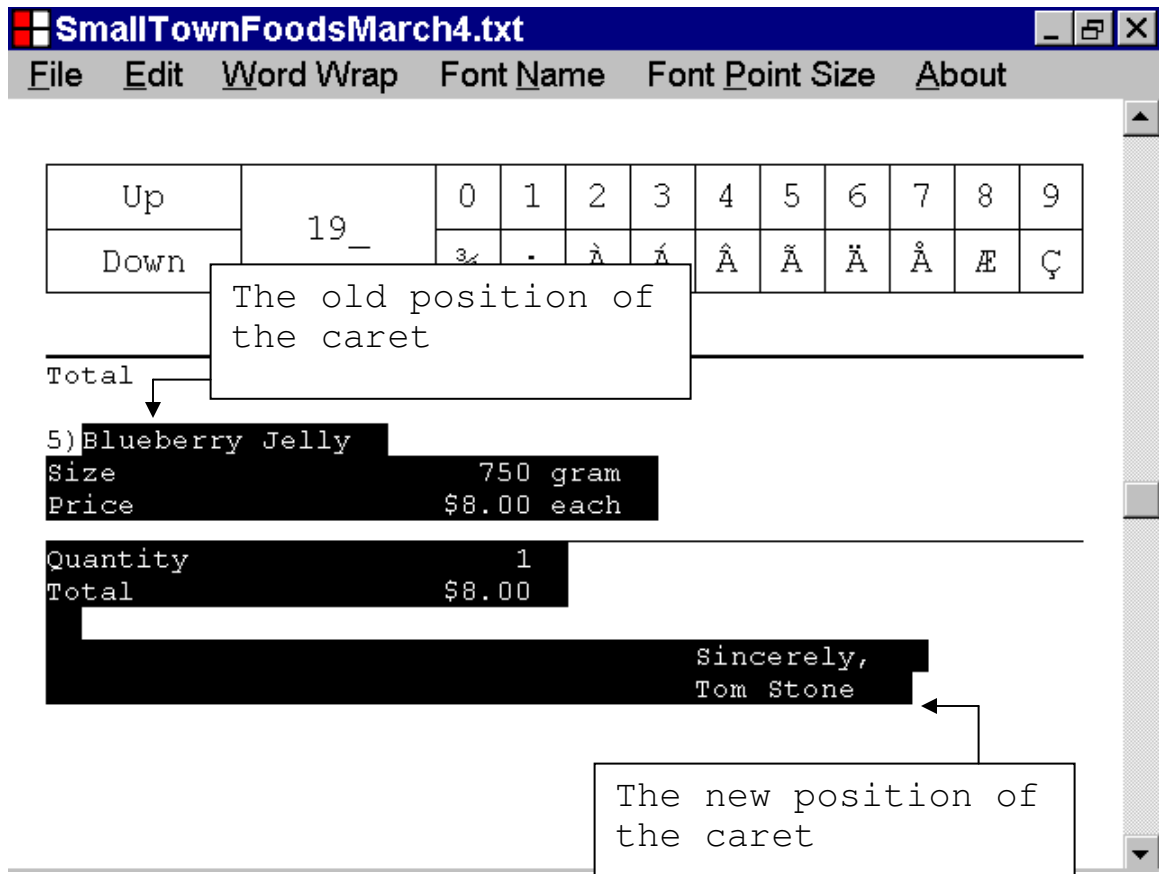
Sincerely,
Tom Stone

A box labeled "The caret" points to the end of the selected text "Blueberry Jelly".

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, to the left edge of the last character in the text document, by pressing the End key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the ending position of a section of selected text, has been shifted to the left edge of the last character in the text document, by pressing the End key, while holding down the Ctrl key and the Shift key.

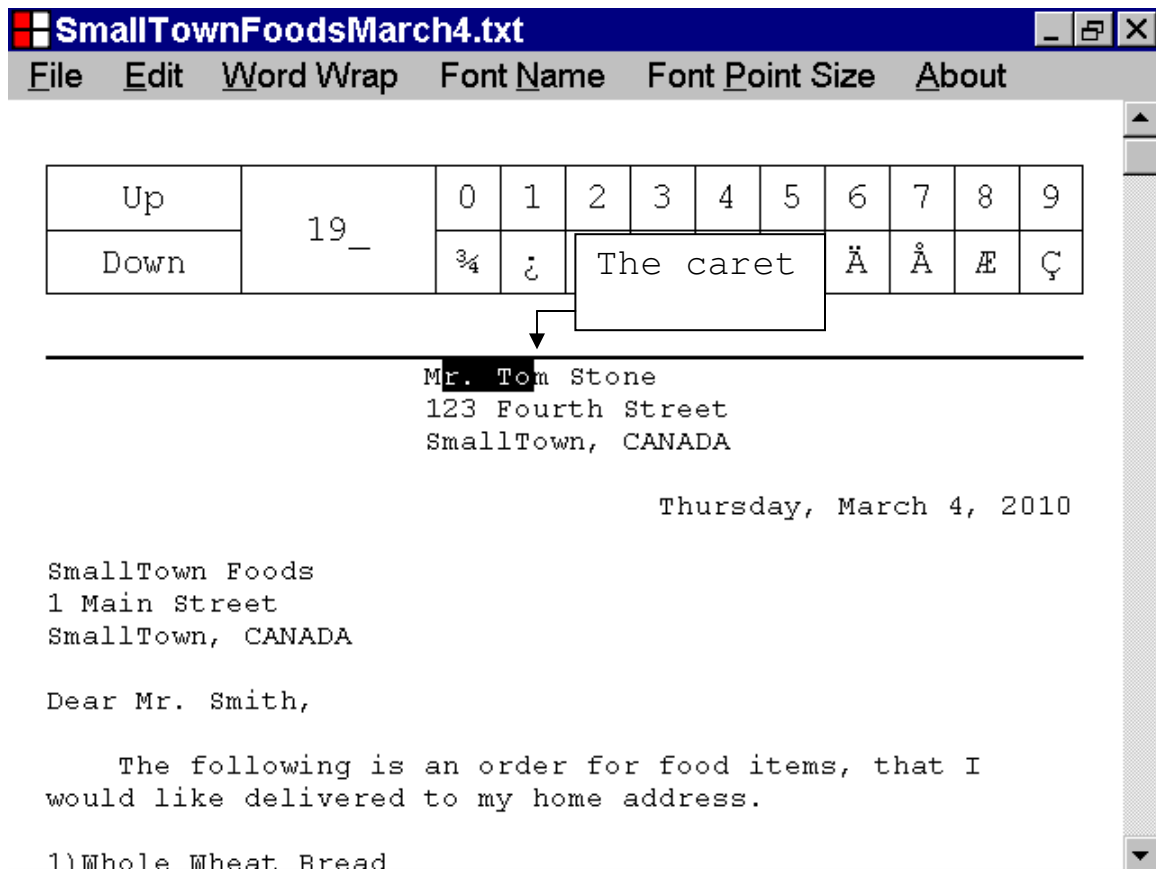


Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, to the beginning of the line, approximately one screen down, by pressing the Page Down key, while holding down the Shift key.

In the illustration, below, the ending position of a section of selected text, has been shifted to the beginning of the line, approximately one screen down, by pressing the Page Down key, while holding down the Shift key.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	The old position of the caret							Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

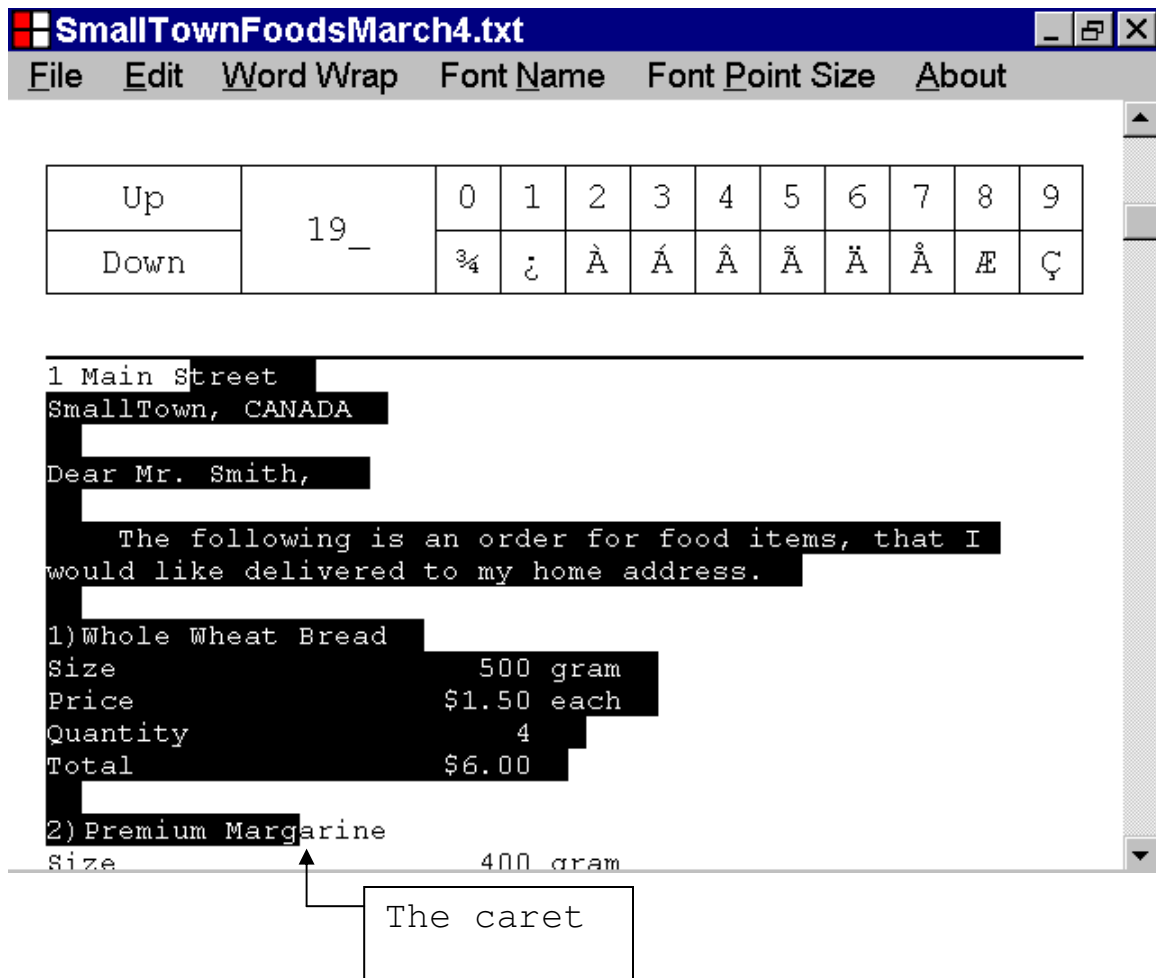
The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Page Up key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Page Up key, while holding down the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text, has been shifted to the beginning of the line, approximately one screen up, by pressing the Page Up key, while holding down the Shift key.

The screenshot shows a text editor window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The document content is as follows:

The new position of the caret

0	1	2	3	4	5	6	7	8	9
¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine
Size 400 gram

The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. The text area contains a letter template. A section of text is selected, and a caret is positioned at the end of this section. A label 'The caret' with an arrow points to the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine
Size 400 gram

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Page Up key, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Page Up key, while holding down the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted before the old starting position of the section of selected text, by pressing the Page Up key, while holding down the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text, is the old starting position of the section of selected text.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. Annotations include a table of keyboard shortcuts, a callout for the new caret position, and callouts for the old caret position and the old starting position of a selected text block.

Up		0	1	2	3	4	5	6	7	8	9
		¼	½	À	Á	Â	Ã	Ä	Å	Æ	Ç

The new position of the caret

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine

The old position of the caret

The old starting position of the section of selected text

Letter Maker Help File

In the illustration below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key, the new starting position of the section of selected text, will be the new caret position, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text, has been shifted to the beginning of the first line of the current page of the text document, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Orange Marmalade
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The new position of the caret

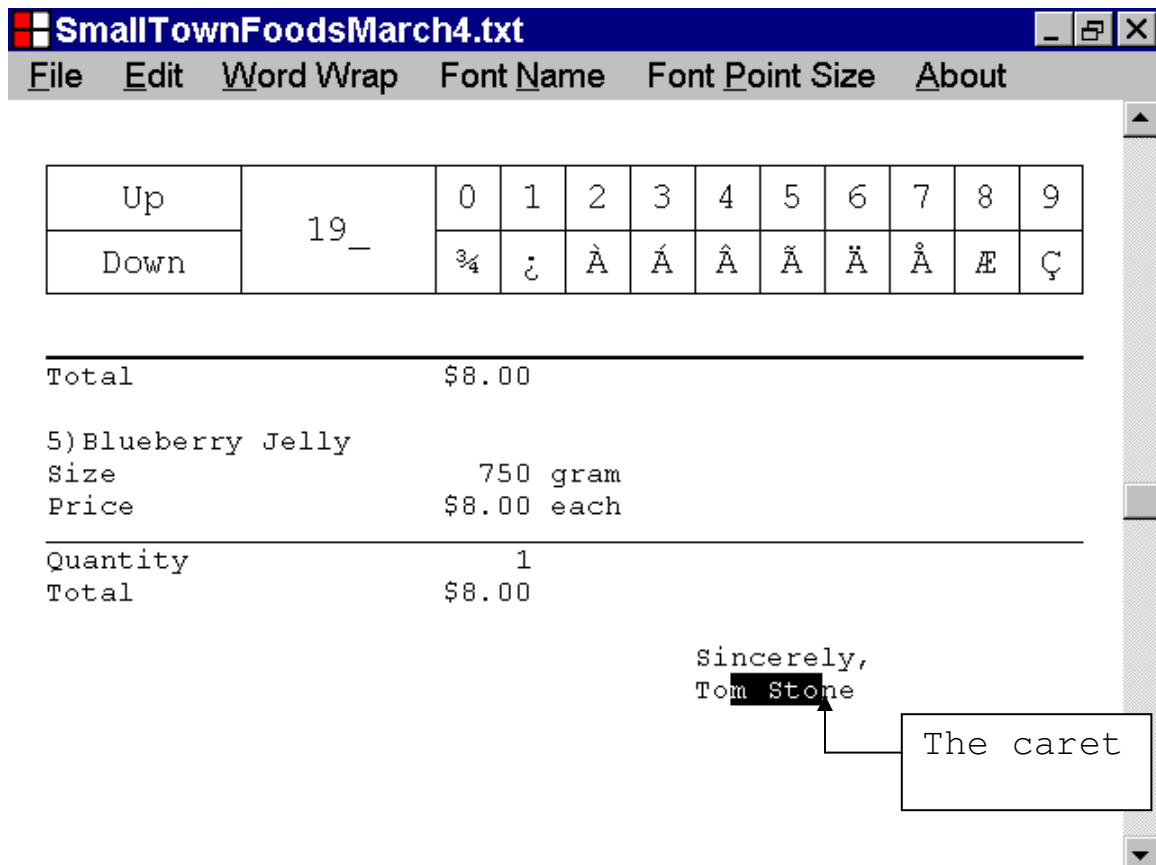
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

If you shift the caret before the current starting position of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret has been shifted before the old starting position of the section of selected text, by pressing the Page Up key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text, is the old starting position of the section of selected text.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a table and a signature. Annotations with arrows point to specific parts of the text.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Total \$8.00

750 gram
\$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The new position of the caret (points to the start of the signature line)

The old starting position of the section of selected text (points to the start of the signature line)

The old position of the caret (points to the end of the signature line)

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following components:

- Window Title:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and ten columns. The first row is labeled 'Up' and contains characters 0-9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Document:**
 - Size 750 gram
 - Price \$8.00 each
 - Quantity 1
 - Total 8.00
 - 5) Blueberry Jelly
 - Size 750 gram
 - Price \$8.00 each
 - Quantity 1
 - Total 8.00
- Caret Label:** A box labeled 'The caret' with an arrow pointing to the end of the selected text 'Blueberry Jelly'.
- Signature:** Sincerely, Tom Stone

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

In the illustration, below, the ending position, of a section of selected text, has been shifted to the beginning of the first line of the next page of the text document, by pressing the Page Down key, while holding down the Ctrl key and the Shift key.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a character grid. Below the grid is a list of items with annotations for the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
 Price
 Quantity
 Total

5) Blueberry Jelly
 Size 750 gram
 Price \$8.00 each

Quantity 1
 Total \$8.00

The new position of the caret

Sincerely,
Tom Stone

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a toolbar. The main text area contains a letter template. A table at the top provides navigation and character options. The letter content includes an address, a date, and a message. A text box labeled 'The caret' points to the end of a selected text block in the message.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text, has been shifted to the left edge of a "lower case s", character, by left clicking that character with the mouse device, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) The old position of the caret

The location of the mouse device left click

The new position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. The text area includes a header section, a recipient address, a date, a sender address, a salutation, and a body paragraph. A section of the body paragraph is selected, and a caret is positioned at its end. A label 'The caret' with an arrow points to the caret's position.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The caret

Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the ending position of a section of selected text, has been shifted to the left edge of a "lower case r", character, by left clicking that character with the mouse device, while holding down the Shift key.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole

The location of the mouse device left click

The new position of the caret

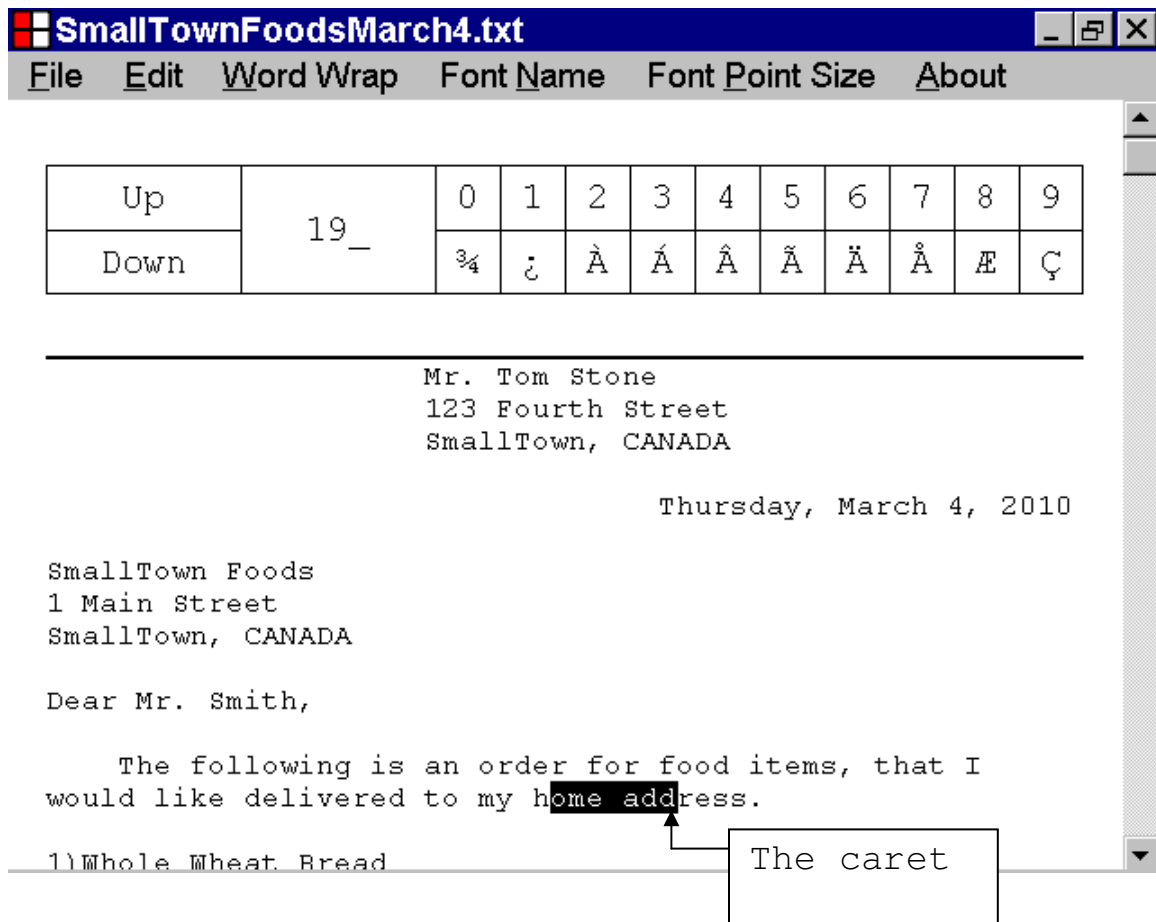
The old position of the caret

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the caret is positioned at the ending position of the section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If the caret is positioned at the ending position of a section of selected text, you can shift the ending position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key.

If you shift the position of the caret, before the current starting position of the section of selected text, by left clicking a character in the text document, with the mouse device, while holding down the Shift key, the new starting position of the section of selected text, will be the new position of the caret, and the new ending position of the section of selected text, will be the old starting position of the section of selected text.

Letter Maker Help File

In the illustration, below, the position of the caret, has been shifted before the old starting position of the section of selected text, by left clicking a "lower case e", character, with the mouse device, while holding down the Shift key.

In the illustration, below, the new starting position of the section of selected text, is the new position of the caret, and the new ending position of the section of selected text is the old starting position of the section of selected text.

SmallTownFoodsMarch4.txt [- [[X]]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

eat Bread

The location of the mouse device left click

The new position of the caret

The old position of the caret

The old starting position of the section of selected text

Letter Maker Help File

37. How to deselect a section of selected text

This section, of the documentation, provides information about how to deselect a section of selected text.

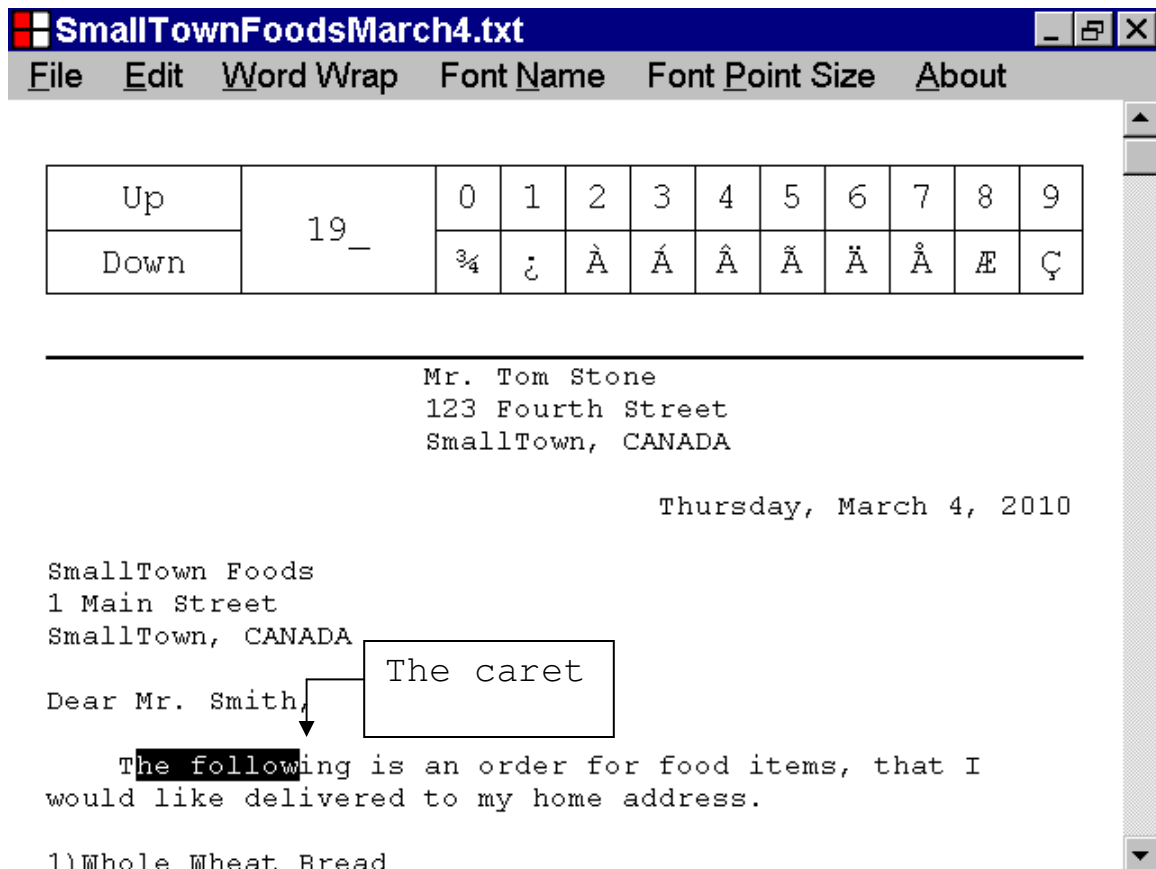
If a text document contains a section of selected text, you can use one of the techniques, illustrated below, to deselect the section of selected text.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Esc key.

If you deselect a section of selected text, by pressing the Esc key, the old position of the caret will not be shifted.

In the illustration, below, a section of selected text has been deselected, by pressing the Esc key.

The old position of the caret has not been shifted.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. The text area is divided into sections by horizontal lines. The first section is a header with a table of navigation and character options. The second section is an address for Mr. Tom Stone. The third section is a date: Thursday, March 4, 2010. The fourth section is the sender's address: SmallTown Foods, 1 Main Street, SmallTown, CANADA. The fifth section is a salutation: Dear Mr. Smith, followed by a callout box pointing to the comma. The sixth section is a paragraph: The following is an order for food items, that I would like delivered to my home address. The seventh section is a list item: 1) Whole Wheat Bread, followed by a callout box pointing to the start of the list. A vertical scrollbar is on the right side of the text area.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

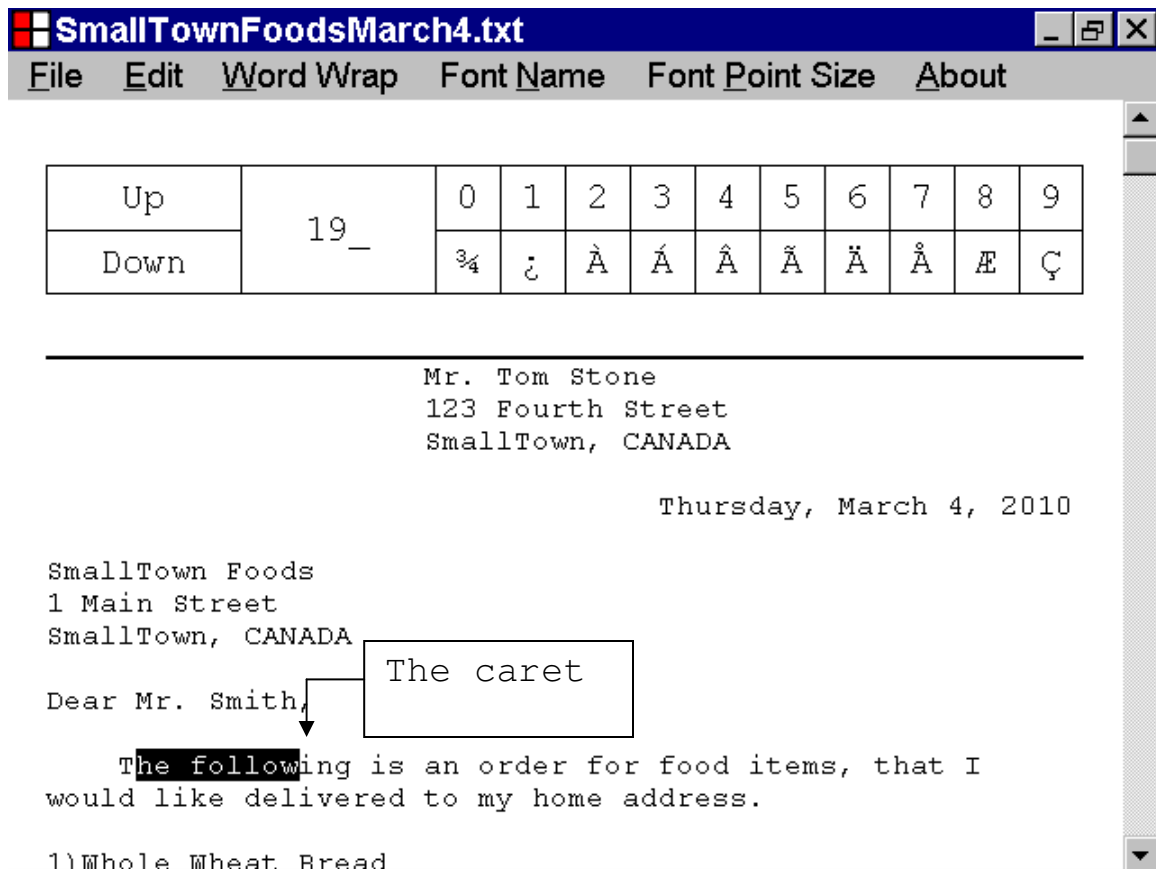
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Right Arrow key.

If you deselect a section of selected text, by pressing the Right Arrow key, the old position of the caret, will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Right Arrow key.

The old position of the caret, has been shifted one character to the right.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

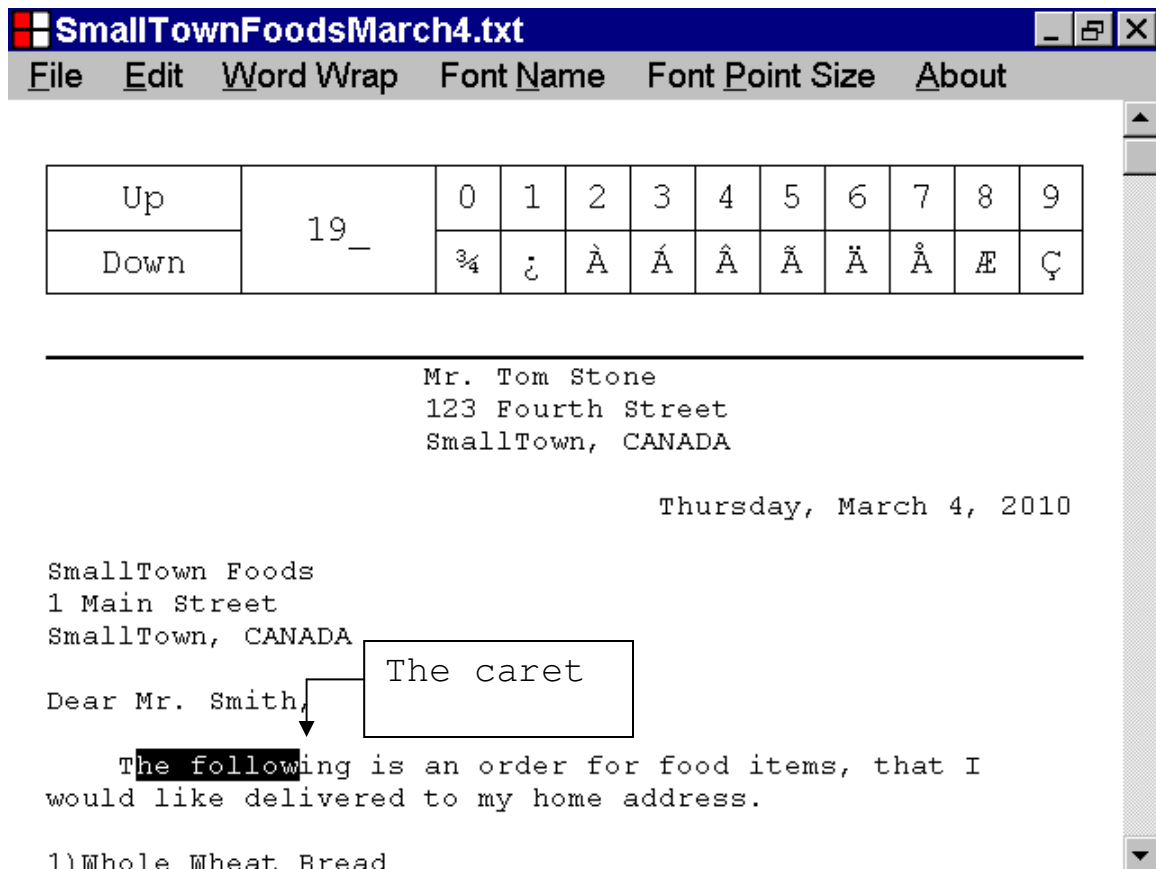
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Left Arrow key.

If you deselect a section of selected text, by pressing the Left Arrow key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Left Arrow key.

The old position of the caret, has been shifted one character to the left.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area containing a letter template. The text area is divided into sections by horizontal lines. The first section is a header with the name 'Mr. Tom Stone' and address '123 Fourth Street, SmallTown, CANADA'. The second section is a date 'Thursday, March 4, 2010'. The third section is the recipient's address 'SmallTown Foods, 1 Main Street, SmallTown, CANADA'. The fourth section is a salutation 'Dear Mr. Smith,'. The fifth section is the main body of the letter, starting with 'The following is an order for food items, that I would like delivered to my home address.' and followed by a list item '1) Whole Wheat Bread'. Annotations include a box pointing to the end of the salutation with the text 'The old ending position of the section of selected text' and another box pointing to the start of the main body with the text 'The old starting position of the section of selected text'. A table is visible above the letter template, showing cursor movement options (Up, Down) and various characters (0-9, ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç).

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

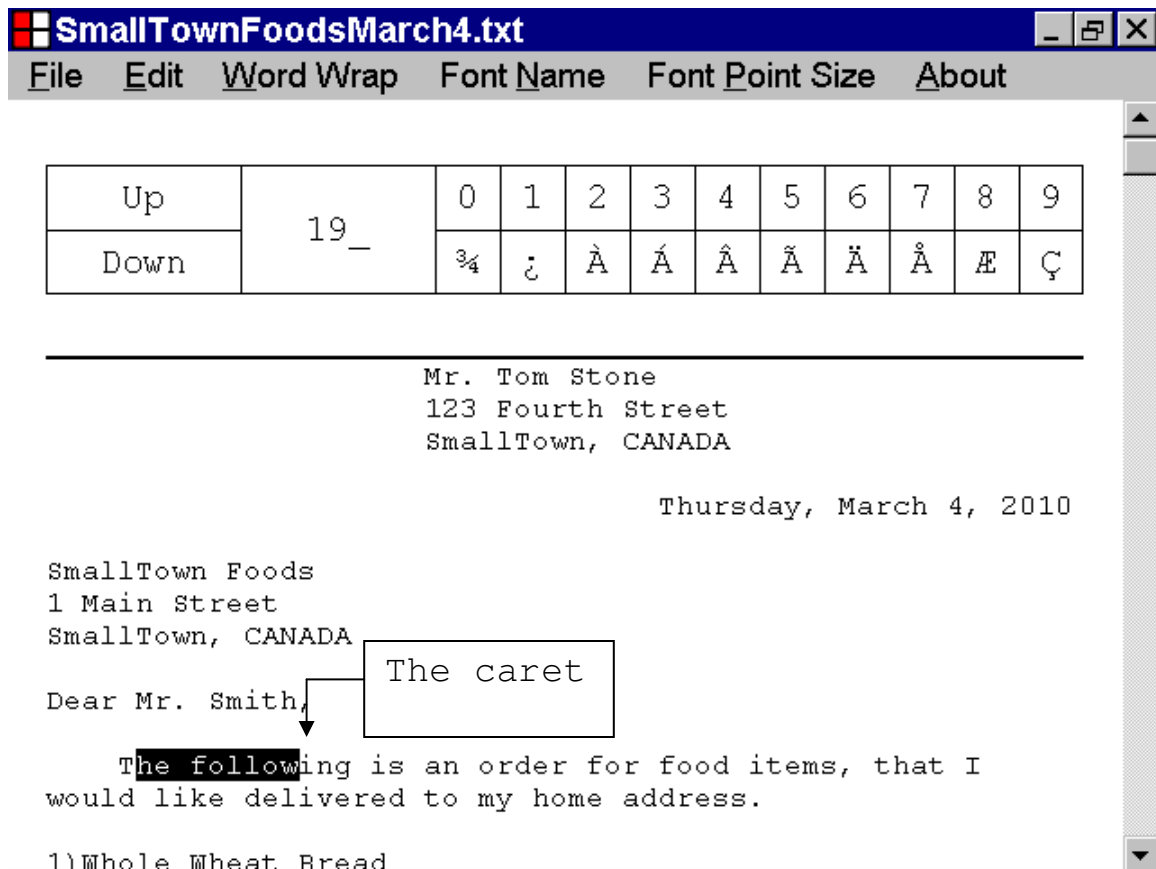
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Down Arrow key.

If you deselect a section of selected text, by pressing the Down Arrow key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text has been deselected, by pressing the Down Arrow key.

The old position of the caret, has been shifted one line down.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

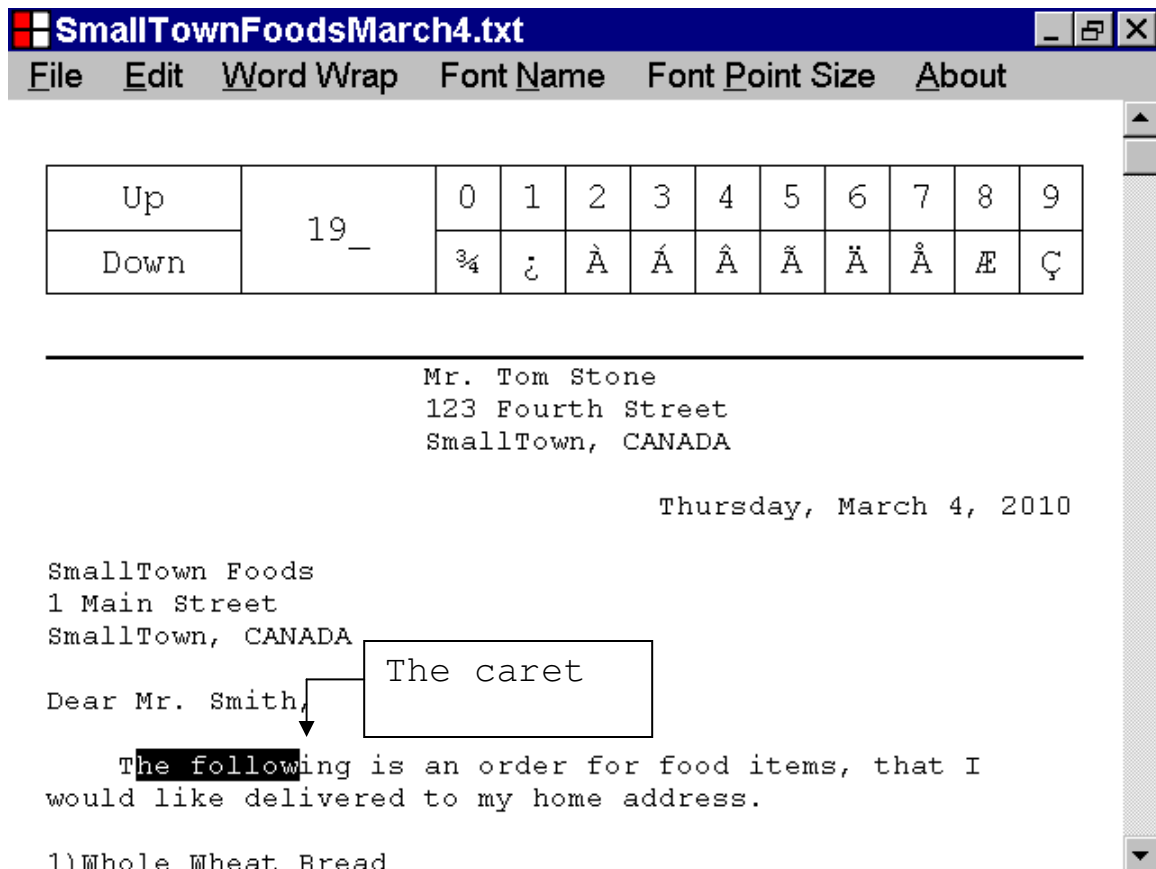
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Up Arrow key.

If you deselect a section of selected text, by pressing the Up Arrow key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Up Arrow key.

The old position of the caret, has been shifted one line up.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

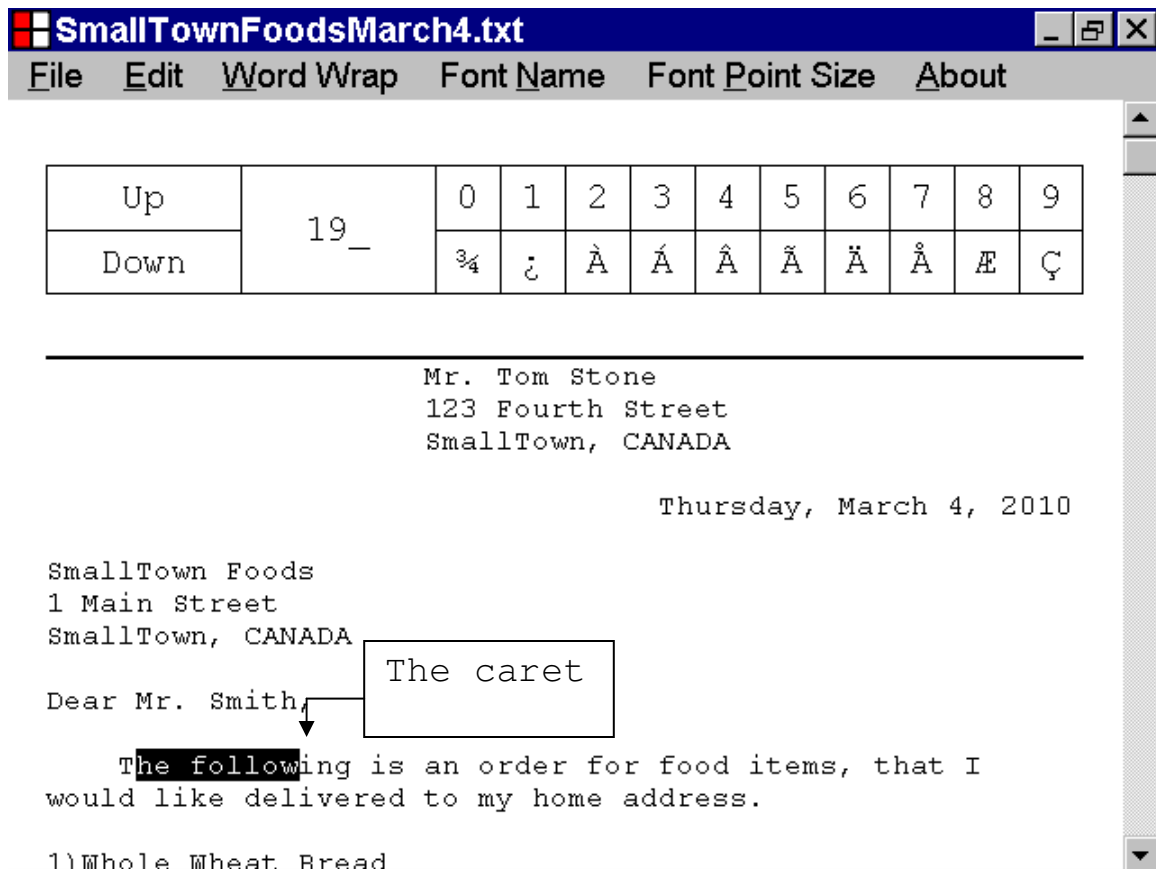
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Home key.

If you deselect a section of selected text, by pressing the Home key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Home key.

The old position of the caret, has been shifted to the left edge of the first character of the current line of the text document.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and twelve columns. The first row is labeled 'Up' and the second row is labeled 'Down'. The columns are numbered 0 through 9. The 'Down' row contains various characters including a quarter, a colon, and several accented characters. Below the table is a horizontal line, followed by an address block for Mr. Tom Stone, a date 'Thursday, March 4, 2010', and a letter body starting with 'Dear Mr. Smith,' and 'The following is an order for food items, that I would like delivered to my home address.' The letter body contains a list item '1) Whole Wheat Bread'. Annotations with arrows point to the start and end of the selected text in the letter body.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old starting position of the section of selected text

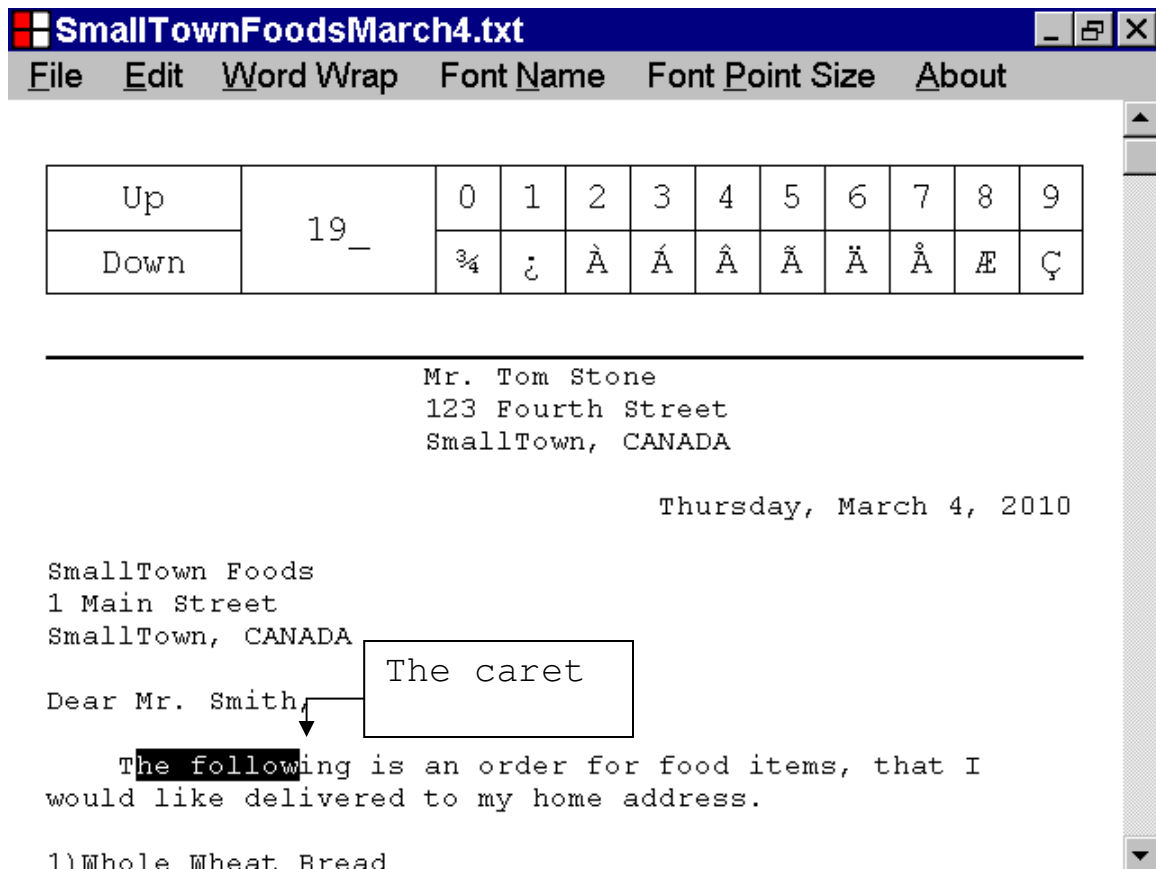
The old ending position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the End key.

If you deselect a section of selected text, by pressing the End key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the End key.

The old position of the caret, has been shifted to the left edge of the last character of the current line of the text document.

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old ending position of the section of selected text

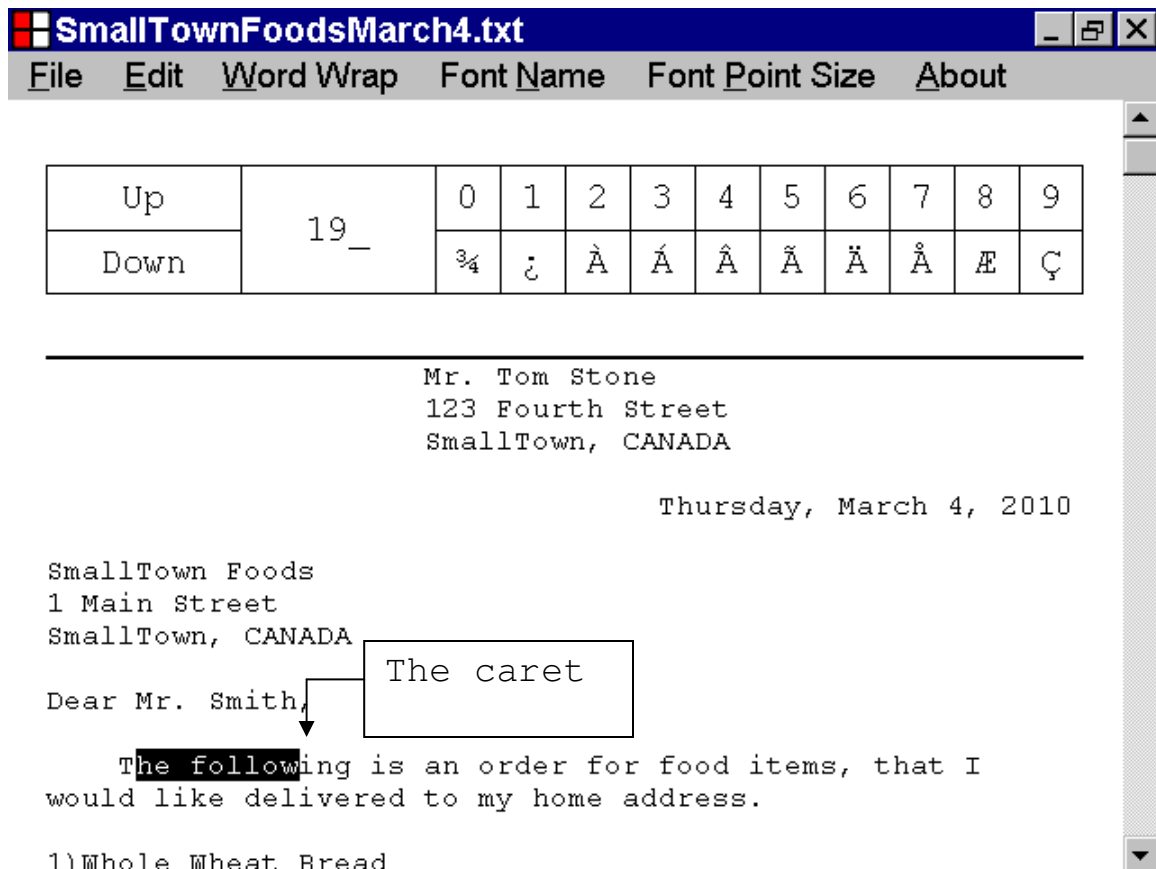
The old starting position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Home key, while holding down the Ctrl key.

If you deselect a section of selected text, by pressing the Home key, while holding down the Ctrl key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Home key, while holding down the Ctrl key.

The old position of the caret, has been shifted to the beginning of the first line of the text document.

SmallTownFoodsMarch4.txt File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The old starting position of the section of selected text

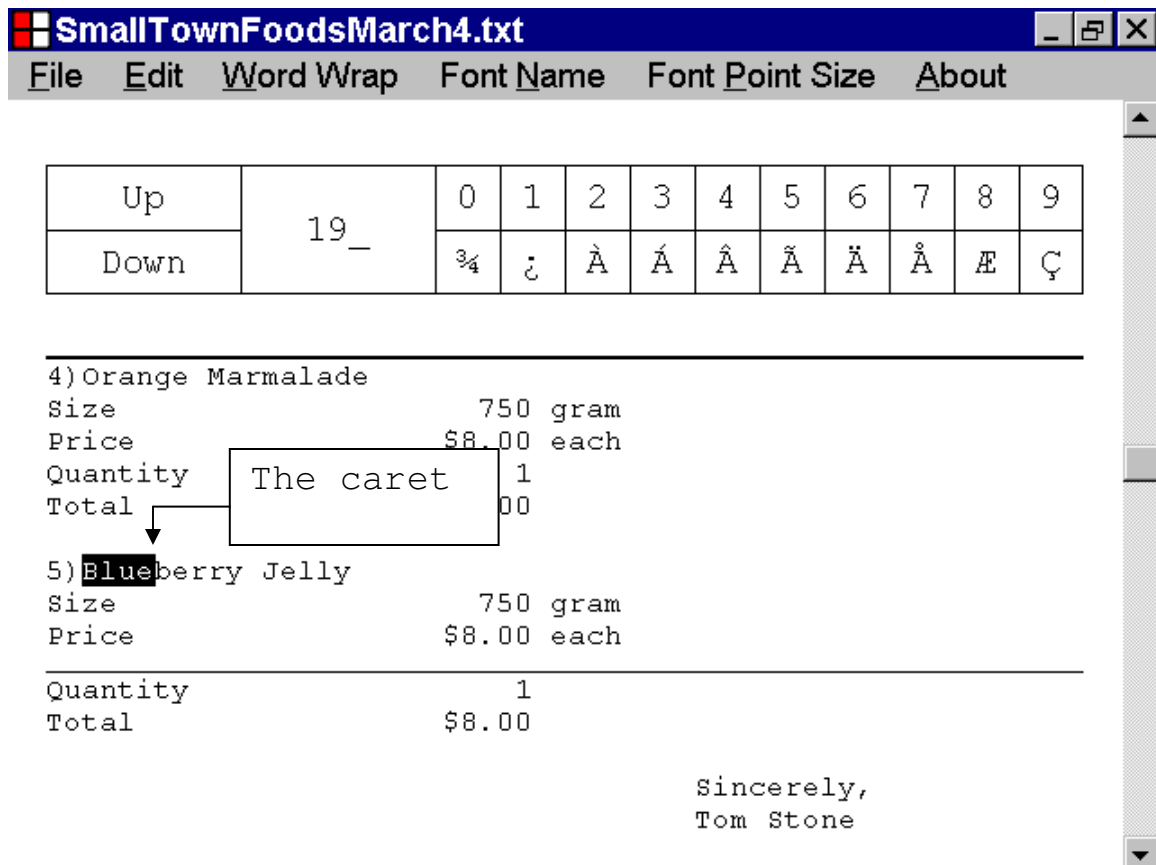
The old ending position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the End key, while holding down the Ctrl key.

If you deselect a section of selected text by pressing the End key, while holding down the Ctrl key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the End key, while holding down the Ctrl key.

The old position of the caret, has been shifted to the left edge of the last character of the text document.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a table of character codes. Below the table is a list of items with annotations pointing to specific parts of the text.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

4) Oran
Size
Price
Quanti
Total

5) Blueberry Jelly
Size
Price
Quantity
Total

The old starting position of the section of selected text

The old ending position of the section of selected text

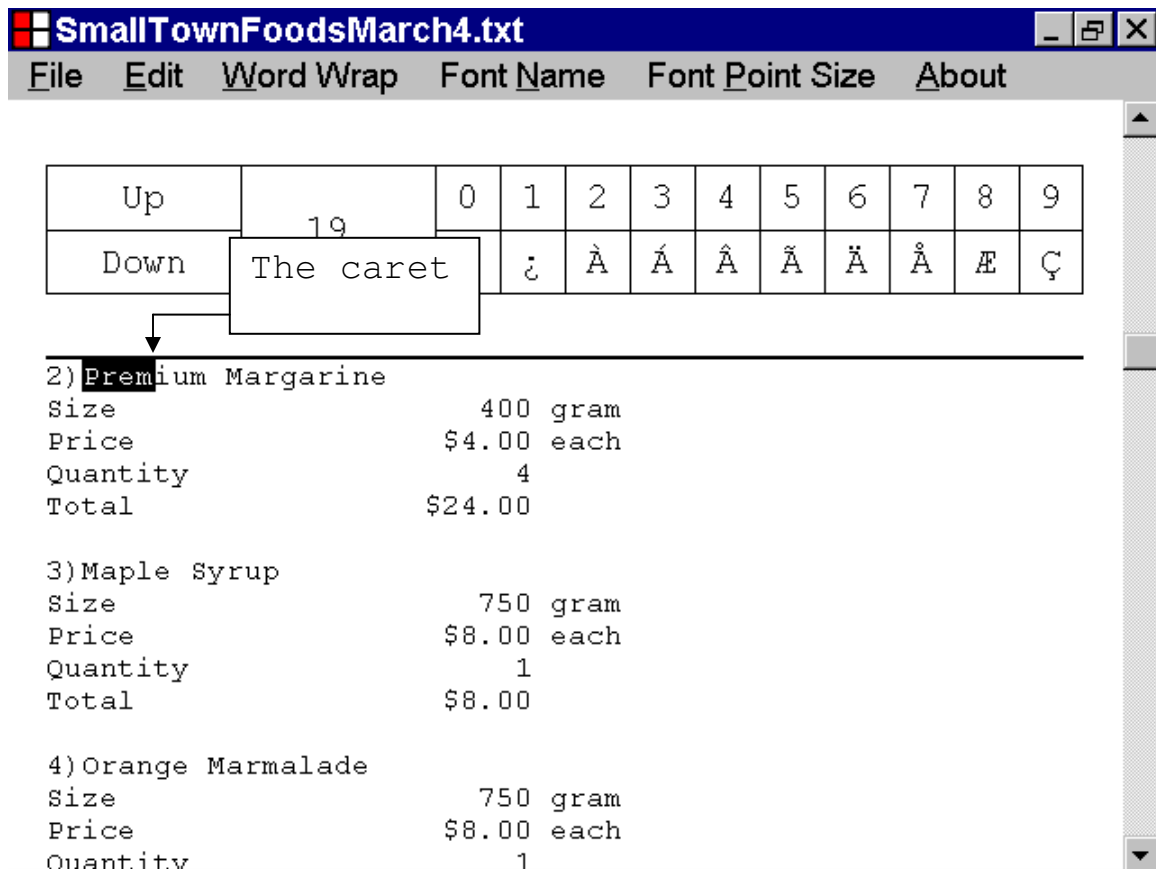
Sincerely,
Tom Stone |

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



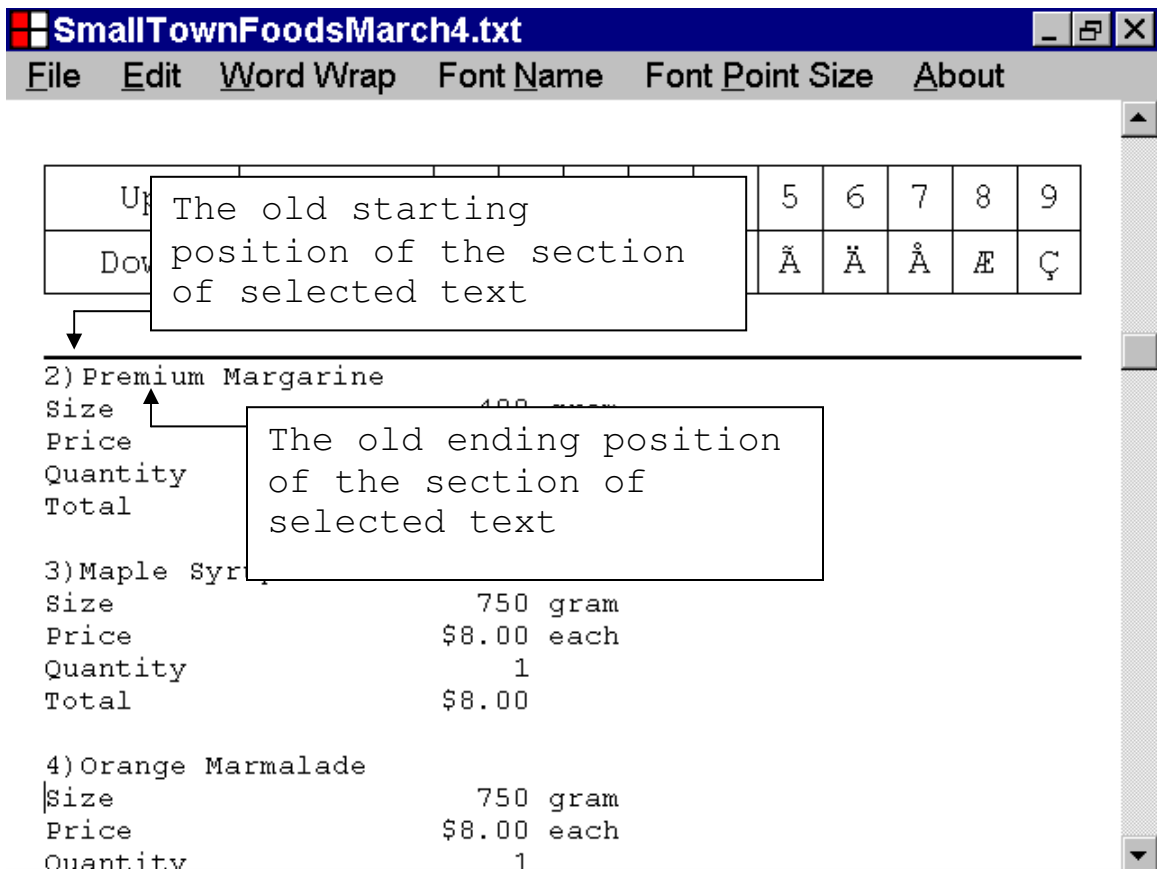
Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Page Down key.

If you deselect a section of selected text, by pressing the Page Down key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Page Down key.

The old position of the caret, has been shifted to the beginning of the line, approximately one screen down.

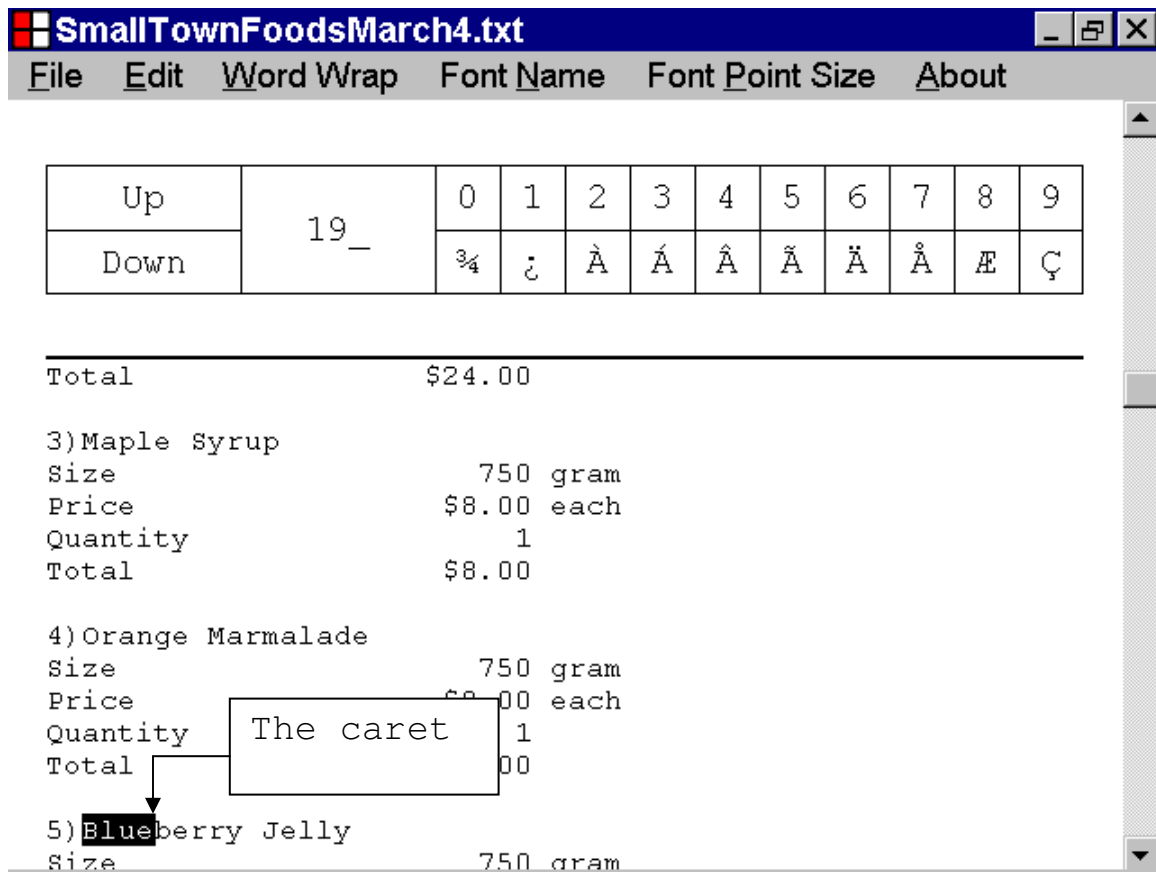


Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Page Up key.

If you deselect the section of selected text, by pressing the Page Up key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Page Up key.

The old position of the caret has been shifted to the beginning of the line, approximately one screen up.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a grid of characters. Below the grid is a list of items with their prices and quantities. Two callout boxes are present: one pointing to the start of a line and another pointing to the end of a line.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Total \$24.00

3)Maple Syrup
Size 750 gram
Price \$8.00 each
Quantity 1
Total \$8.00

4)Orange Marmalade
Size
Price
Quantity
Total

5)Blueberry Jelly
Size 750 gram

The old starting position of the section of selected text

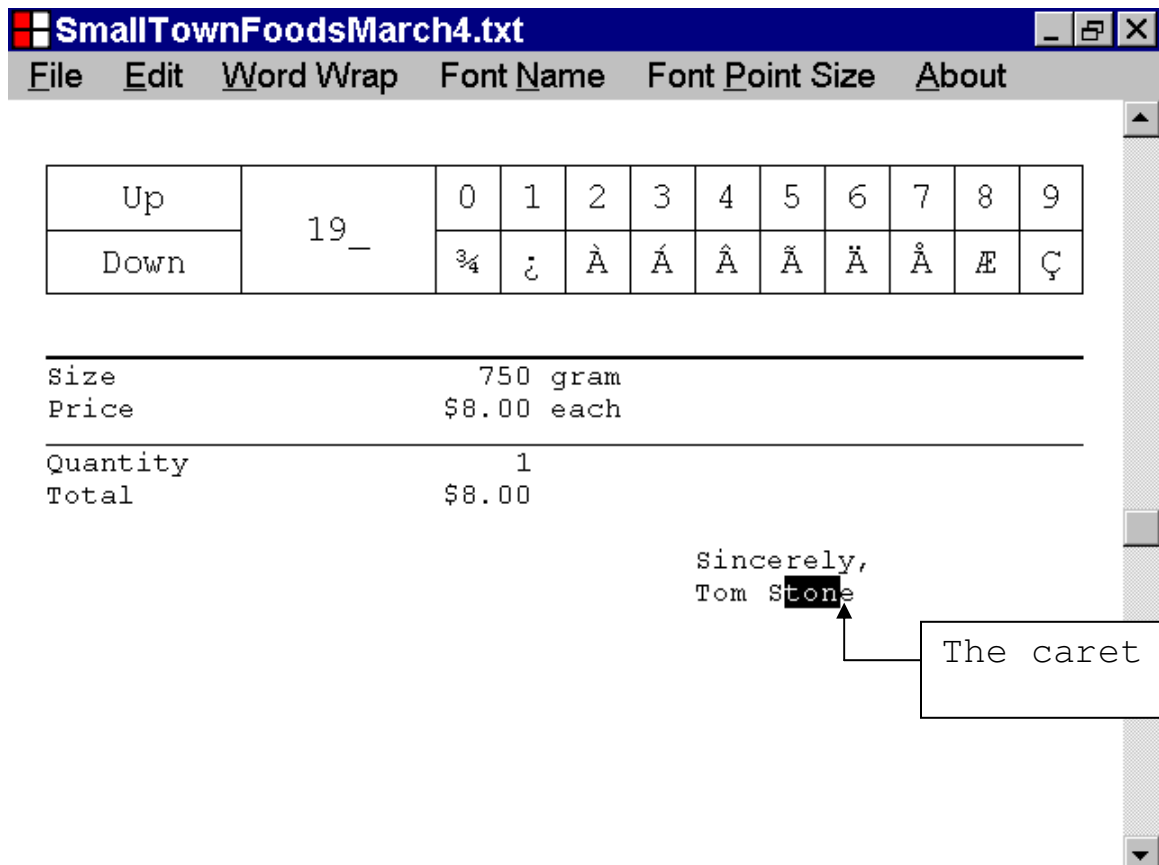
The old ending position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Page Up key, while holding down the Ctrl key.

If you deselect a section of selected text, by pressing the Page Up key, while holding down the Ctrl key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Page Up key, while holding down the Ctrl key.

The old position of the caret, has been shifted to the beginning of the first line of the current page of the text document.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

The old starting position of the section of selected text

The old ending position of the section of selected text

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following components:

- Window Title:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Document:** A list of items with associated sizes and prices. The first item is '5) Blueberry Jelly', which is highlighted. Below it are 'Size 750 gram' and 'Price \$8.00 each'. Further down, 'Quantity 1' and 'Total \$8.00' are listed. At the bottom right, the text 'Sincerely, Tom Stone' is displayed.
- Caret Label:** A box labeled 'The caret' with an arrow pointing to the start of the highlighted 'Blueberry Jelly' line.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
Price \$8.00 each
Quantity 1
Total 00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by pressing the Page Down key, while holding down the Ctrl key.

If you deselect a section of selected text, by pressing the Page Down key, while holding down the Ctrl key, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected, by pressing the Page Down key, while holding down the Ctrl key.

The old position of the caret, has been shifted to the beginning of the first line of the next page of the text document.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table of characters:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the table is a list of items with annotations:

- Size
- Price
- Quantity
- Total
- 5) Blueberry Jelly
- Size
- Price
- Quantity
- Total

Annotations:

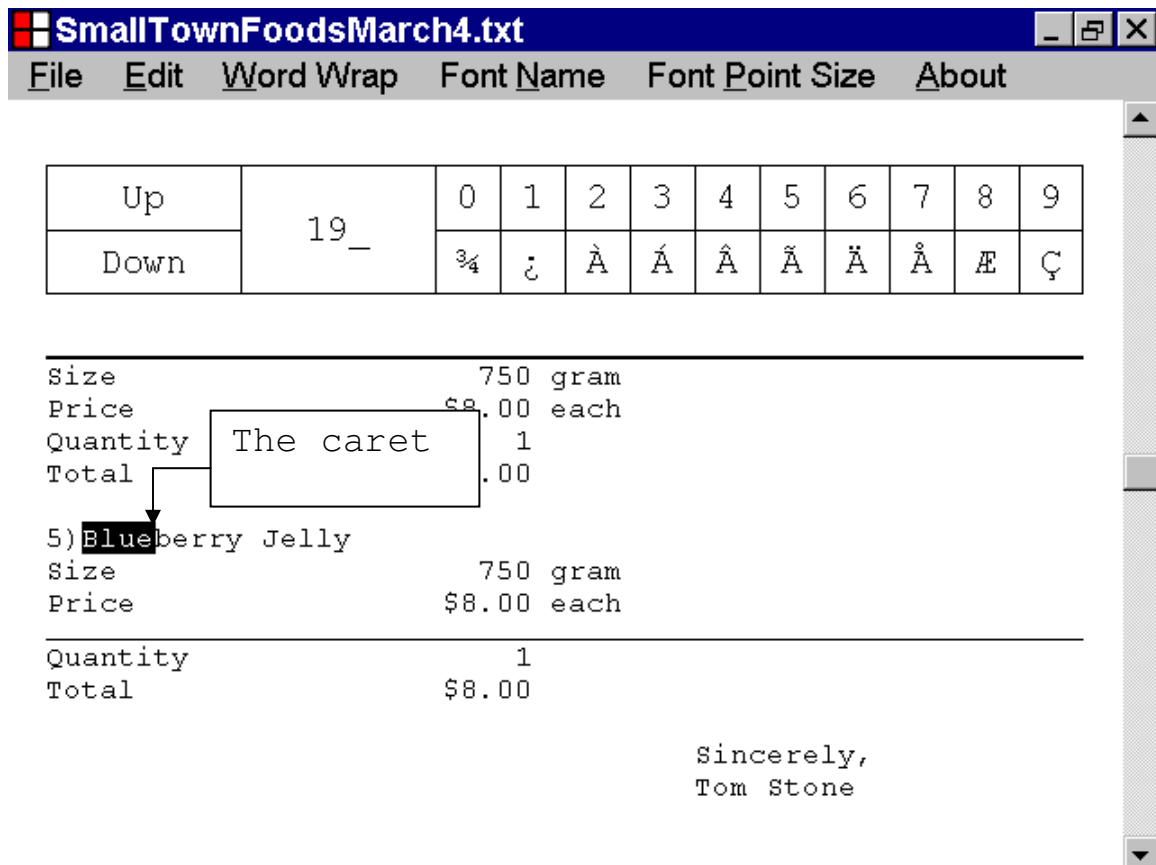
- A box labeled "The old starting position of the section of selected text" points to the "Size" label.
- A box labeled "The old ending position of the section of selected text" points to the "Quantity" label.
- The name "Tom Stone" is visible at the bottom right of the list.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.



Letter Maker Help File

If a text document contains a section of selected text, you can deselect the section of selected text, by left clicking a character in the text document, with the mouse device.

If you deselect a section of selected text, by left clicking a character in the text document, with the mouse device, the old position of the caret will usually be shifted.

In the illustration, below, a section of selected text, has been deselected by left clicking a "lower case y", character with the mouse device.

The old position of the caret, has been shifted to the left edge of the "lower case y", character, that was left clicked, with the mouse device.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table of characters:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the table, a diagram illustrates the effect of a mouse click on a selected text section. The text '5)Blueberry Jelly' is shown with a selection box around it. A mouse cursor is positioned over the 'y' character. Three callout boxes provide information:

- The old starting position of the section of selected text (indicated by an arrow pointing to the start of the selection box).
- The location of the mouse device left click (indicated by an arrow pointing to the 'y' character).
- The old ending position of the section of selected text (indicated by an arrow pointing to the end of the selection box).

Letter Maker Help File

38. How to replace a section of selected text with a character, by directing keyboard input to the Text Box control

This section, of the documentation, provides information, about how to replace a section of selected text with a character, by directing keyboard input to the Text Box control.

If a text document contains a section of selected text, and the Text Box control, has keyboard focus, you can replace the section of selected text with a character by using keyboard input to generate a printable character value.

If you replace a section of selected text with a character, by using keyboard input to generate a printable character value, the section of selected text, will be deleted from the text document.

The character, that is associated with the keyboard input, will be inserted into the text document, just after the current position of the caret.

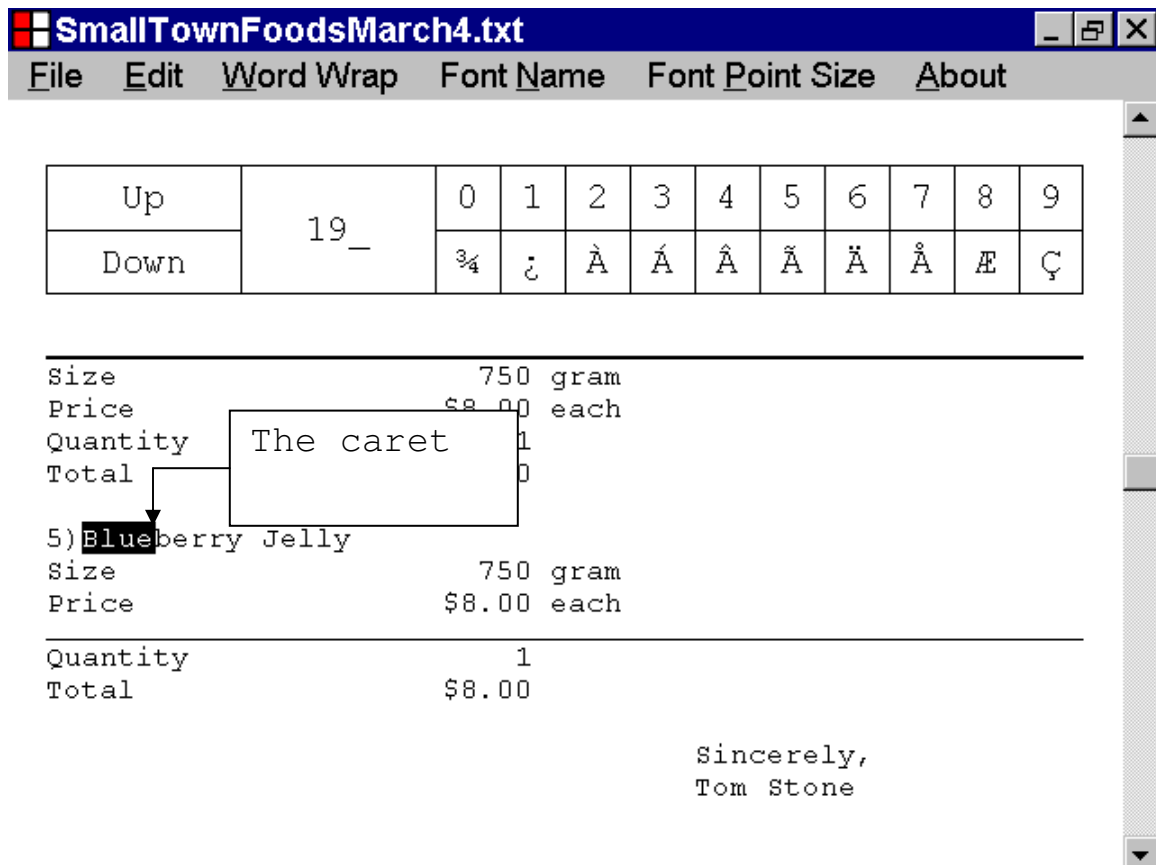
The caret will be repositioned just after the newly inserted character.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text and the Text Box control has keyboard focus.

The position of the caret is identified with a label



Letter Maker Help File

In the illustration, below, a section of selected text, has been replaced with a "lower case x", character, by pressing the "letter X", key.

The section of selected text has been deleted from the text document.

The "lower case x", character, has been inserted into the text document, just after the old position of the caret.

The caret has been repositioned just after the newly inserted "lower case x", character.

The screenshot shows a text editor window with the following components:

- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Document Preview:** A list of items with a price table. A box labeled 'The new position of the caret' points to the 'x' in '5) xberry Jelly'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
Price
Quantity
Total

5) xberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

39. How to replace a section of selected text with a character, by directing keyboard input to the Letter Box control

This section, of the documentation, provides information about how to replace a section of selected text with a character, by directing keyboard input to the Letter Box control.

If a text document contains a section of selected text, and the Letter Box control, has keyboard focus, and one of the Letter Display buttons is the selected button of the Letter Box control, you can replace the section of selected text, with the character, associated with the selected Letter Display button, by pressing the Enter key or by pressing the Spacebar.

If you replace a section of selected text, with a character, by directing keyboard input to the Letter Box control, the section of selected text, will be deleted from the text document.

The character, that is associated with the selected Letter Display button of the Letter Box control, will be inserted into the text document, just after the current position of the caret.

The caret will be repositioned just after the newly inserted character.

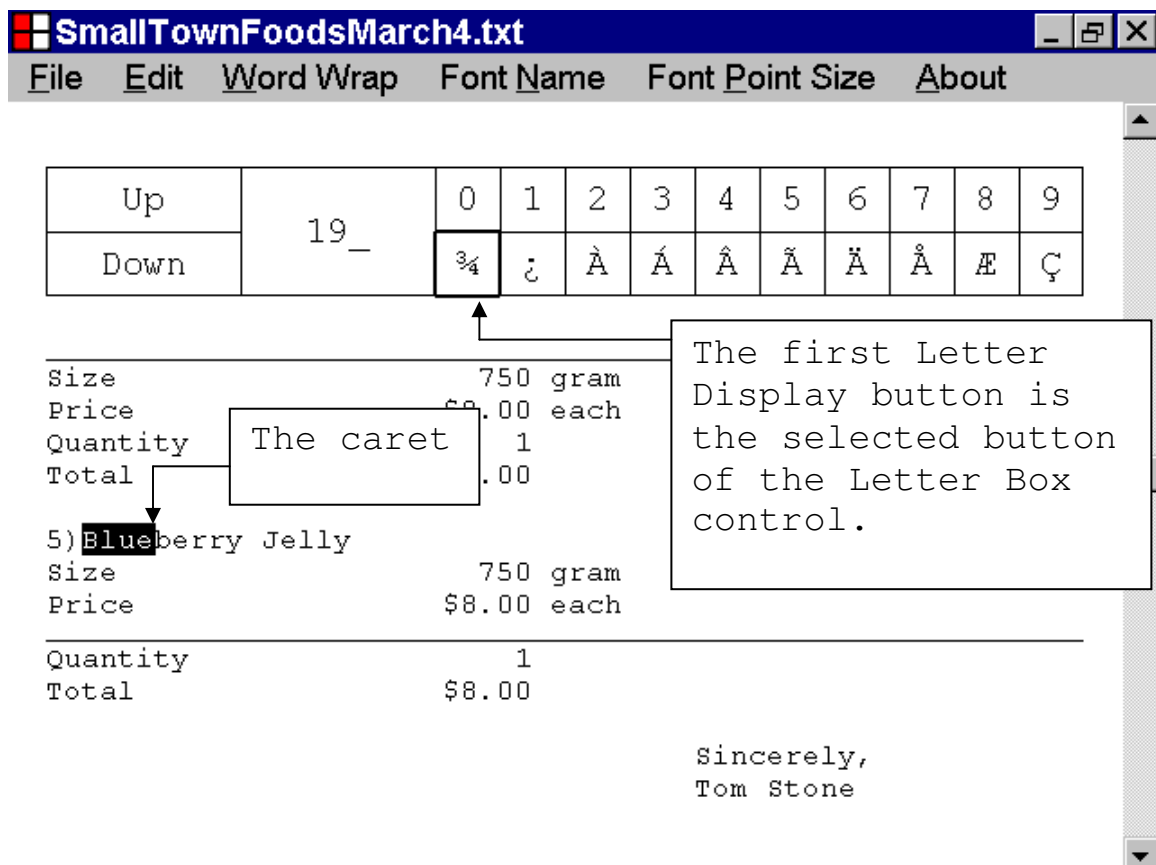
Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the Letter Box control has keyboard focus.

The first Letter Display button is the selected button of the Letter Box control.

The position of the caret is identified with a label.



Letter Maker Help File

In the illustration, below, a section of selected text, has been replaced with a "three-quarters", character, "¾", by pressing the Enter key.

The section of selected text, has been deleted from the text document.

The "three-quarters", character, "¾", has been inserted into the text document, just after the old position of the caret.

The caret has been repositioned just after the newly inserted "three-quarters", "¾", character.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character selection grid:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the grid, the text document content is visible. A box highlights the text 'The new position of the caret' which is positioned above the line '5) ¾ Berry Jelly'. The document content includes:

```
Size 750 gram
Price
Quantity
Total
5) ¾ Berry Jelly
Size 750 gram
Price $8.00 each
Quantity 1
Total $8.00
```

The text ends with 'Sincerely, Tom Stone'.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the Letter Box control has keyboard focus.

The last Letter Display button is the selected button of the Letter Box control.

The position of the caret is identified with a label.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a letter box control with two rows of buttons. The top row is labeled "Up" and contains buttons for digits 0-9. The bottom row is labeled "Down" and contains buttons for symbols: ¾, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. The Ç button is highlighted with a black background. A callout box points to this button with the text: "The last Letter Display button is the selected button of the Letter Box control." Below the letter box is a text area containing a letter template. The template includes a header section with "Size 750 gram", "Price \$8.00 each", "Quantity 1", and "Total 00". Below this is a list item "5) Blueberry Jelly" with "Size 750 gram" and "Price \$8.00 each". At the bottom of the template, it shows "Quantity 1" and "Total \$8.00". The text "Sincerely, Tom Stone" is centered at the bottom of the page. A callout box points to the word "Blueberry" in the list item with the text: "The caret".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
Price \$8.00 each
Quantity 1
Total 00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

In the illustration, below, a section of selected text, has been replaced with an "upper case C cedilla", character, "Ç", by pressing the Spacebar.

The section of selected text has been deleted from the text document.

The "upper case C cedilla", character, "Ç", has been inserted into the text document, just after the old position of the caret.

The caret has been repositioned just after the newly inserted "upper case C cedilla", character, "Ç".

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a character selection table. Below the table is a document preview with a text box highlighting the new position of the caret.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750
Price
Quantity
Total

The new position of the caret

5) Cherry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

40. How to replace a section of selected text with a character, by directing mouse device input to the Letter Box control

This section, of the documentation, provides information about how to replace a section of selected text, with a character, by directing mouse device input to the Letter Box control.

If a text document contains a section of selected text, you can replace the section of selected text, with the character associated with a Letter Display button of the Letter Box control, by left clicking the Letter Display button, with the mouse device.

The character, that is associated with the Letter Display button, that is left clicked, with the mouse device, will be inserted into the text document, just after the current position of the caret.

The caret will be repositioned just after the newly inserted character.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

The position of the caret is identified with a label.

The screenshot shows a text editor window with a menu bar (File, Edit, Word Wrap, Font Name, Font Point Size, About) and a text area. The text area contains a table of characters and a list of items. A label 'The caret' points to the character '5' in the list.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Size 750 gram
Price \$8.00 each
Quantity 1
Total .00

5) Blueberry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

In the illustration, below, a section of selected text, has been replaced, with a "three-quarters", character, "¾", by left clicking, the first Letter Display button, of the Letter Box control, with the mouse device.

The section of selected text, has been deleted from the text document.

The "three-quarters", character, "¾", has been inserted just after the old position of the caret.

The caret has been repositioned just after the newly inserted "three-quarters", character, "¾".

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The first Letter Display button of the Letter Box control

The new position of the caret

Size
Price
Quantity
Total

5) ¾-berry Jelly
Size 750 gram
Price \$8.00 each

Quantity 1
Total \$8.00

Sincerely,
Tom Stone

Letter Maker Help File

41. How to replace a section of selected text with a new line in the text document, by pressing the Enter key.

This section, of the documentation, provides information, about how to replace a section of selected text with a new line in the text document, by pressing the Enter key.

If a text document contains a section of selected text, and the Text Box control has keyboard focus, you can replace the section of selected text with a new line in the text document by pressing the Enter key.

If you replace a section of selected text, with a new line in the text document, by pressing the Enter key, the section of selected text will be deleted from the text document.

A "carriage return plus line feed", character combination, that designates the end of the current line of the text document, and the beginning of next line in the text document, will be inserted into the text document, just after the current position of the caret.

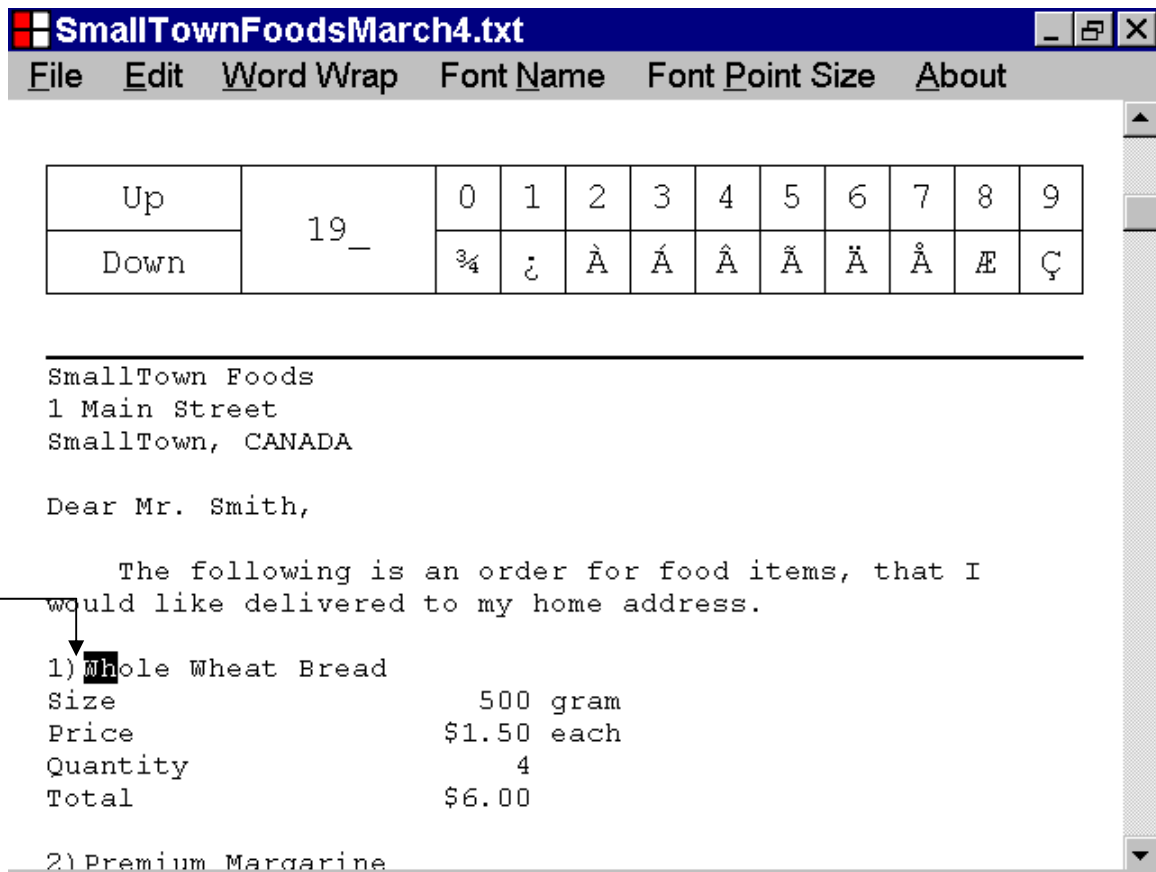
The caret will be repositioned, just after the newly inserted "carriage return plus line feed", character combination, at the beginning of the next line in the text document.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text and the Text Box control has keyboard focus.

The position of the caret is identified with a label.



The caret

Letter Maker Help File

42. How to replace a section of selected text with four consecutive spaces in the text document, by pressing the Tab key

This section, of the documentation, provides information, about how to replace a section of selected text, with four consecutive spaces in the text document, by pressing the Tab key.

If a text document contains a section of selected text, and the Text Box control has keyboard focus, you can replace the section of selected text with four consecutive spaces in the text document, by pressing the Tab key.

If you replace a section of selected text, with four consecutive spaces in the text document, by pressing the Tab key, the section of selected text will be deleted from the text document.

Four consecutive "space", characters, " ", will be inserted into the text document, just after the current position of the caret.

The caret will be repositioned just after the last of the four, newly inserted "space", characters.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text and the Text Box control has keyboard focus.

The position of the caret is identified with a label.

SmallTownFoodsMarch4.txt [] [] [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine

The caret

Letter Maker Help File

In the illustration, below, a section of selected text has been replaced with four consecutive spaces in the text document, by pressing the Tab key.

The section of selected text has been deleted from the text document.

Four consecutive "space", characters, " ", have been inserted into the text document, just after the old position of the caret.

The caret has been repositioned just after the last of the four, newly inserted "space", characters.

The screenshot shows a text editor window with the following components:

- Window Title:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and 12 columns. The first row contains 'Up' and '19_' followed by digits 0-9. The second row contains 'Down' and '¾' followed by accented characters: ç, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Content:**

```
SmallTown Foods
1 Main Street
SmallTown, CANADA
Dear Mr. Smith,
    The following is an order for food items, that I
would like delivered to my home address.
1)   ple Wheat Bread
    Size           500 gram
    Price          $1.50 each
    Quantity       4
    Total          $6.00
2) Premium Margarine
```
- Annotations:**
 - A box labeled "The new position of the caret" points to the space after "Dear Mr. Smith,".
 - A box labeled "Four consecutive 'space', characters" points to the space before "ple Wheat Bread".

Letter Maker Help File

43. How to delete a section of selected text, by pressing the Delete key

This section, of the documentation, provides information, about how to delete a section of selected text, by pressing the Delete key.

If a text document contains a section of selected text, and the Text Box control has keyboard focus, you can delete the section of selected text, by pressing the Delete key.

If you delete a section of selected text, by pressing the Delete key, the section of selected text will be deleted from the text document.

The caret will be repositioned at the left edge of the first character following the section of selected text, that was deleted from the text document.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the Text Box control has keyboard focus.

The position of the caret is identified with a label.

The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu is a table of characters:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the table is a horizontal line, followed by the address:

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine

A box labeled "The caret" has an arrow pointing to the first character of "1) Whole Wheat Bread".

Letter Maker Help File

In the illustration, below, a section of selected text has been deleted, by pressing the Delete key.

The section of selected text has been deleted from the text document.

The caret has been repositioned at the left edge of the first character, following the section of selected text that was deleted from the text document.

The screenshot shows a text editor window with the following components:

- Window Title:** SmallTownFoodsMarch4.txt
- Menu Bar:** File Edit Word Wrap Font Name Font Point Size About
- Character Grid:**

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç
- Text Content:**

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

 - 1) ple Wheat Bread
 - Size 500 gram
 - Price \$1.50 each
 - Quantity 4
 - Total \$6.00
 - 2) Premium Margarine

The new position of the caret

Letter Maker Help File

44. How to delete a section of selected text, by pressing the Backspace key

This section, of the documentation, provides information, about how to delete a section of selected text, by pressing the Backspace key.

If a text document contains a section of selected text, and the Text Box control has keyboard focus, you can delete the section of selected text, by pressing the Backspace key.

If you delete a section of selected text, by pressing the Backspace key, the section of selected text will be deleted from the text document.

The caret will be repositioned at the left edge of the first character following the section of selected text, that was deleted from the text document.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, and the Text Box control has keyboard focus.

The position of the caret is identified with a label.

The screenshot shows a text editor window with the following content:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2) Premium Margarine

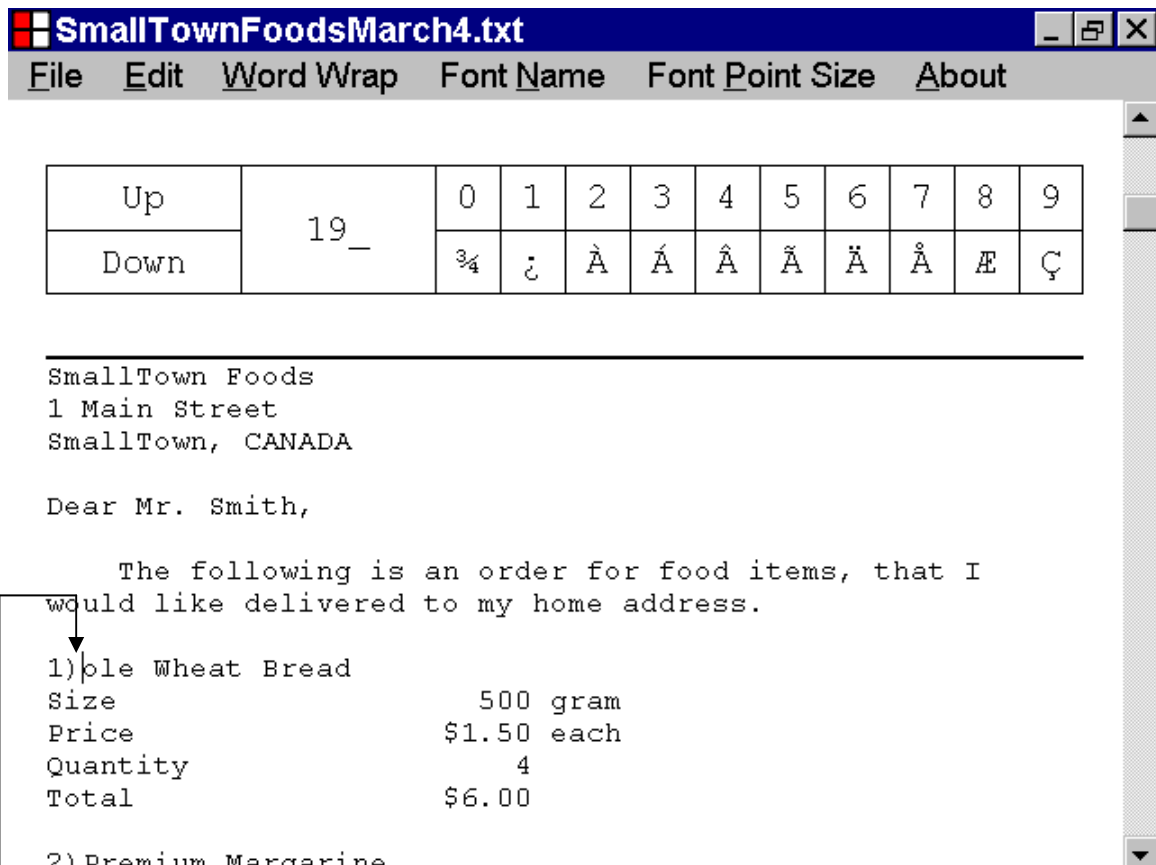
The caret

Letter Maker Help File

In the illustration, below, a section of selected text has been deleted, by pressing the Backspace key.

The section of selected text has been deleted from the text document.

The caret has been repositioned at the left edge of the first character, following the section of selected text that was deleted from the text document.



The new position of the caret

Letter Maker Help File

45. How to save a text document

This section, of the documentation, provides information, about how to save a text document.

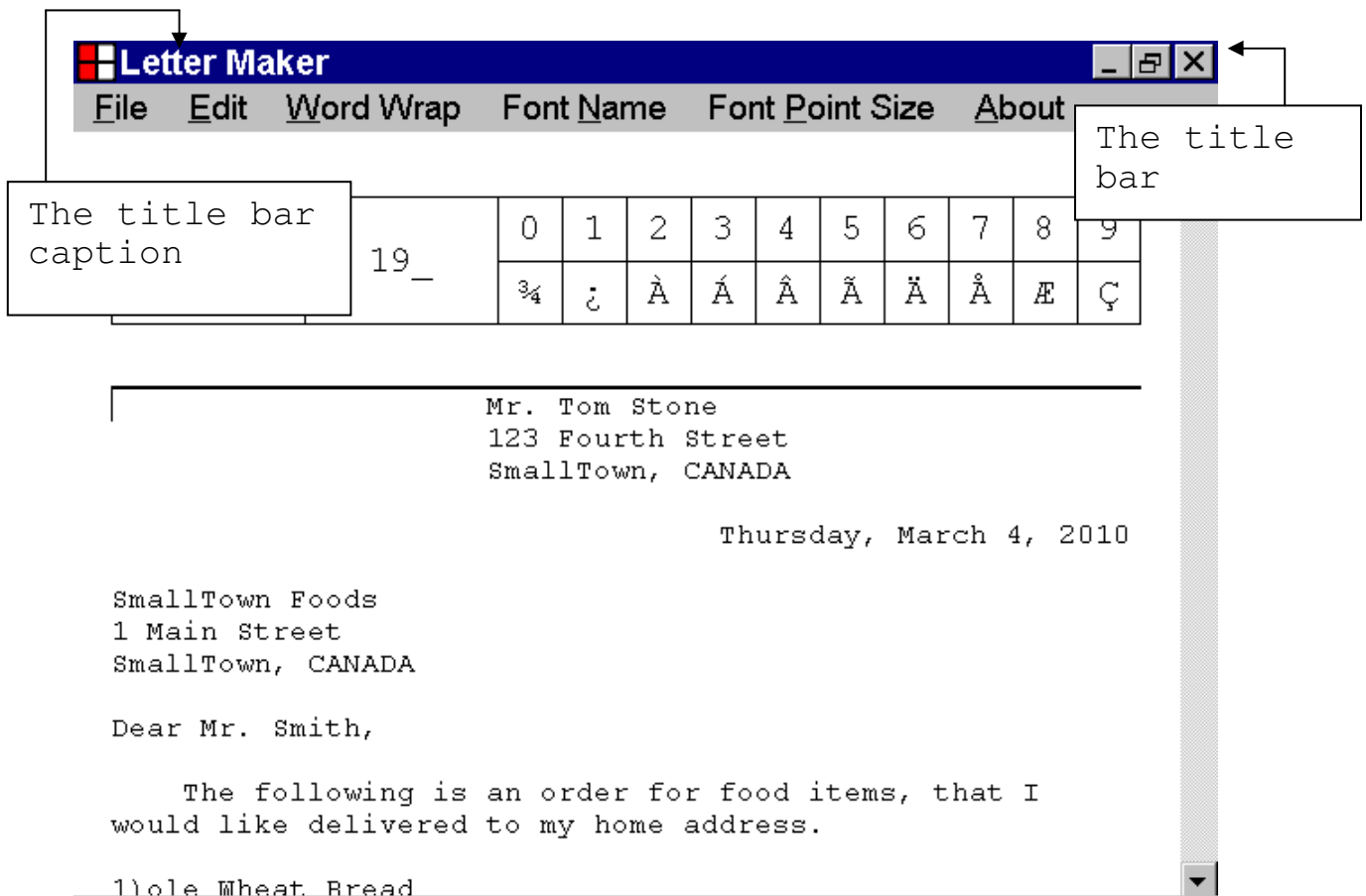
You can save the current text document, to your hard drive, or to other storage media, by using the technique described below.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

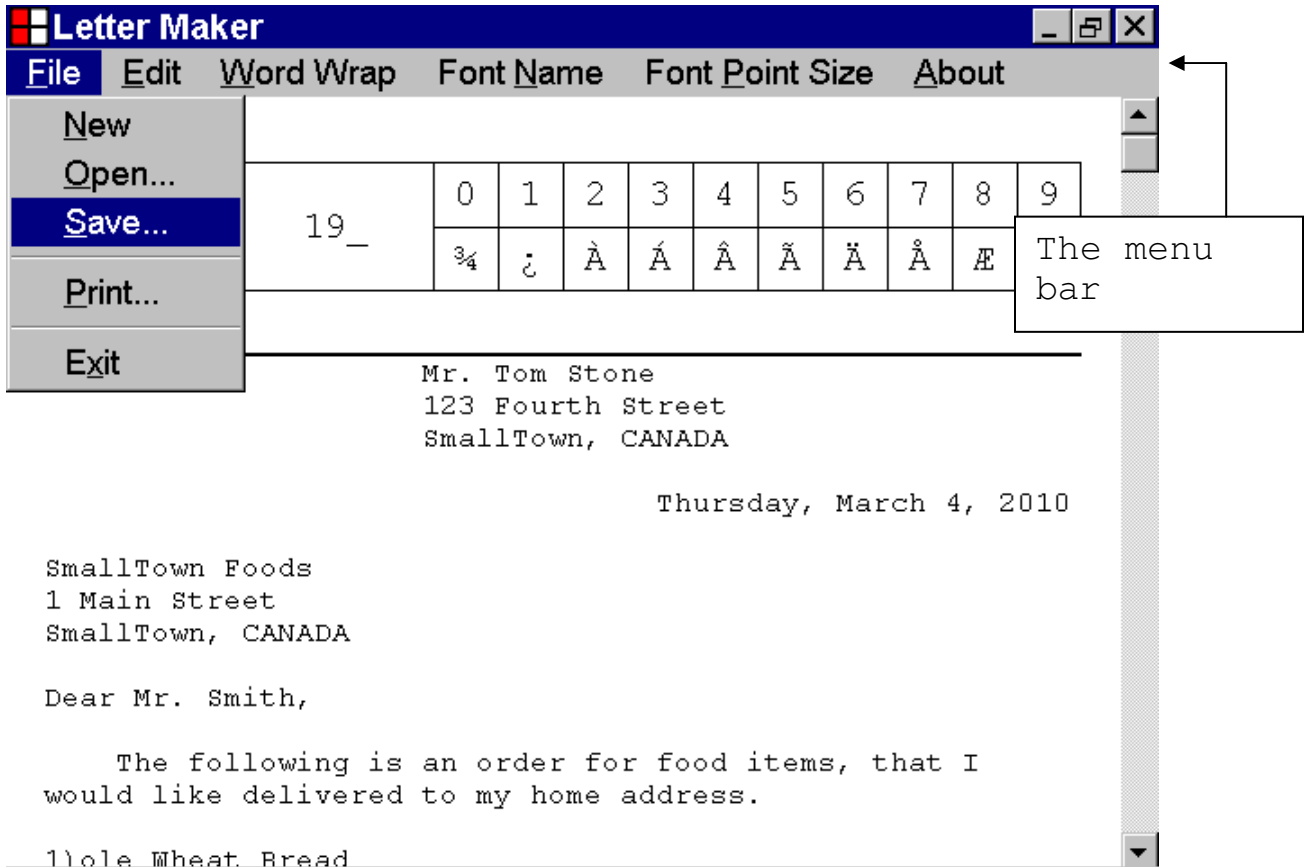
The caption displayed in the title bar, of the Letter Maker program window, is the name of the Letter Maker program, which indicates that the text document has not yet been saved.

You can use the technique, described below, to save the current text document, to the hard drive of your computer, or to other storage media.



Letter Maker Help File

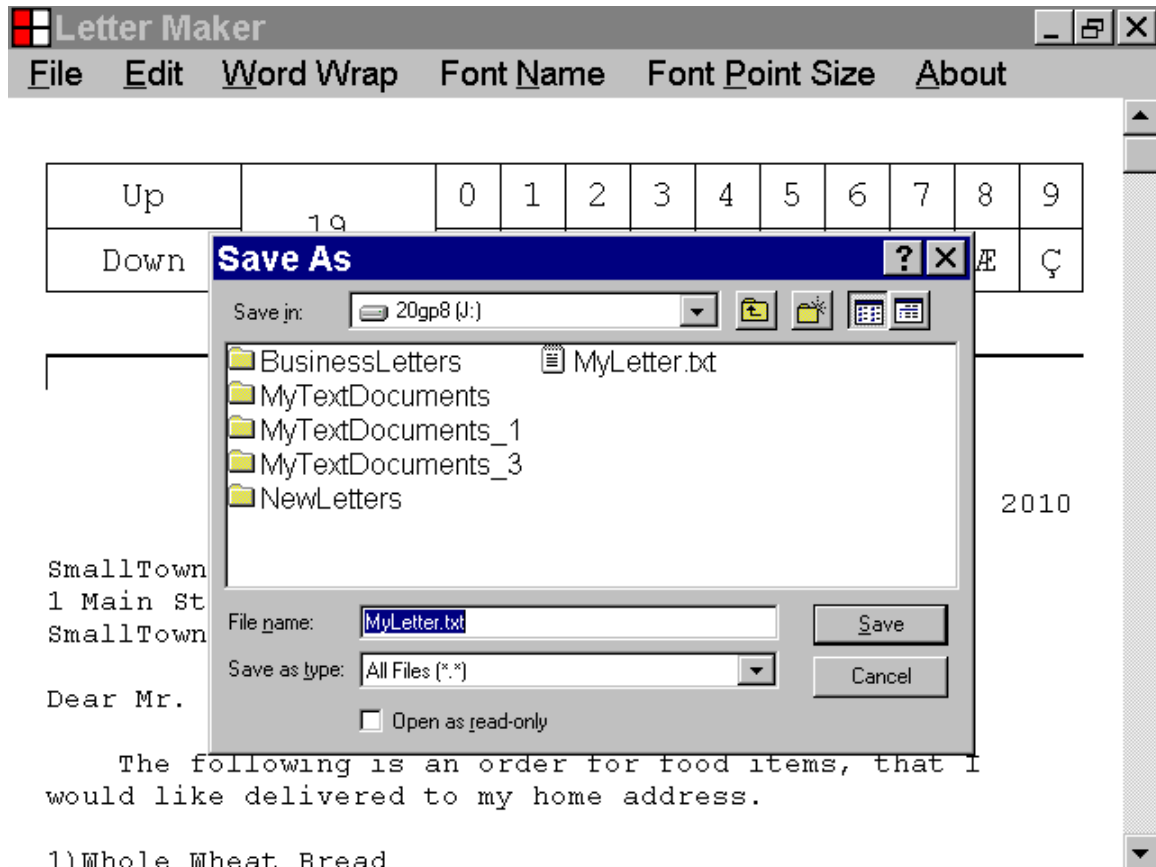
To save the current text document, to your hard drive, or to other storage media, left click File on the menu bar, with the mouse device, and then select Save... from the drop down list, as illustrated below.



Letter Maker Help File

The Save As dialog box is displayed, as illustrated below.

The Save As dialog box allows you to specify a filename for the current text document, and a location, on your computer system, where the current text document, can be saved.

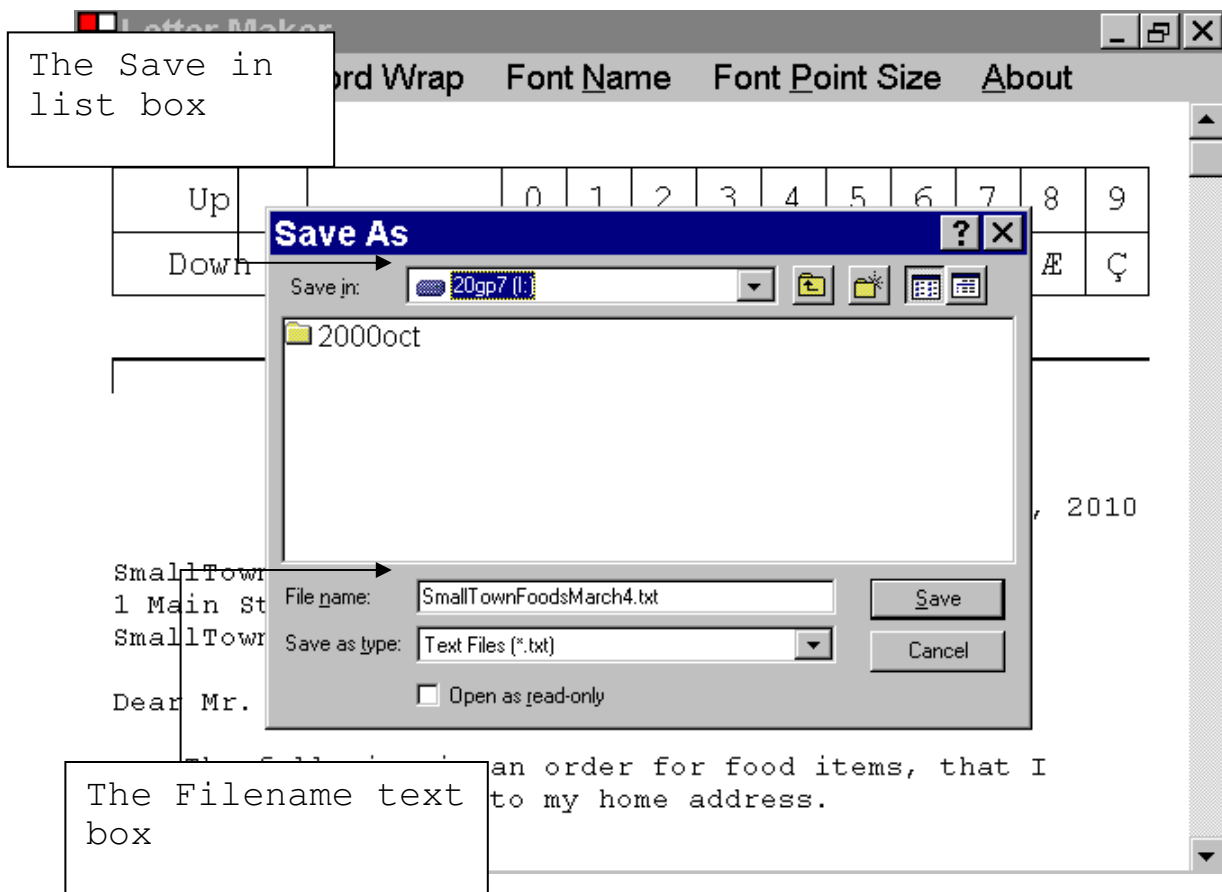


Letter Maker Help File

In the illustration, below, the Save As dialog box has been configured, to specify a directory and a filename, that will be used to save the current text document.

The root of the I: directory has been specified as the directory, where the text document will be saved, and is displayed in the Save in list box.

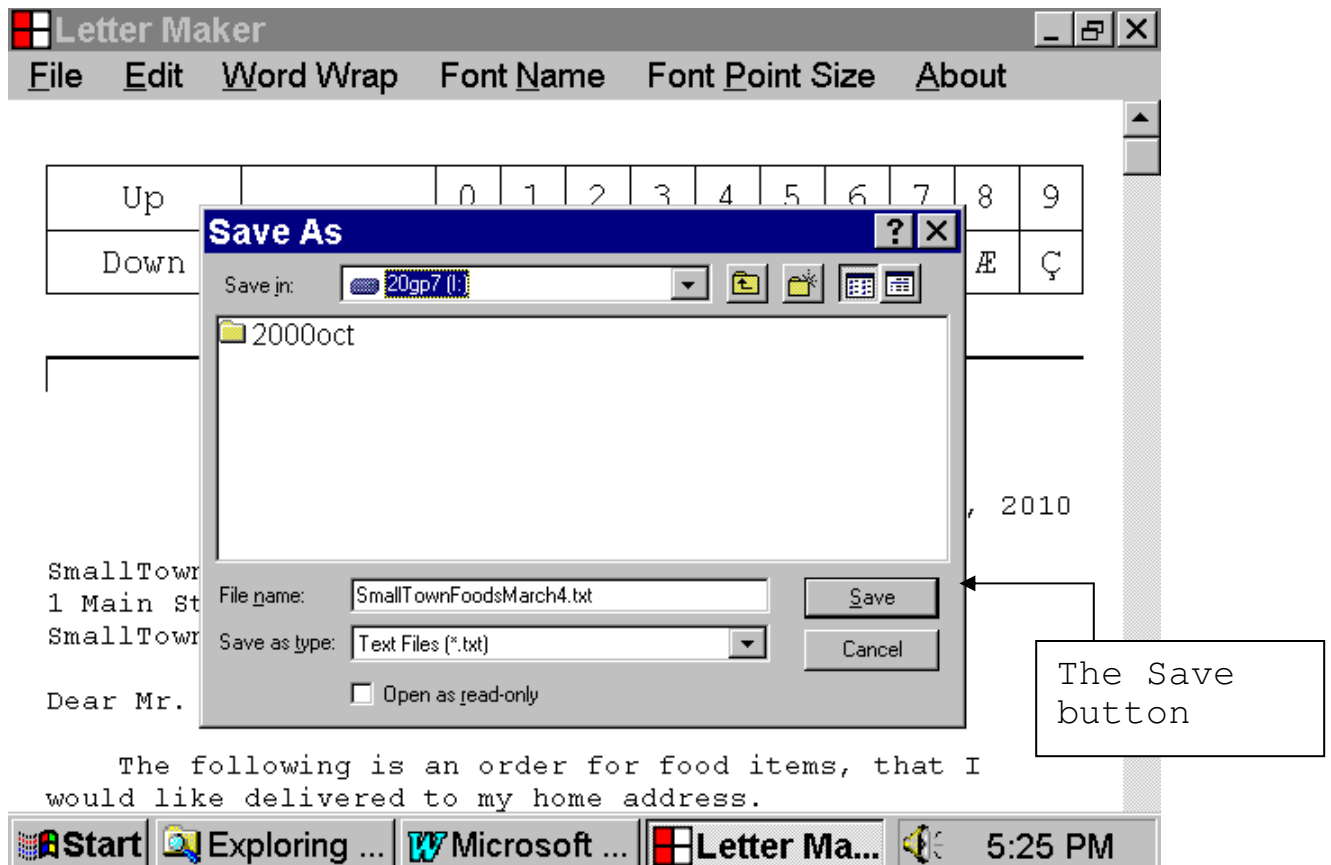
The filename, "SmallTownFoodsMarch4.txt", has been specified as the filename, that will be used to save the current text document, and is displayed in the Filename, text box.



Letter Maker Help File

In the illustration, below, the Save As dialog box has been configured, to save the current text document to the root of the I: drive, with the filename, "SmallTownFoodsMarch4.txt".

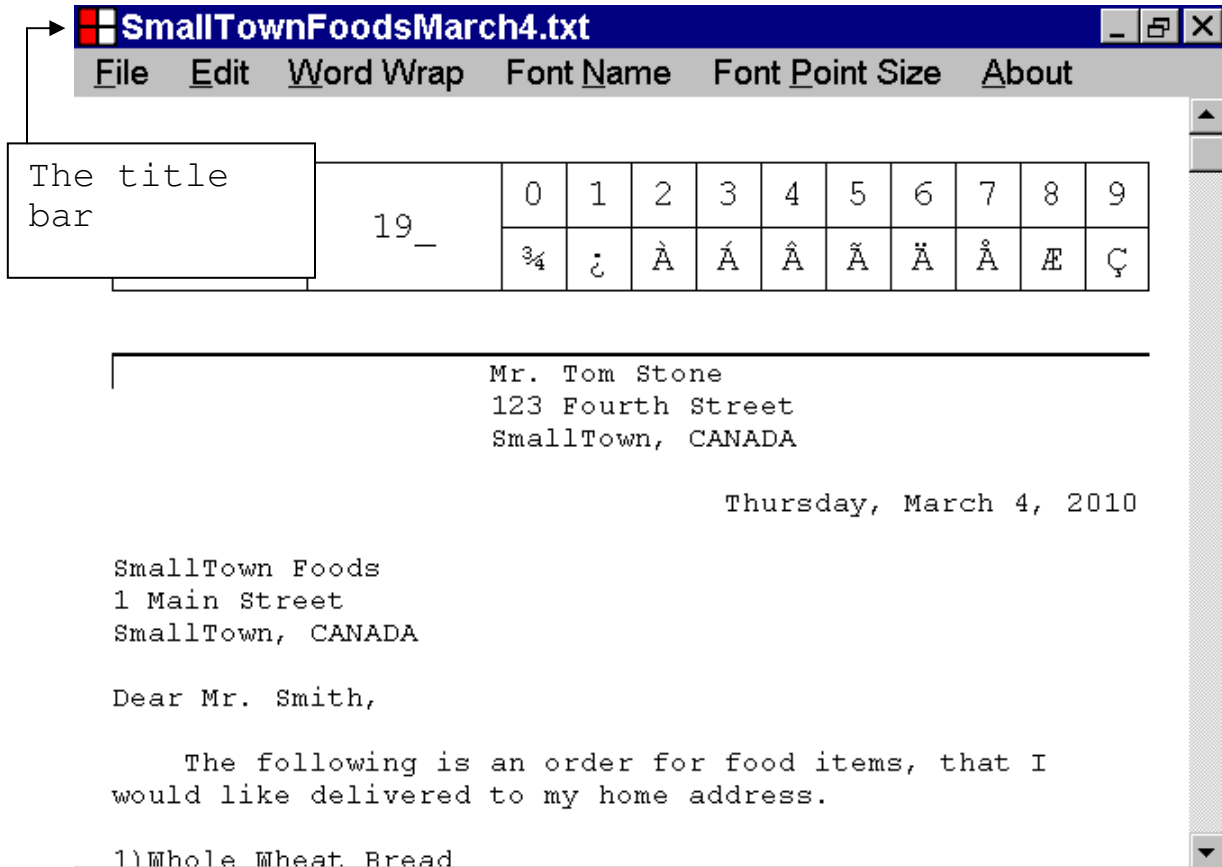
To save the current text document, to the root of the I: drive, with the filename, "SmallTownFoodsMarch4.txt", left click the Save button with the mouse device.



Letter Maker Help File

In the illustration, below, the current text document, has been saved with the filename, "SmallTownFoodsMarch4.txt".

The filename, that was used to save the text document, "SmallTownFoodsMarch4.txt", now is displayed in the title bar of the Letter Maker program window.



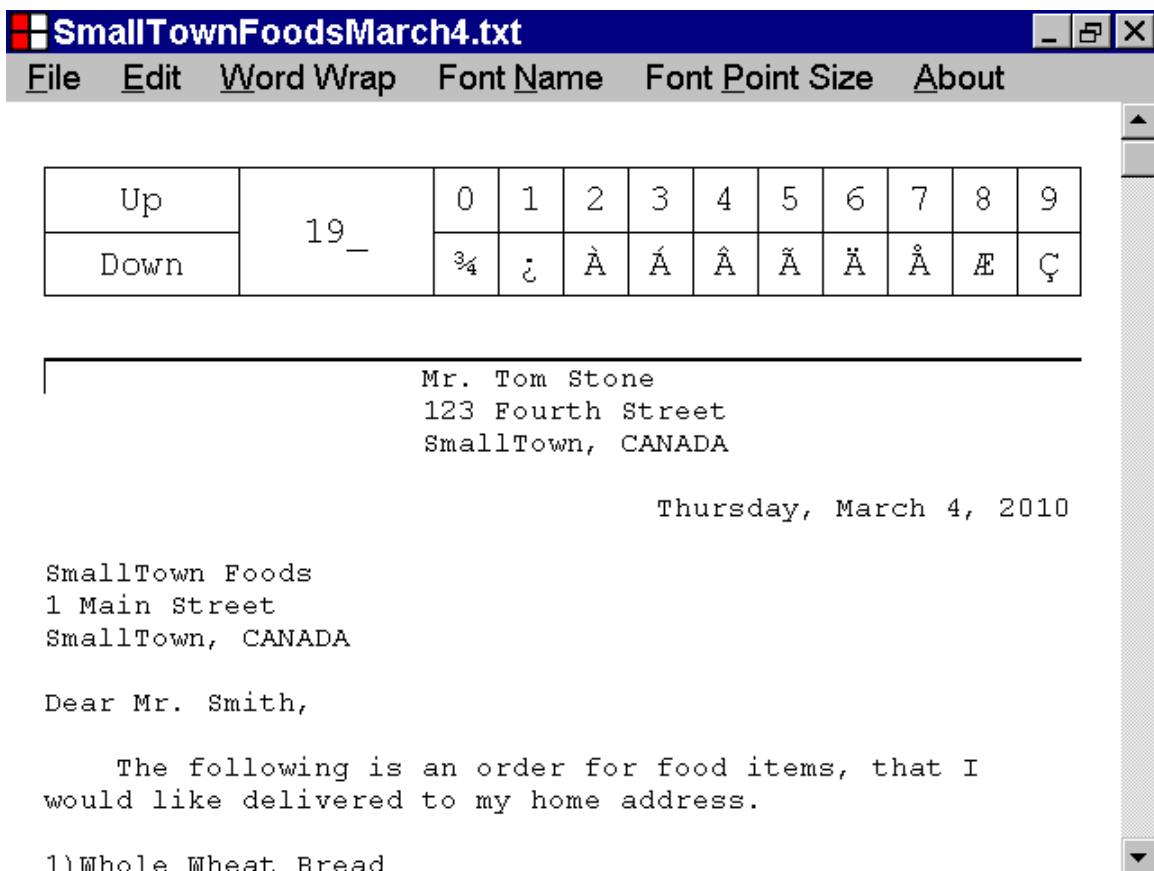
Letter Maker Help File

46. How to start a new document

This section, of the documentation, provides information, about how to start a new document.

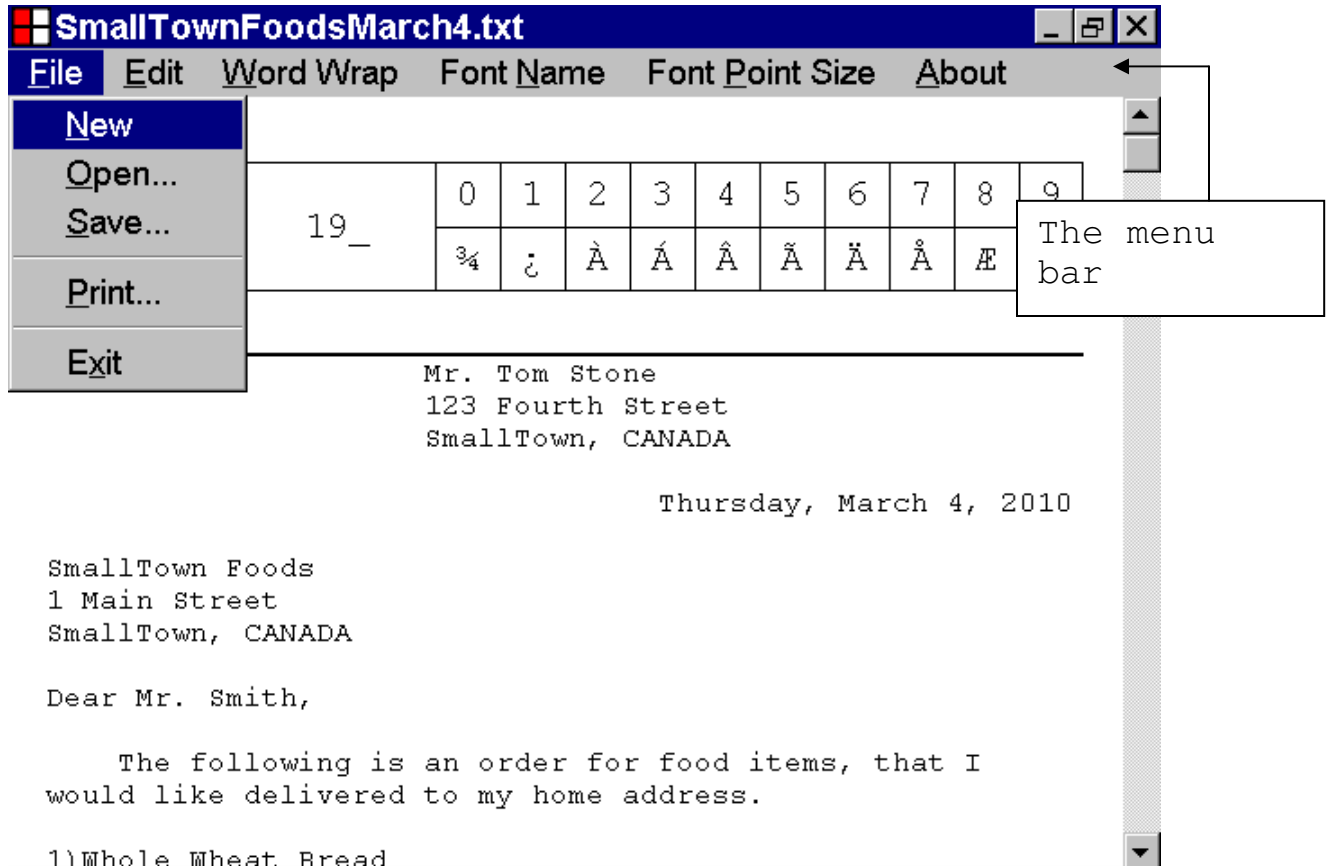
In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

You can start a new text document, by using the technique described below.



Letter Maker Help File

To start a new document, left click File on the menu bar, with the mouse device, and then select New, from the drop down list as illustrated below.



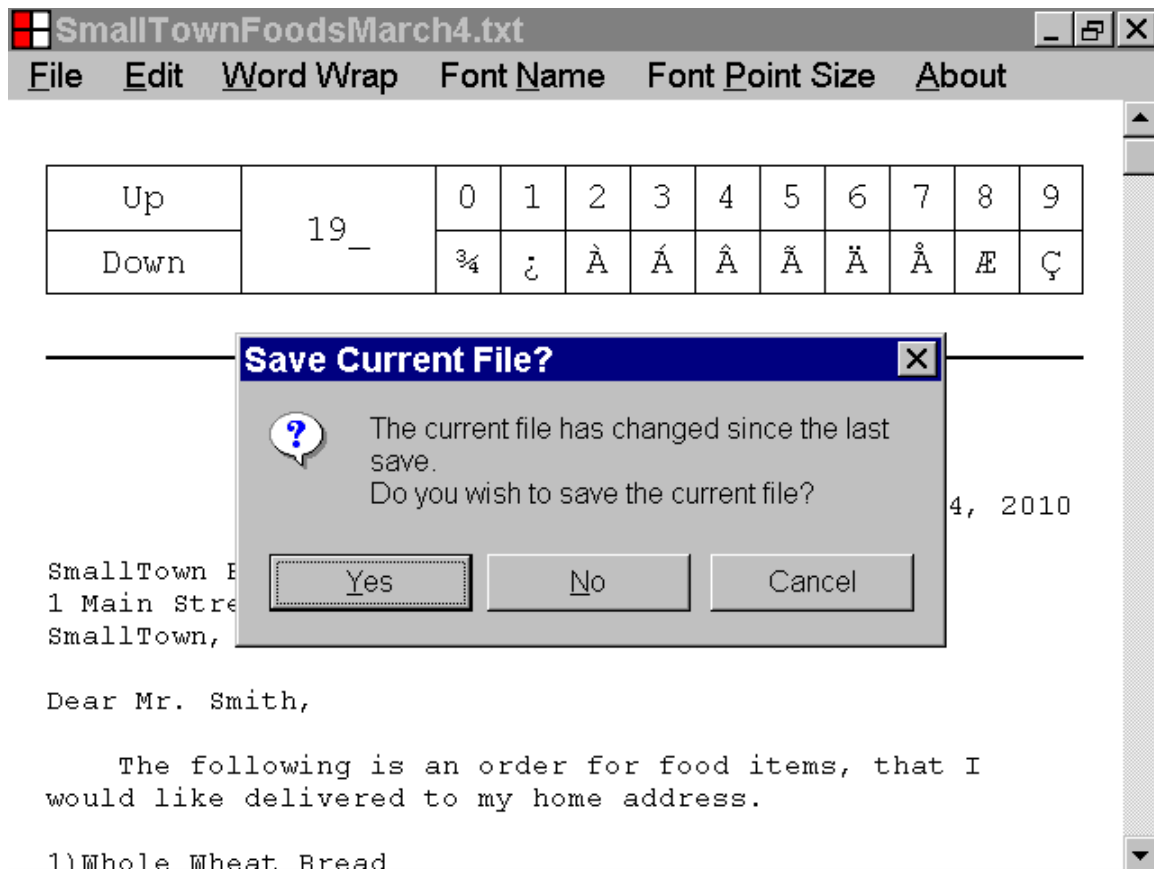
Letter Maker Help File

If the current text document has been changed, since the text document was last saved, the Save Current File, message box, will be displayed as illustrated below.

To save the current text document, instead of starting a new document, left click the Yes button, with the mouse device.

To cancel the starting of a new document, without saving the current text document, left click the Cancel button with the mouse device.

To start a new document, without saving the current text document, left click the No button, with the mouse device.

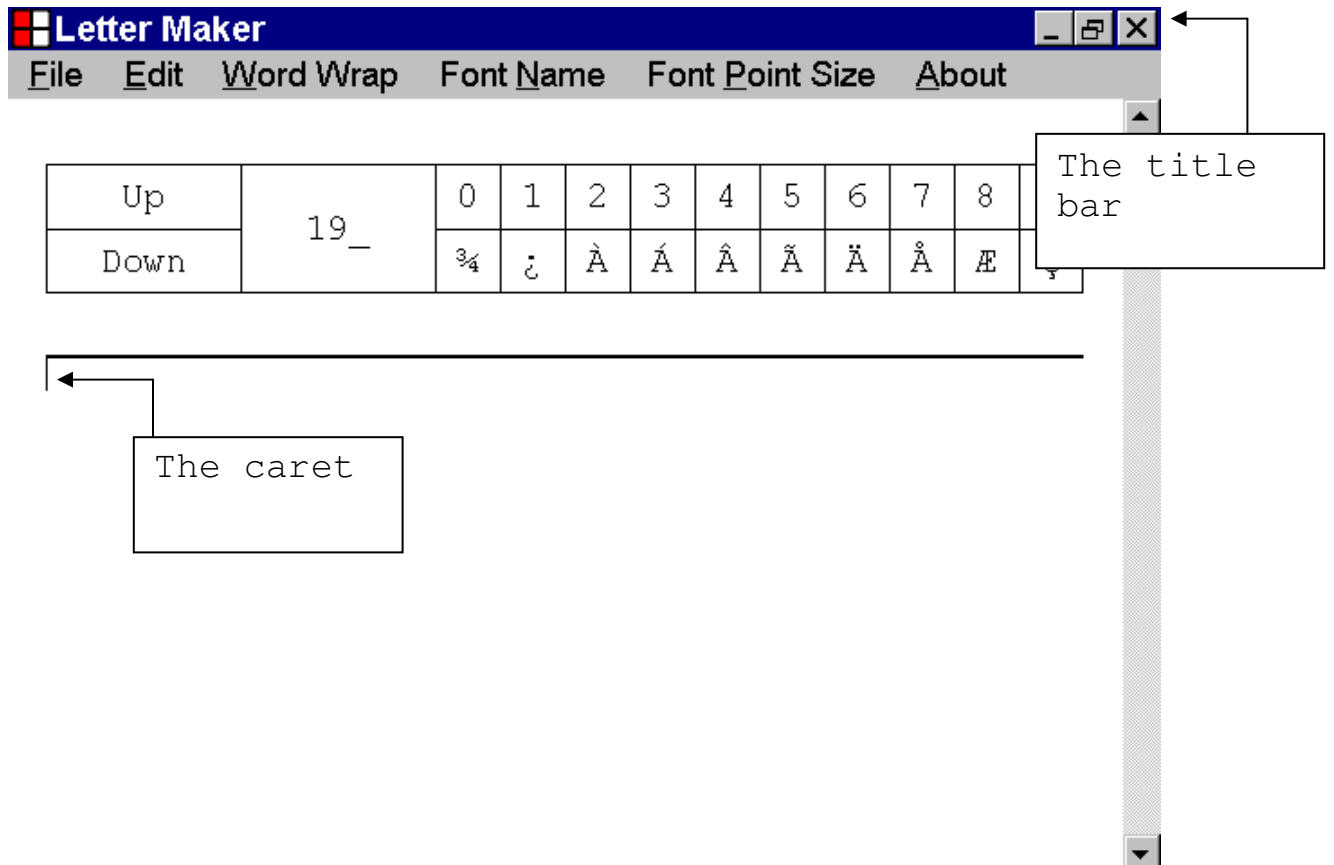


Letter Maker Help File

In the illustration, below, a new text document, has been started and is displayed in the Text Box control of the Letter Maker program.

The caption, displayed in the title bar of the Letter Maker program window, is the name of the Letter Maker program, "Letter Maker", which indicates that the current text document has not yet been saved.

The caret is positioned at the beginning of the first line of the new text document.



Letter Maker Help File

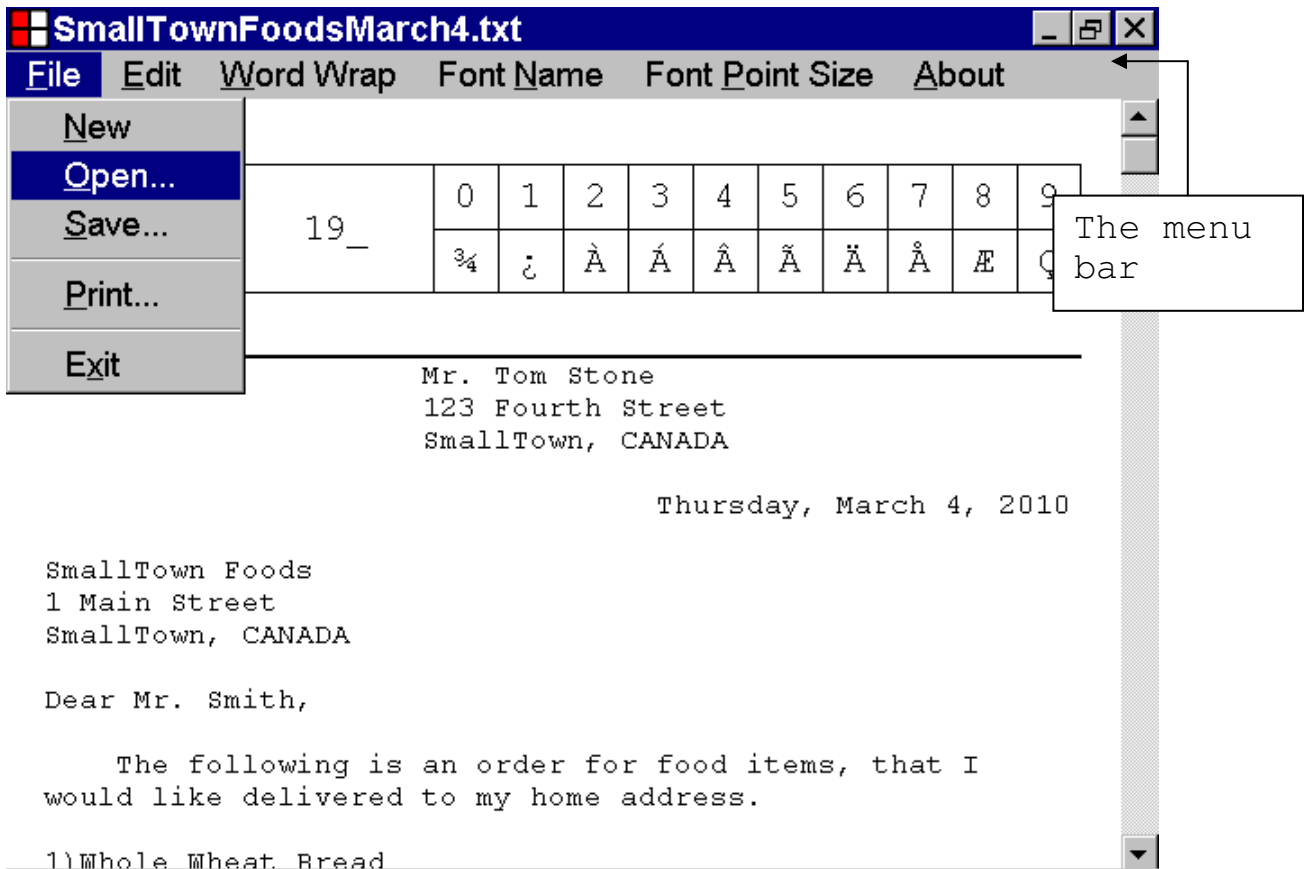
47. How to open a text document

This section of the documentation, provides information, about how to open a text document.

If your computer system has access to a text document, that has been saved to the hard drive, or to other storage media, you can open the text document into the Letter Maker program, by using the technique described below.

Letter Maker Help File

To open a text document, that has been saved to your hard drive, or to other storage media, left click File on the menu bar, with the mouse device, and then select Open... from the drop down list, as illustrated below.



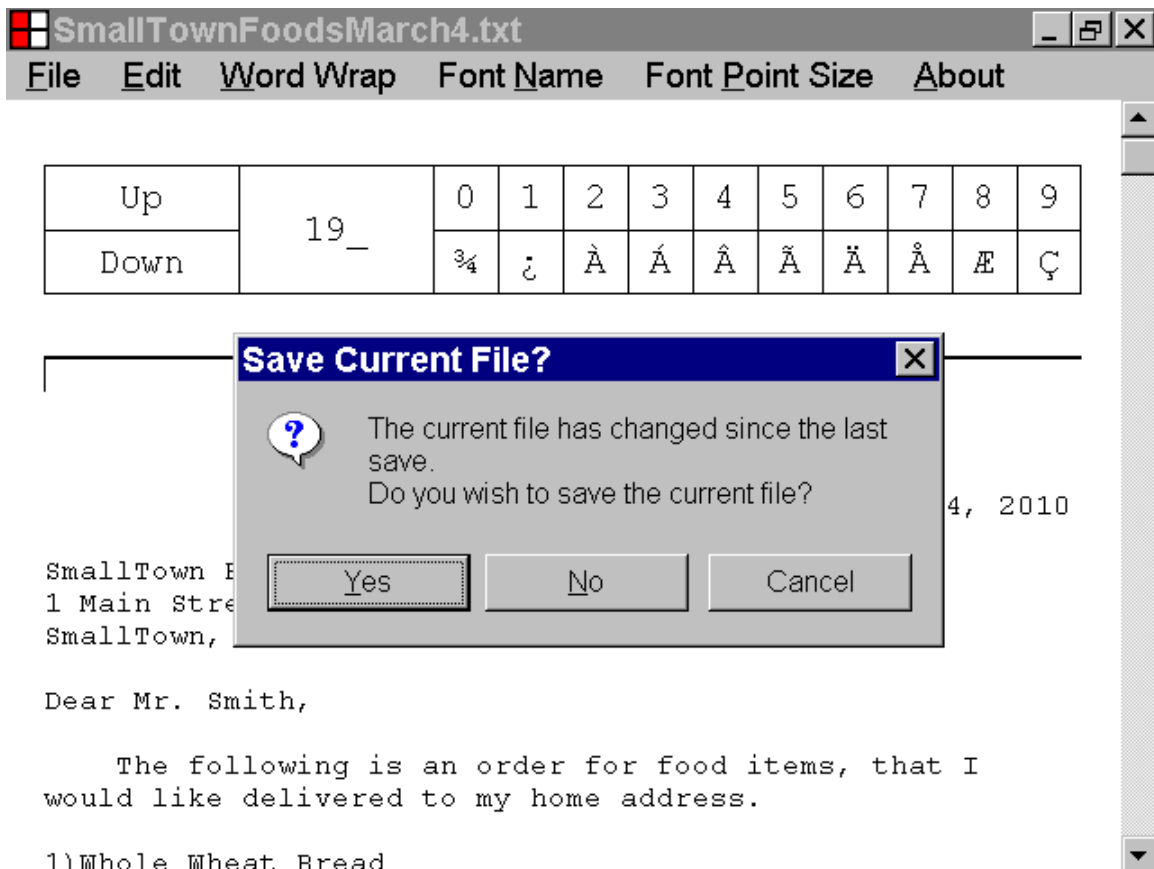
Letter Maker Help File

If the current text document has been changed, since the text document was last saved, the Save Current File, message box, will be displayed as illustrated below.

To save the current text document, instead of opening a text document, left click the Yes button, with the mouse device.

To cancel the opening of a text document, without saving the current text document, left click the Cancel button with the mouse device.

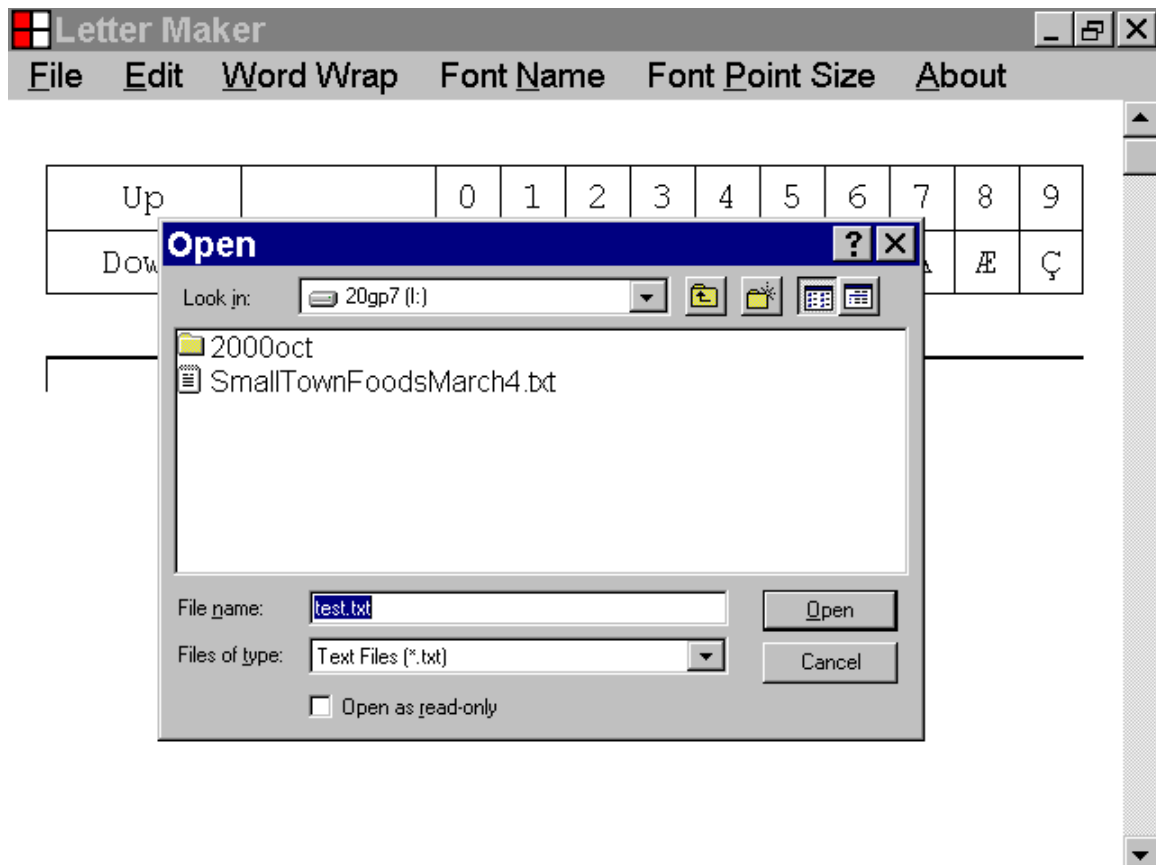
To open a text document, without saving the current text document, left click the No button, with the mouse device.



Letter Maker Help File

In the illustration, below, the No button of the Save Current File, message box, has been left clicked, with the mouse device, and the Open dialog box is displayed.

The Open dialog box allows you to specify the filename, and the location, on your computer system, of the text document, that you would like to open, into the Letter Maker program.

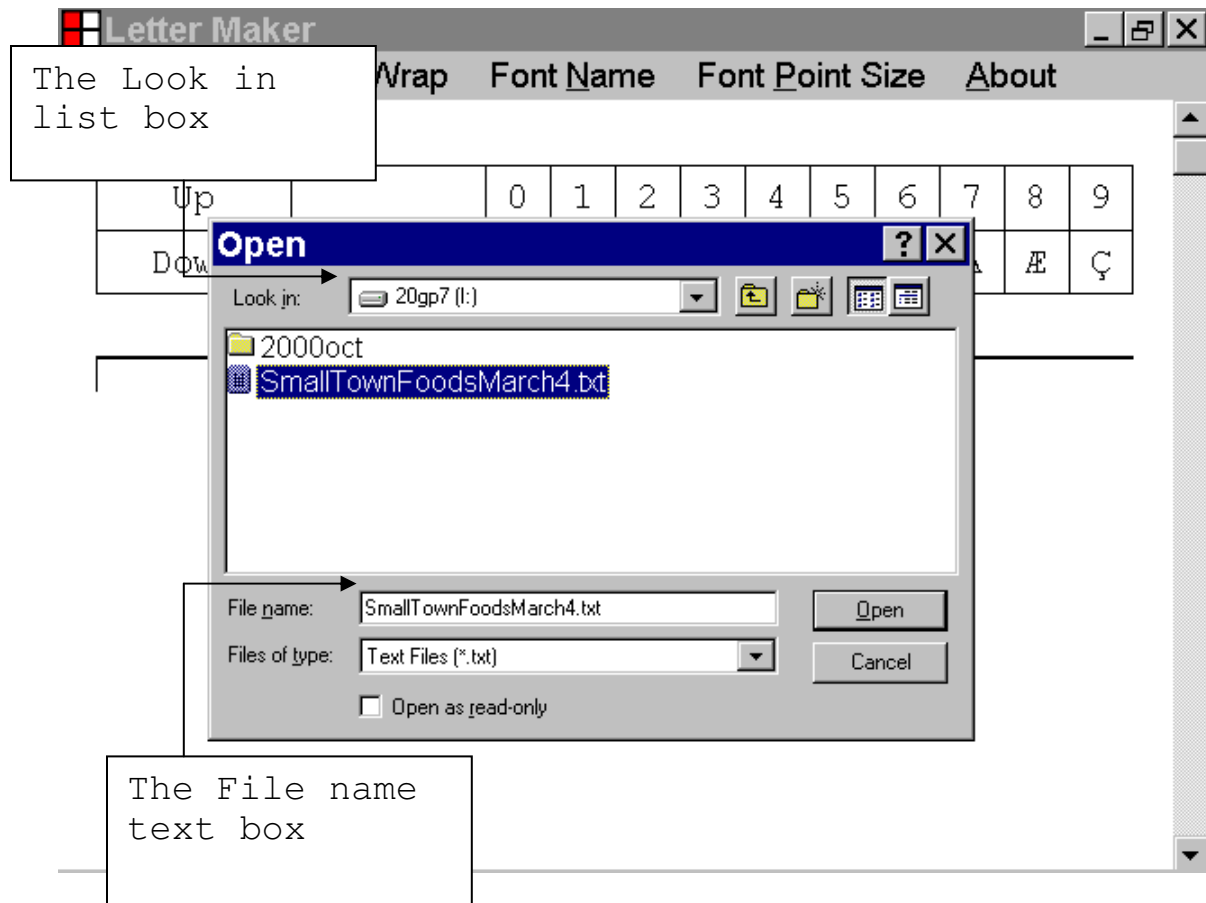


Letter Maker Help File

In the illustration, below, the Open dialog box, has been configured, to specify the directory, and the filename, of the text document, that is to be opened into the Letter Maker program.

The root of the I: directory, has been specified as the directory, that contains the text document, that is to be opened into the Letter Maker program, and is displayed in the Look in list box.

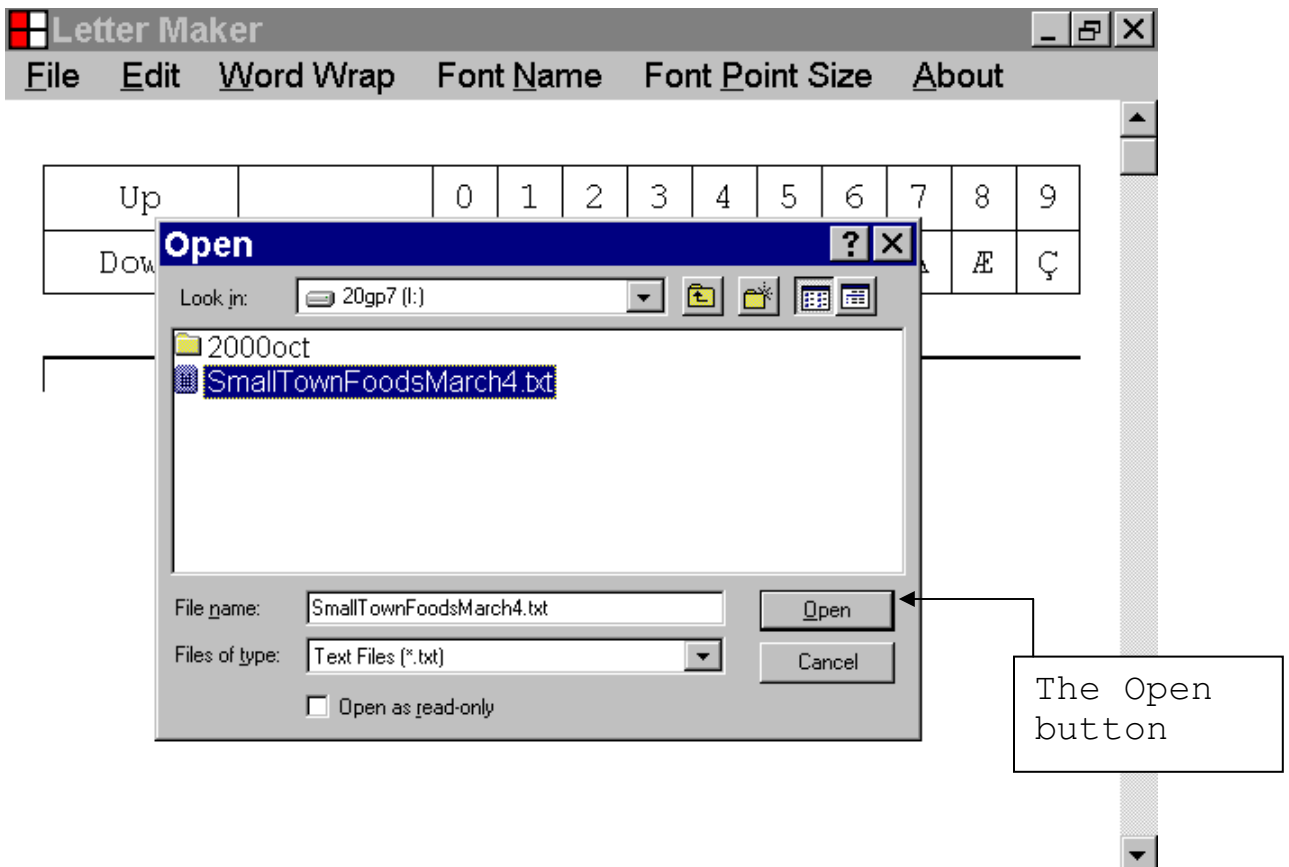
The filename, "SmallTownFoodsMarch4.txt", has been specified as the filename of the text document, that is to be opened into the Letter Maker program, and is displayed in the File name text box.



Letter Maker Help File

In the illustration, below, the Open dialog box has been configured, to open the text document, with the filename, "SmallTownFoodsMarch4.txt", that is located at the root of the I: drive, in the Letter Maker program.

To open the text document, with the filename, "SmallTownFoodsMarch4.txt", that is located at the root of the I: drive, left click the Open button with the mouse device.

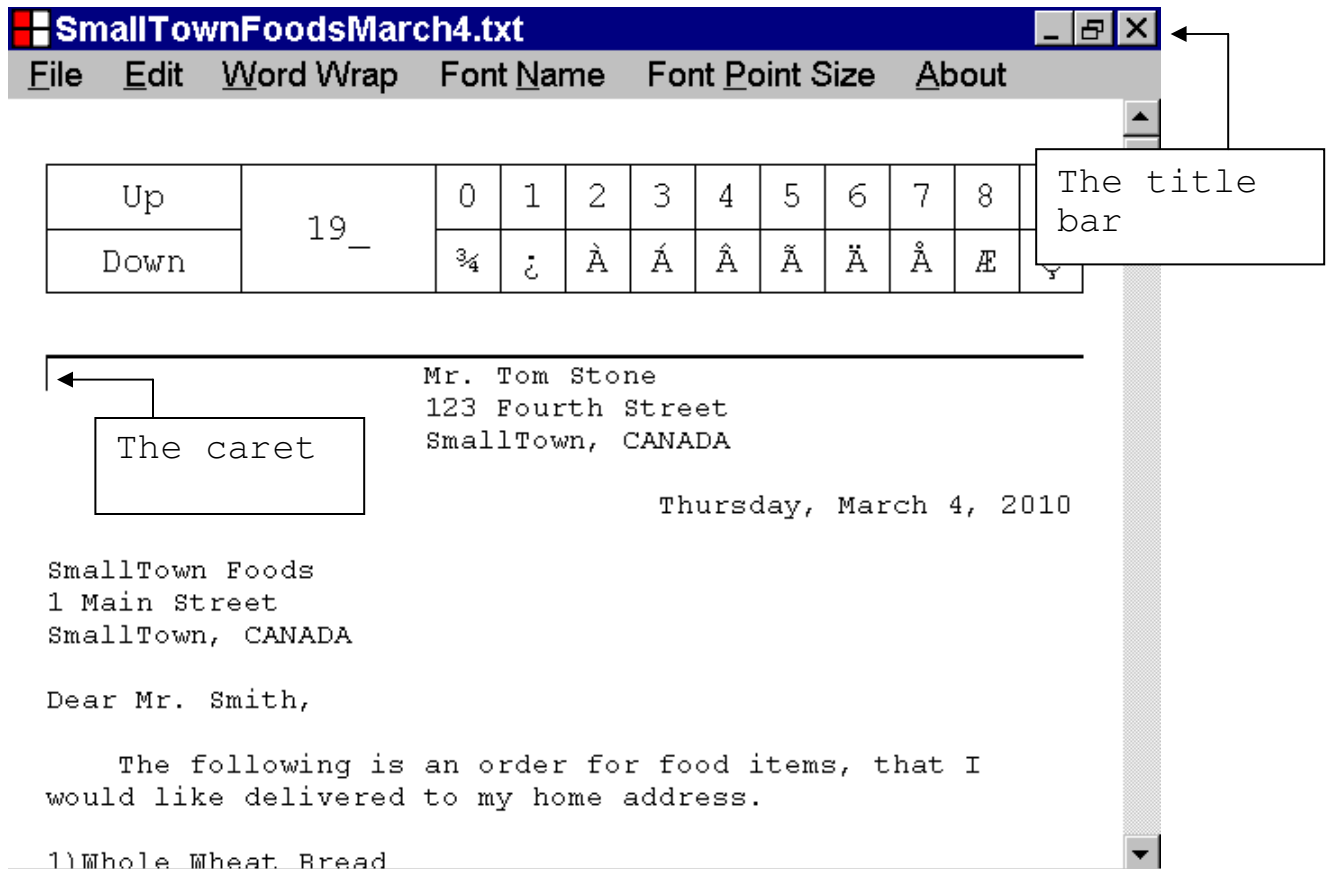


Letter Maker Help File

In the illustration, below, the text document, with the filename, "SmallTownFoodsMarch4.txt", has been opened in the Letter Maker program, and is displayed in the Text Box control of the Letter Maker program.

The caption, displayed in the title bar of the Letter Maker program window, is the filename of the text document, "SmallTownFoodsMarch4.txt".

The caret is positioned at the beginning of the first line of the text document.



Letter Maker Help File

48. How to print a text document

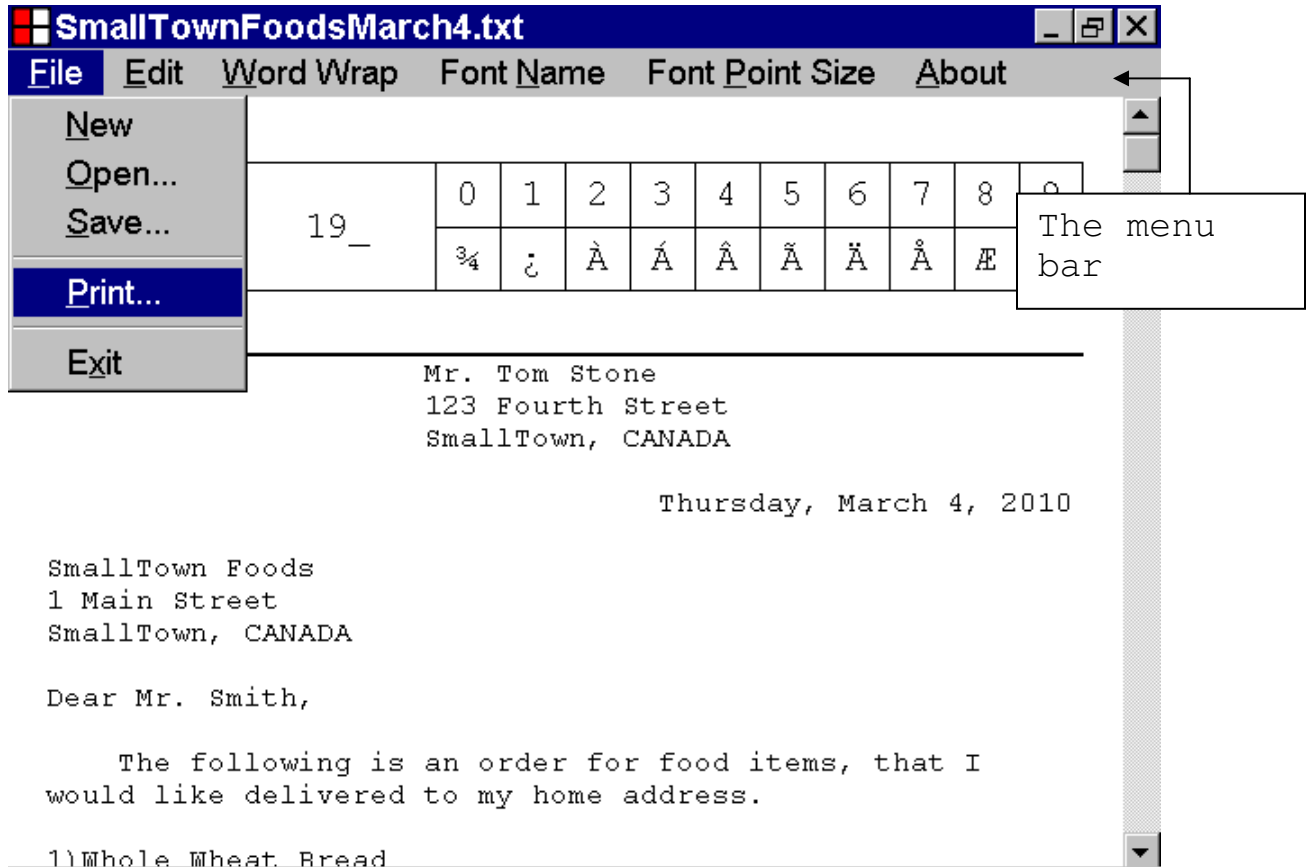
This section, of the documentation, provides information, about how to print a text document.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

You can print a text document, that is displayed in the Text Box control of the Letter Maker program, by using the technique, described below.

Letter Maker Help File

To print the text document, that is displayed in the Text Box control of the Letter Maker program, left click File on the menu bar, and then select Print... from the drop down list as illustrated below.



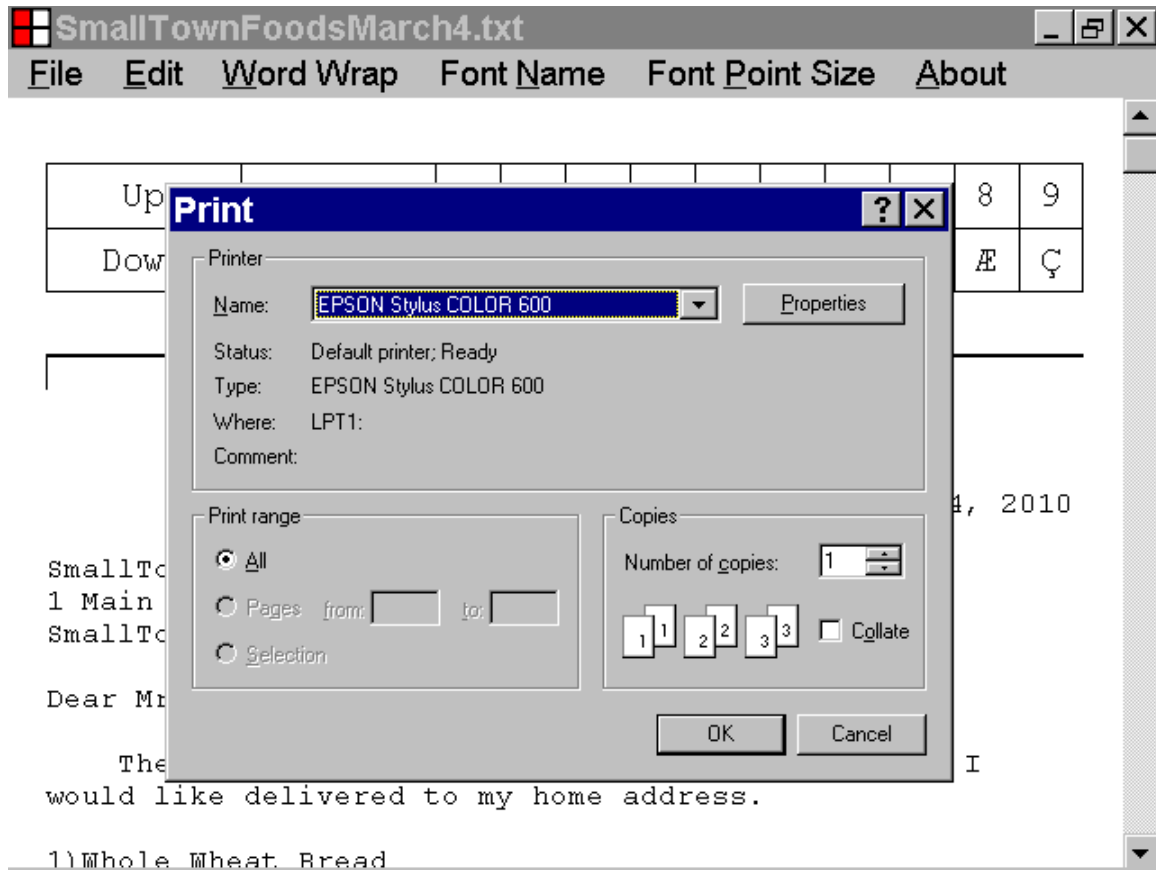
Letter Maker Help File

The Print dialog box is displayed, as illustrated below.

The Print dialog box allows you to specify the name of the printer, that will be used to print the current text document, and the printer properties, that will apply to the printing of the current text document.

The Letter Maker program, is designed to print on letter size paper.

Letter size paper is 8 1/2 inches wide by 11 inches long.



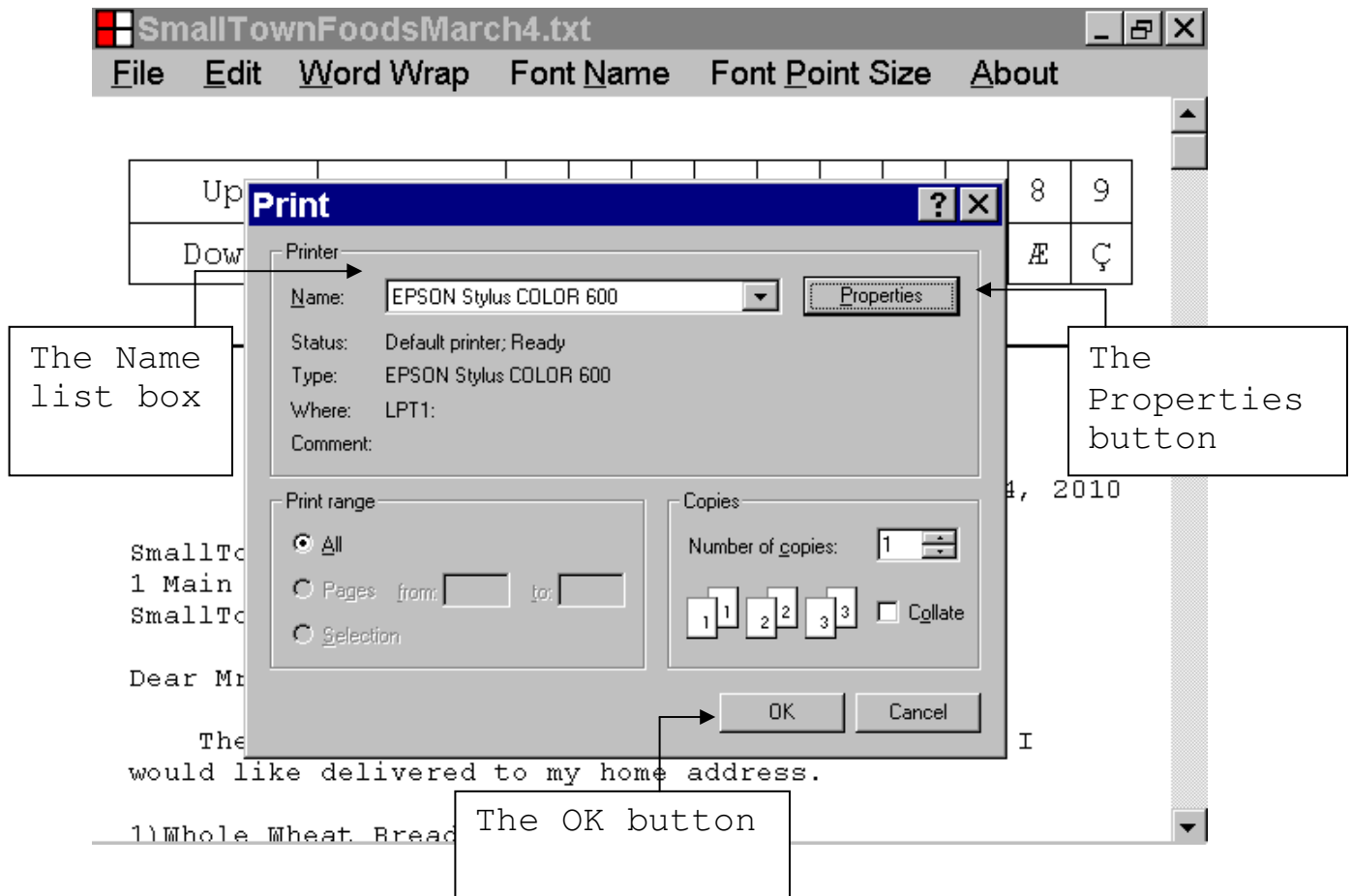
Letter Maker Help File

In the illustration, below, the Print dialog box has been configured to specify the name of the printer, and the printer properties, that will apply to the printing of the current text document.

The name of the printer that will be used to print the current text document, is displayed in the Name list box.

The properties of the selected printer, can be viewed and edited, by left clicking the Properties button with the mouse device.

To print the current text document, using the printer, named in the Print dialog box, and the printer properties specified in the Print dialog box, left click the OK button, with the mouse device.



Letter Maker Help File

49. How to copy a section of selected text to the Windows Clipboard

This section, of the documentation, provides information, about how to copy a section of selected text to the Windows Clipboard.

If a section of text, has been copied to the Windows Clipboard, the section of text is available to all computer programs that are currently running on the computer system.

The section of text, that has been copied to the Windows Clipboard, can be inserted into a text document, currently being edited by one of the computer programs, that is running on the computer system.

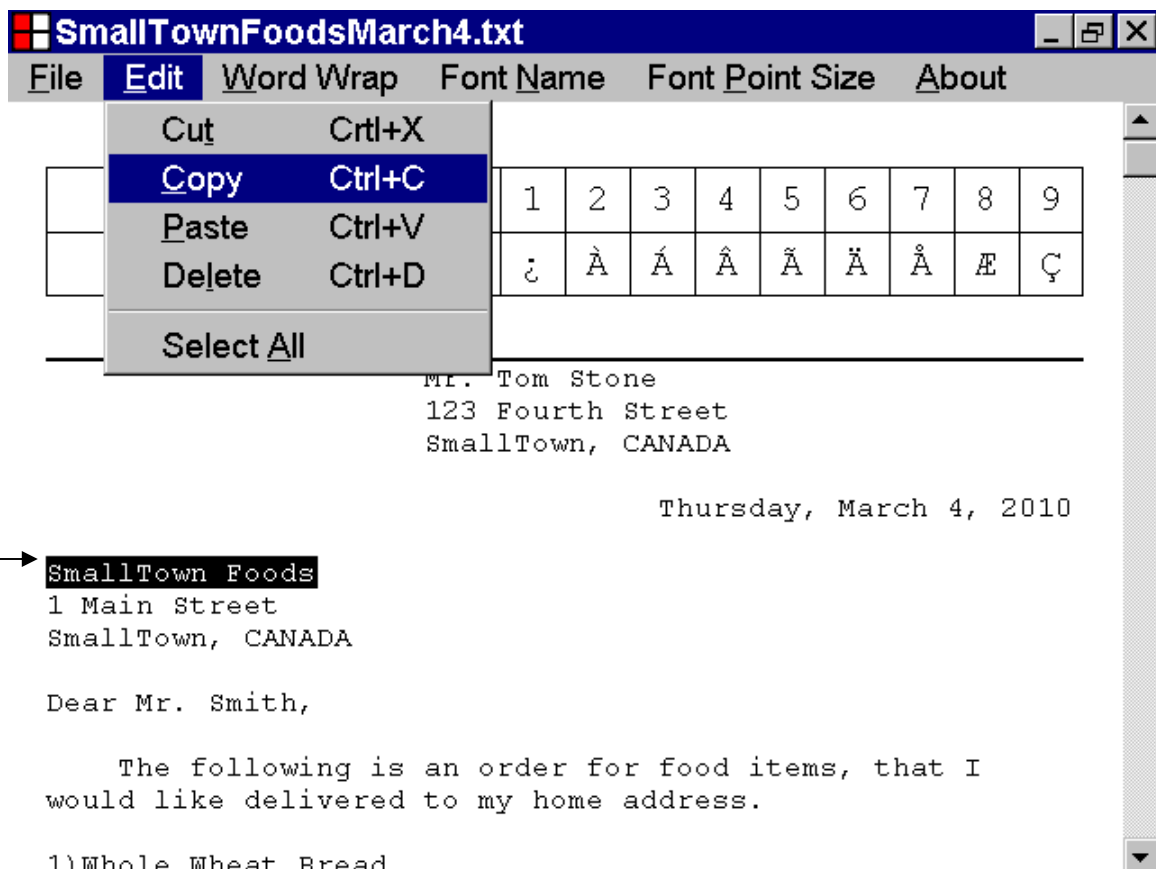
If a text document is displayed in the Text Box control of the Letter Maker program and the text document contains a section of selected text, the section of selected text can be copied to the Windows Clipboard using the technique, described below.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

To copy the section of selected text, to the Windows Clipboard, left click Edit on the menu bar, and then select Copy from the drop down list as illustrated below.



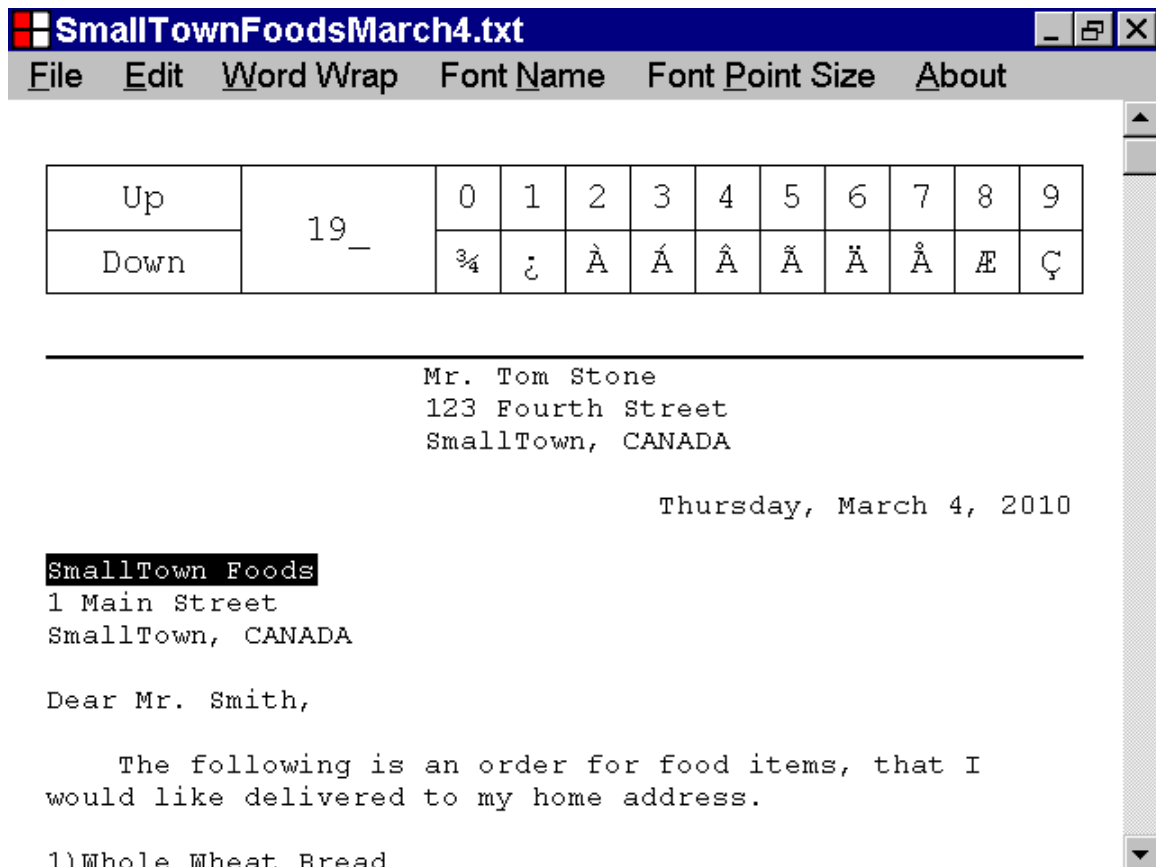
A section of
selected text

Letter Maker Help File

In the illustration, below, a section of selected text, "SmallTown Foods", has been copied to the Windows Clipboard.

The section of selected text, "SmallTown Foods", is now contained by the Windows Clipboard, and is available to all computer programs that are currently running on the computer system.

The section of selected text, "SmallTown Foods", can be inserted into a text document, currently being edited by one of the computer programs, that is currently running on the computer system.



Letter Maker Help File

50. How to paste a section of text, that has been copied to the Windows Clipboard, into a text document.

This section, of the documentation, provides information, about how to paste a section of text, that has been copied to the Windows Clipboard, into a text document.

If a section of text, has been copied to the Windows Clipboard, and a text document is displayed in the Text Box control of the Letter Maker program, you can paste the section of text, that has been copied to the Windows Clipboard into the text document, displayed by the Text Box control of the Letter Maker program, by using the technique, described below.

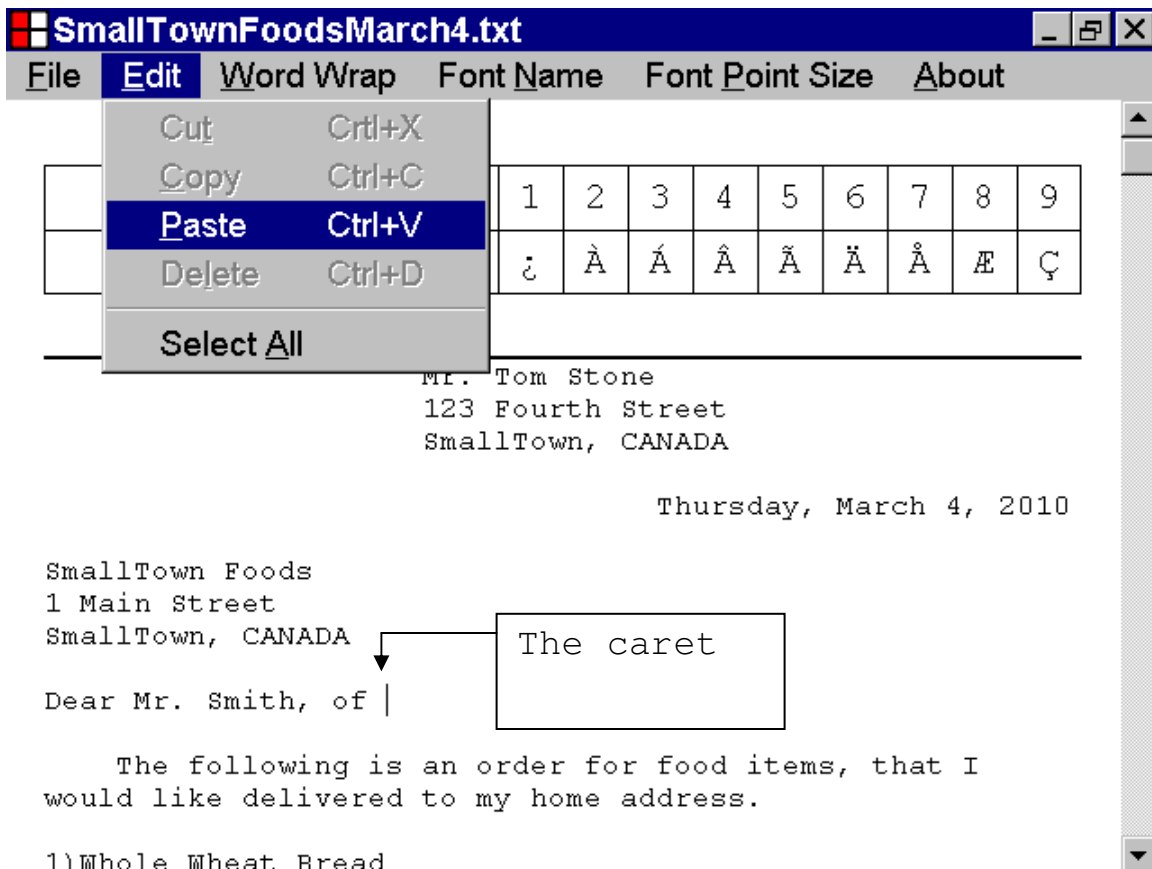
Letter Maker Help File

In the illustration, below, a section of text, "SmallTown Foods", has been copied to the Windows Clipboard.

A text document is displayed in the Text Box control of the Letter Maker program.

The position of the caret is identified with a label.

To paste the section of text, that has been copied to the Windows Clipboard, into the text document, that is displayed in the Text Box control of the Letter Maker program, left click Edit on the menu bar, and then select Paste from the drop down list as illustrated below.



Letter Maker Help File

In the illustration, below, a section of text, that had been copied to the Windows Clipboard, has been pasted into the text document, displayed in the Text Box control of the Letter Maker program.

The section of text, that had been copied to the Windows Clipboard, "SmallTown Foods", has been pasted into the text document, displayed in the Text Box control of the Letter Maker program, just after the old position of the caret.

In the illustration, below, the caret has been repositioned just after the section of text, that has been pasted into the text document, displayed in the Text Box control of the Letter Maker program.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith, of SmallTown Foods|

The old position of the caret

The new position of the caret

The section of text, pasted into the text document

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

51. How to cut a section of selected text to the Windows Clipboard

This section, of the documentation, provides information, about how to cut a section of selected text to the Windows Clipboard.

If a section of text has been cut to the Windows Clipboard, the section of text is available to all computer programs that are currently running on the computer system.

The section of text, that has been cut to the Windows Clipboard, can be inserted into a text document, currently being edited by one of the computer programs, that is running on the computer system.

If you cut a section of selected text, to the Windows Clipboard, the section of selected text will be copied to the Windows Clipboard, and the section of selected text will be deleted from the current text document.

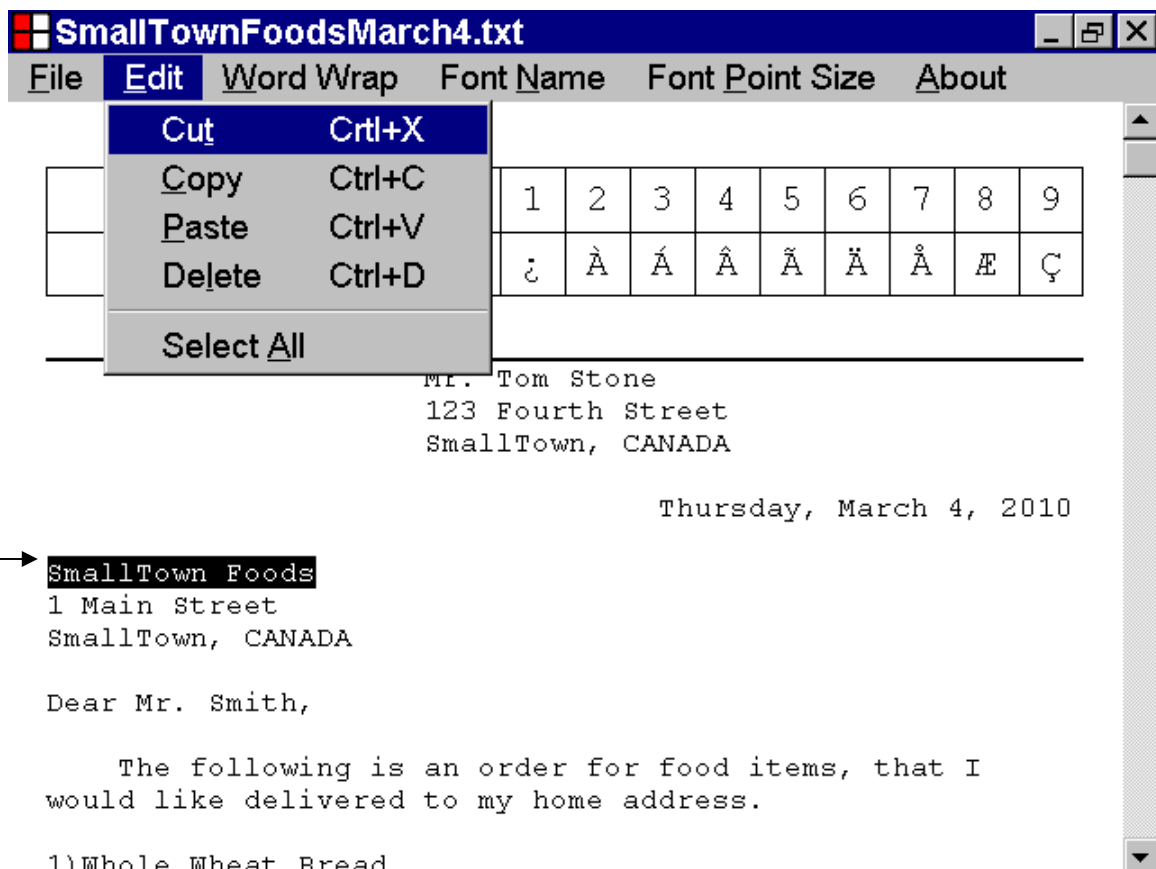
If a text document is displayed in the Text Box control of the Letter Maker program, and the text document contains a section of selected text, the section of selected text can be cut to the Windows Clipboard using the technique described below.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text.

To cut the section of selected text, to the Windows Clipboard, left click Edit on the menu bar, and then select Cut from the drop down list as illustrated below.



A section of
selected text

Letter Maker Help File

In the illustration, below, a section of selected text, "SmallTown Foods", has been cut to the Windows Clipboard.

The section of selected text, "SmallTown Foods", is now contained by the Windows Clipboard, and is available to all computer programs that are currently running on the computer system.

The section of selected text, "SmallTown Foods", can be inserted into a text document, currently being edited by one of the computer programs, that is running on the computer system.

The section of selected text, "SmallTown Foods", has been deleted from the current text document.

The caret has been repositioned, at the old starting position of the section of selected text that has been deleted from the current text document.

Letter Maker Help File

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character palette table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the palette is a horizontal line. To the left of the line is a box containing the text 'The new position of the caret' with an arrow pointing to a vertical line in the text below. The text below the line is a letterhead for Mr. Tom Stone at 123 Fourth Street, SmallTown, CANADA, dated Thursday, March 4, 2010. The letter body begins with 'Dear Mr. Smith,' followed by a paragraph: 'The following is an order for food items, that I would like delivered to my home address.' The first line of the order is '1)Whole Wheat Bread'.

Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The new position of the caret

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

Letter Maker Help File

52. How to replace a section of selected text, with a section of text, that has been copied to the Windows Clipboard

This section, of the documentation, provides information, about how to replace a section of selected text, with a section of text, that has been copied to the Windows Clipboard.

If a section of text has been copied to the Windows Clipboard, and a text document is displayed in the Text Box control of the Letter Maker program, and the text document, displayed in the Text Box control of the Letter Maker program, contains a section of selected text, you can replace the section of selected text, in the text document, with the section of text, that has been copied to the Windows Clipboard, by using the technique described below.

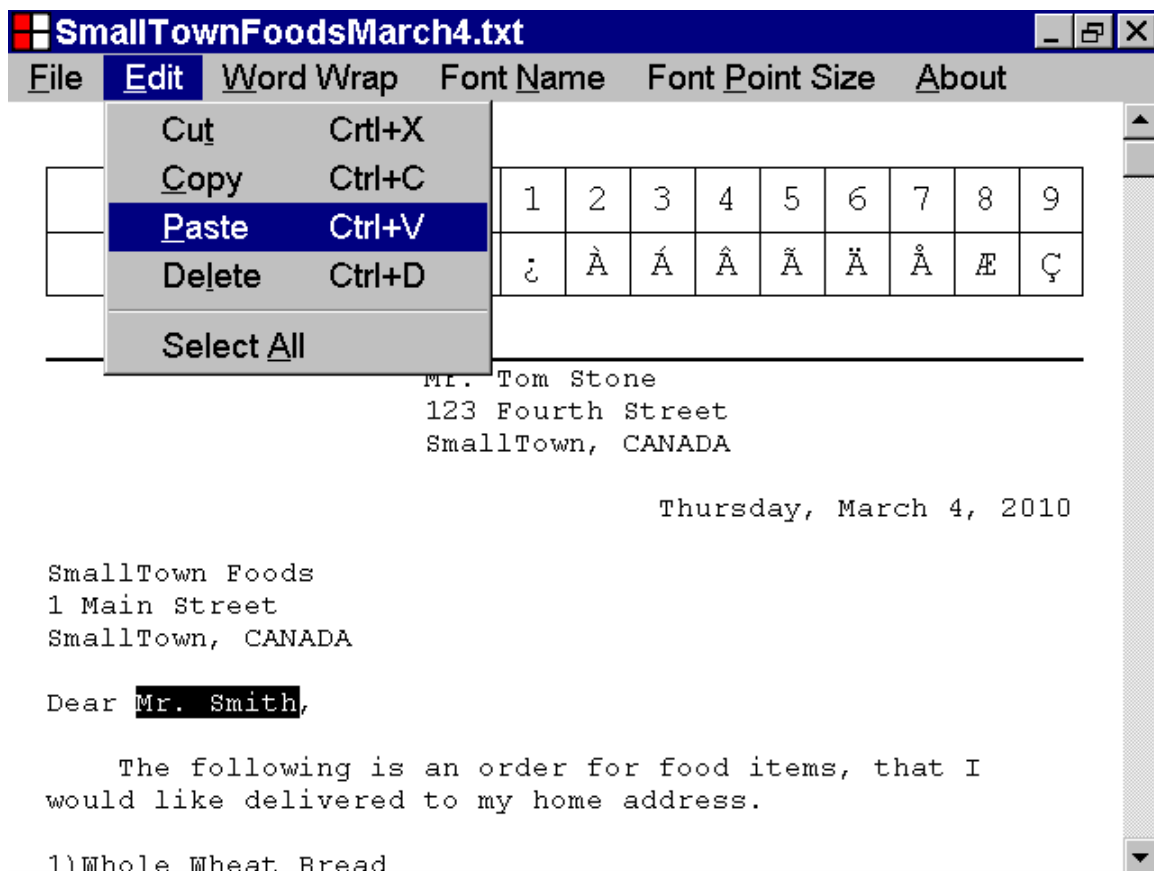
Letter Maker Help File

In the illustration, below, a section of text, "SmallTown Foods", has been copied to the Windows Clipboard.

A text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, "Mr. Smith".

To replace the section of selected text, in the text document, with the section of text, that has been copied to the Windows Clipboard, left click Edit on the menu bar, and then select Paste from the drop down list as illustrated below.



Letter Maker Help File

In the illustration, below, a section of selected text, "Mr Smith", has been replaced with a section of text, "SmallTown Foods", that had been copied to the Windows Clipboard.

The section of selected text, "Mr Smith", has been deleted from the text document.

The section of text, "SmallTown Foods", that had been copied to the Windows Clipboard, has been inserted into the text document at the old starting position of the section of selected text, that has been deleted from the text document.

The caret has been repositioned, just after the section of text, "SmallTown Foods", that has been inserted into the text document.

SmallTownFoodsMarch4.txt [] [] [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The section of text, inserted into the text document

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

The new position of the caret

Dear SmallTown Foods,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Letter Maker Help File

53. How to delete a section of selected text, by using the Edit menu

This section, of the documentation, provides information, about how to delete a section of selected text, by using the Edit menu.

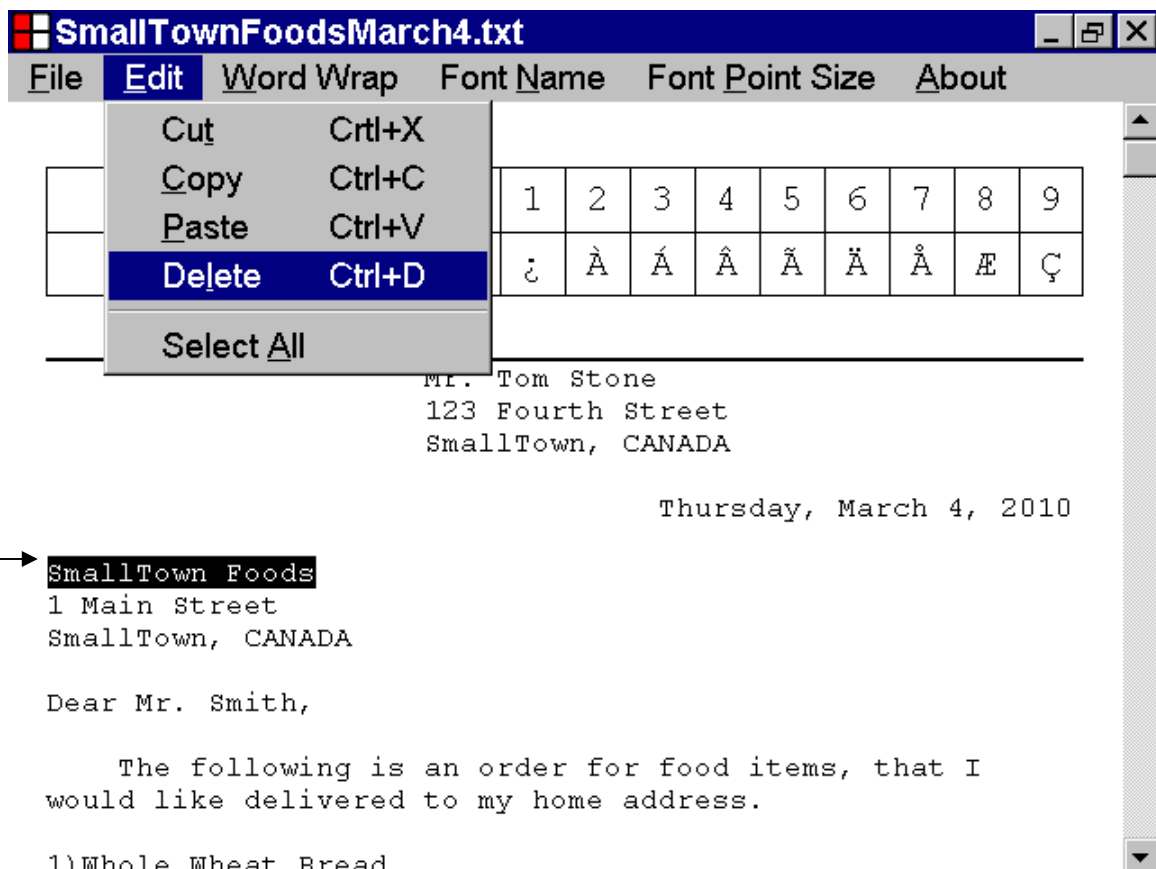
If a text document is displayed in the Text Box control of the Letter Maker program, and the text document contains a section of selected text, you can delete the section of selected text, in the text document, by using the Edit menu, as described below.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The text document contains a section of selected text, "SmallTown Foods".

To delete the section of selected text, contained by the text document, click Edit on the menu bar, and then select Delete from the drop down list, as illustrated below.



A section of
selected text

Letter Maker Help File

In the illustration, below, a section of selected text, "SmallTown Foods", has been deleted from the current text document.

The caret has been repositioned at the old starting position of the section of selected text, that has been deleted from the current text document.

The screenshot shows a text editor window with the following components:

- Title Bar:** SmallTownFoodsMarch4.txt
- Menu Bar:** File, Edit, Word Wrap, Font Name, Font Point Size, About
- Character Grid:** A table with two rows and ten columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, Ç.
- Text Content:**

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread
- Callout Box:** A box on the left contains the text "The new position of the caret" with an arrow pointing to the start of the address "1 Main Street".

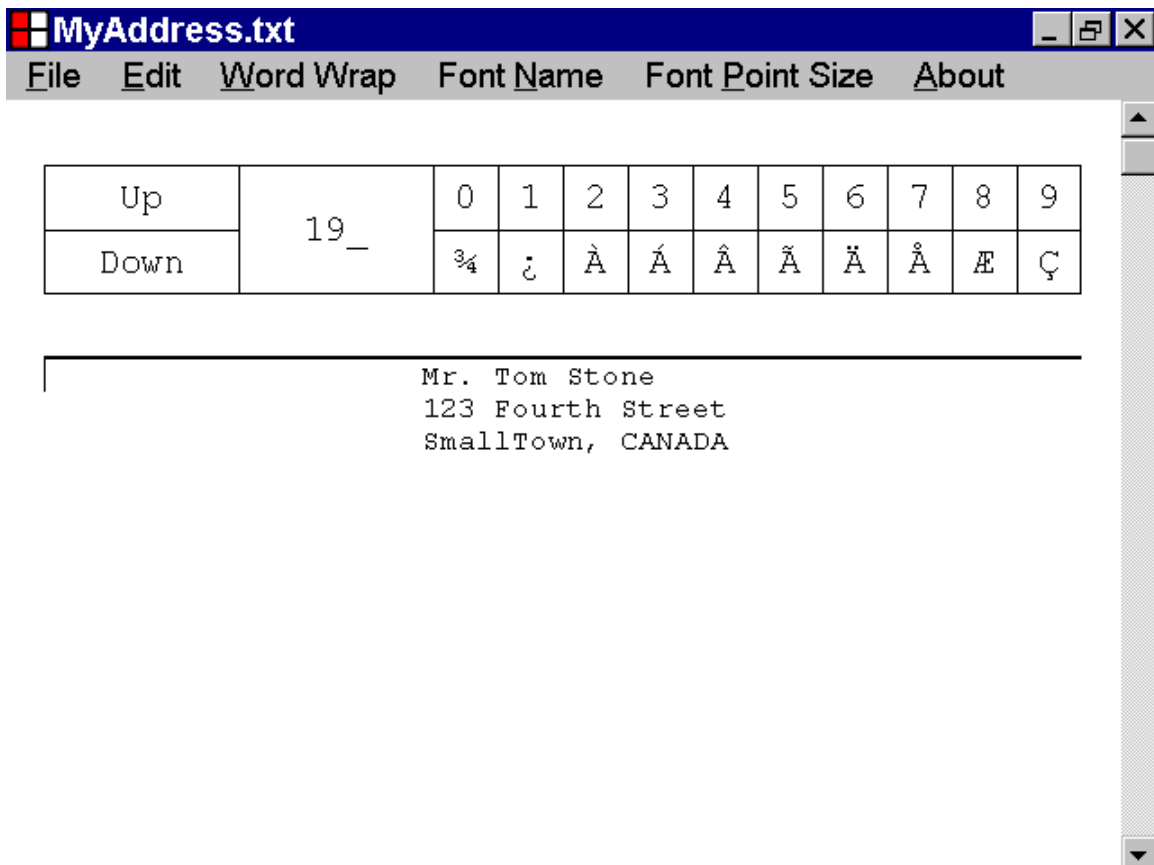
Letter Maker Help File

54. How to create a section of selected text, in a text document, by using the Edit menu

This section, of the documentation, provides information about how to create a section of selected text, in a text document, by using the Edit menu.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

You can create a section of selected text, in the text document, by using the Edit menu, as described below.

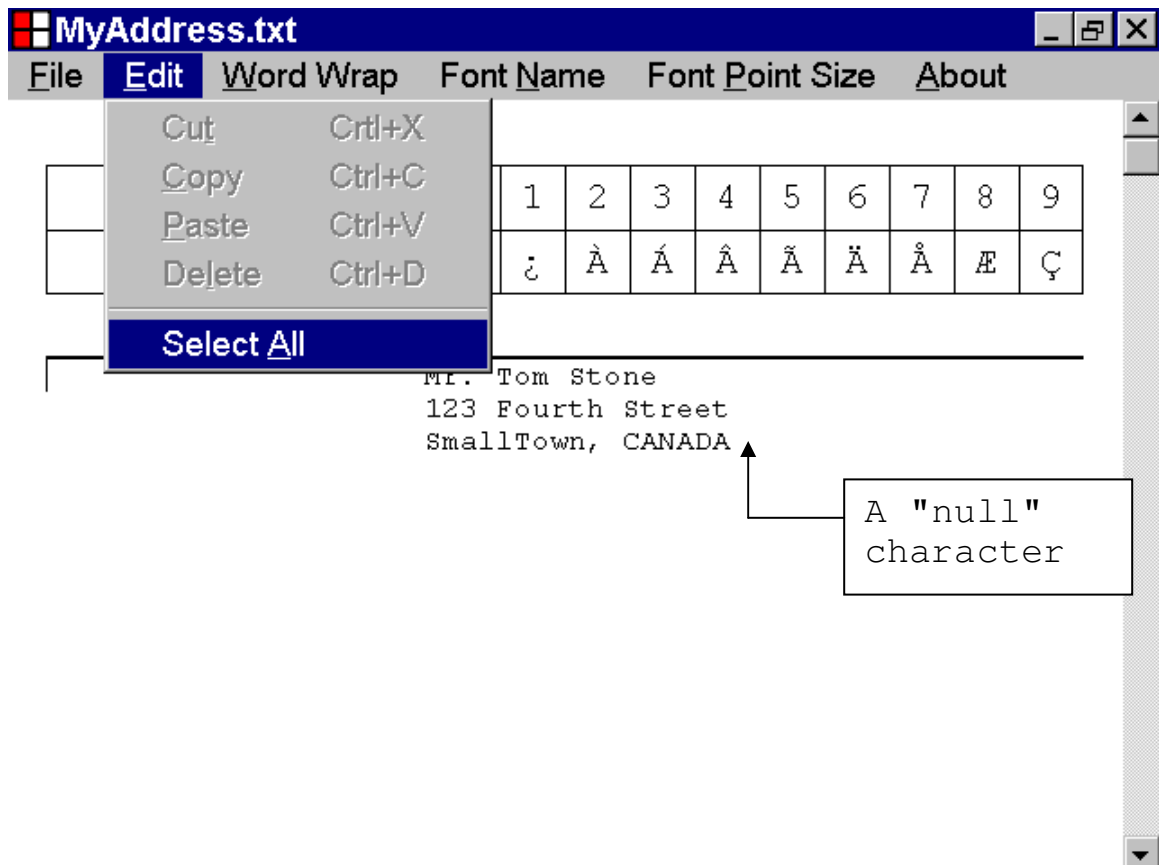


Letter Maker Help File

You can create a section of selected text, in a text document, by left clicking the Edit menu, with the mouse device, and then selecting Select All, from the drop down list as illustrated below.

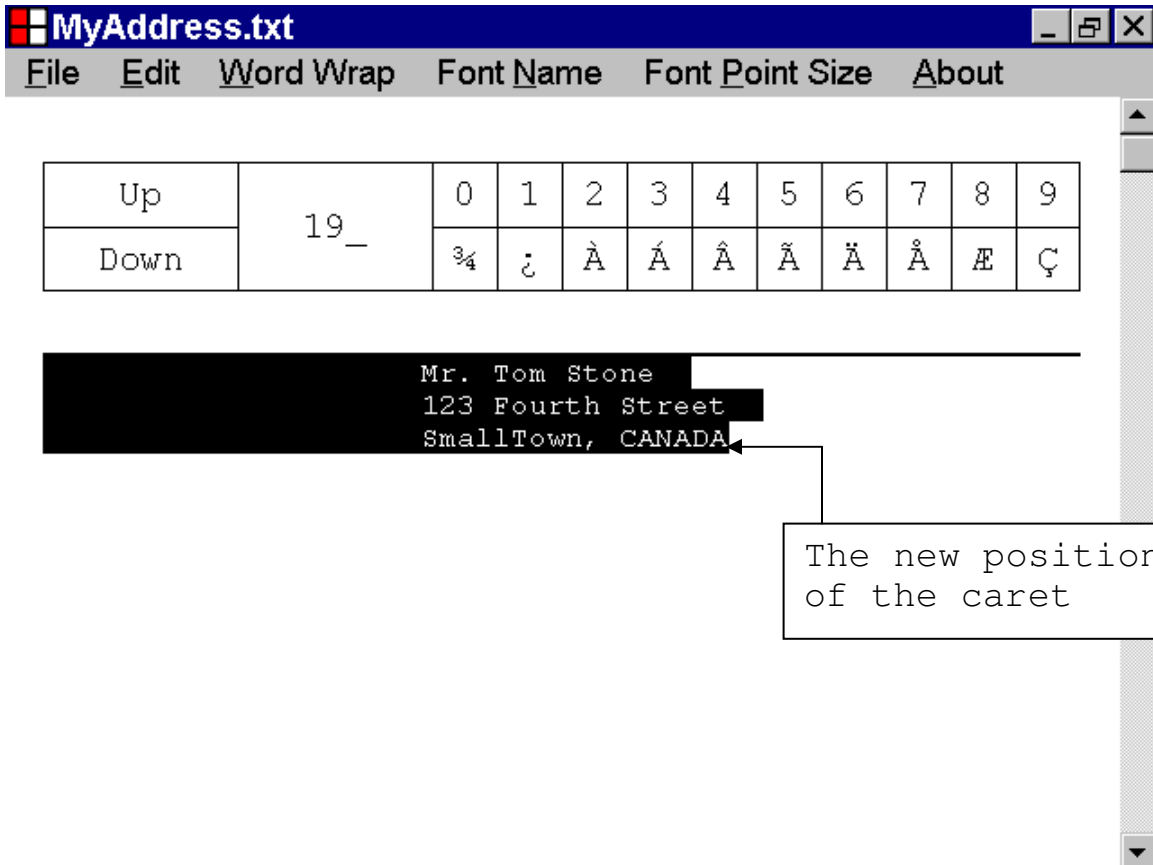
If you create a section of selected text, by left clicking the Edit menu, and then selecting Select All from the drop down list, the selection starting position will be the left edge of the first character in the text document, and the selection ending position, will be the left edge, of the last character in the text document.

The last character in a text document, displayed in the Text Box control of the Letter Maker program is a "null" character, and is not visible.



Letter Maker Help File

In the illustration, below, a section of selected text has been created, by left clicking the Edit menu, with the mouse device, and then selecting Select All from the drop down list.



55. The Word Wrap setting

This section, of the documentation, provides information, about the Word Wrap setting of the Letter Maker program.

The Letter Maker program is designed to create a text document, in which, each page of the text document is six inches in width and eight inches in height.

If the characters of the current line in the text document, would extend past the page width, the characters are displayed on the next line of the text document.

If the Word Wrap setting is set to No, the first character of the current line in the text document, that would extend past the page width, is displayed on the next line of the text document.

If the Word Wrap setting is set to Yes, the first word, of the current line in the text document, that would extend past the page width, is displayed on the next line of the text document.

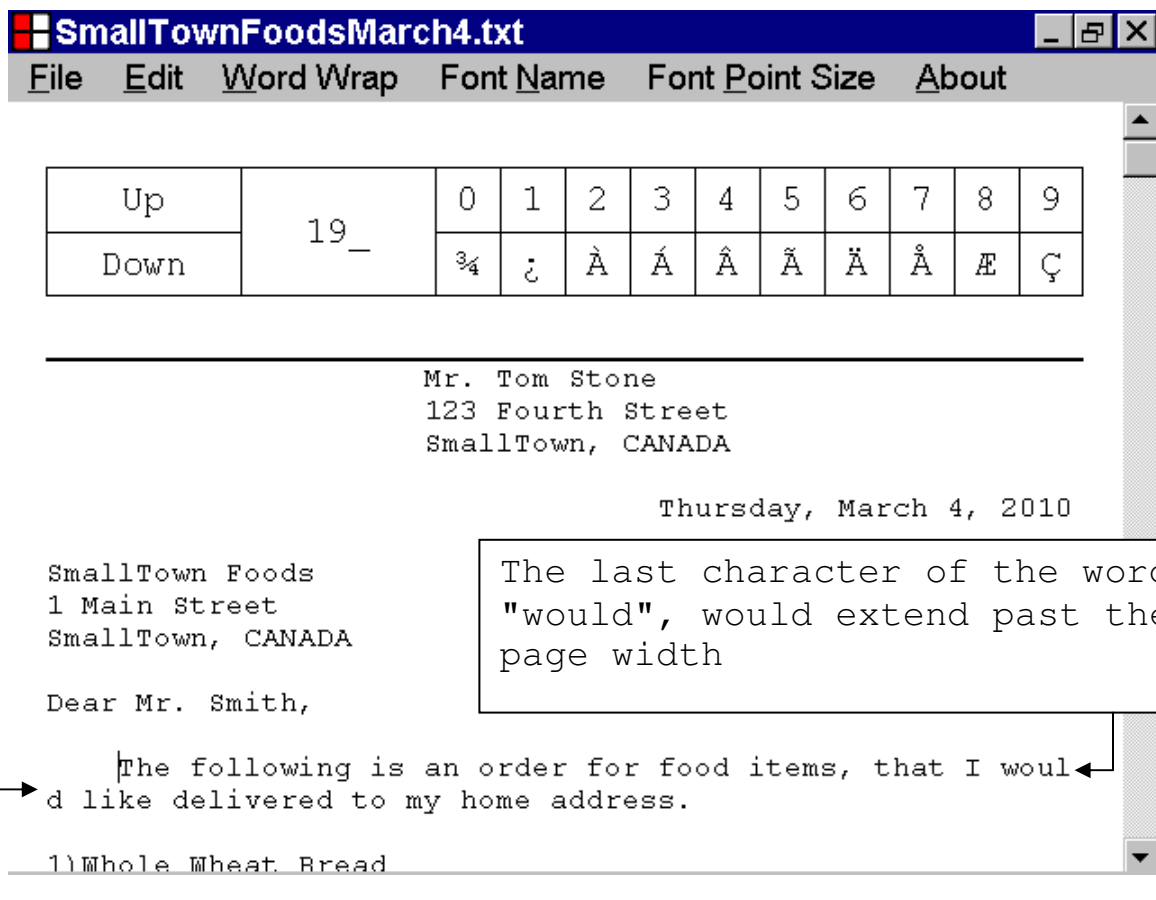
The default value of the Word Wrap setting is Yes.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current value of the Word Wrap setting, is No.

In the illustration, below, the last letter of the word, "would", which is a "lower case d", character, would extend past the page width, and has been displayed on the next line of the text document.



A "lower case d", character has been displayed on the next line

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current value of the Word Wrap setting, is Yes.

In the illustration, below, the word "would", would extend past the page width, and has been displayed on the next line of the text document.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character selection table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Below the table is a horizontal line, followed by the recipient's address:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

The word, "would", would extend past the page width

The word, "would", has been displayed on the next line

Letter Maker Help File

56. How to configure the Word Wrap setting

This section, of the documentation, provides information, about how to configure the Word Wrap setting.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current value of the Word Wrap setting is No.

If the Word Wrap setting is set to No, the first character of a line in the text document that would extend past the page width is displayed on the next line of the text document.

SmallTownFoodsMarch4.txt [- [[X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

A "lower case d", character has been displayed on the next line

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

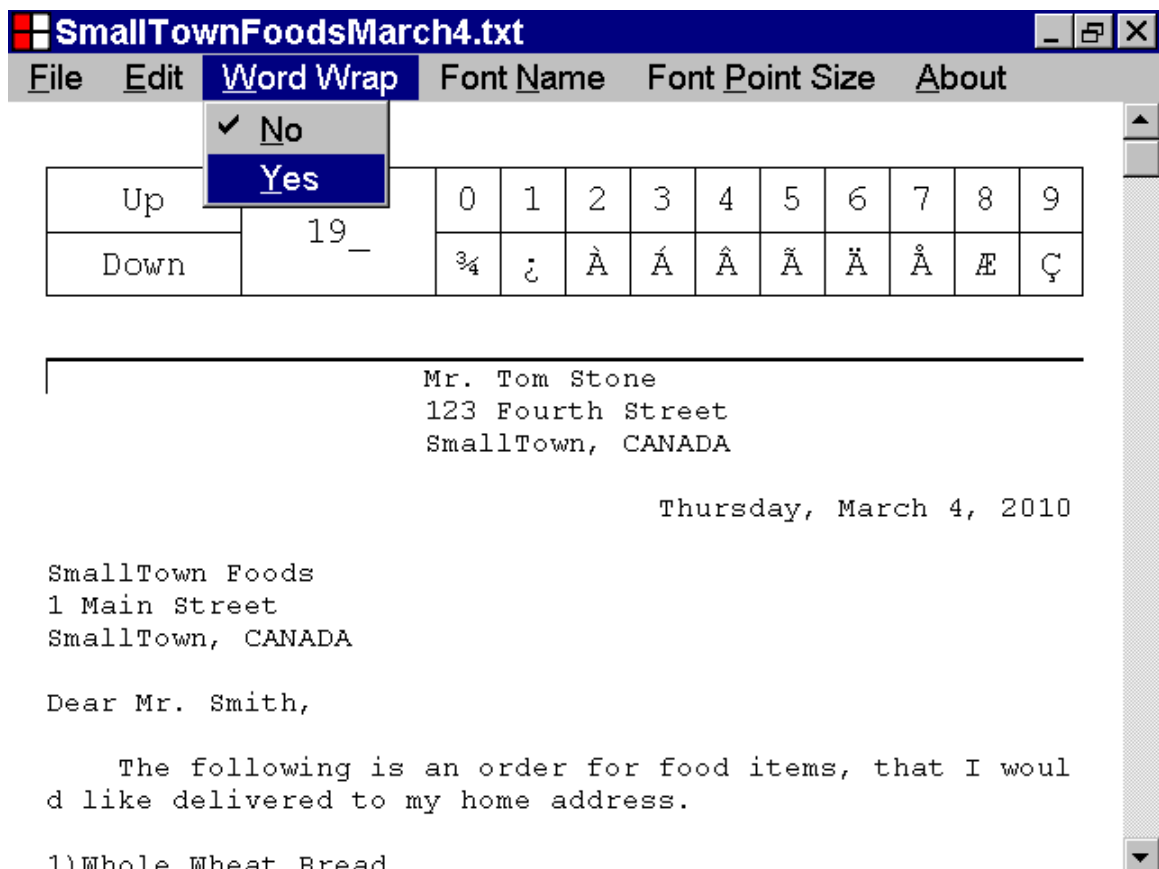
The last character of the word "would", would extend past the page width

Letter Maker Help File

To configure the Word Wrap setting, left click Word Wrap on the menu bar, with the mouse device, as illustrated below.

In the drop down list, that appears, a check mark, next to the No setting, indicates that the current value of the Word Wrap setting is No.

To set the Word Wrap setting to Yes, left click the Yes menu item with the mouse device, as illustrated below.



Letter Maker Help File

In the illustration, below, the Word Wrap setting has been set to Yes.

In the illustration, below the word "would", would extend past the page width, and has been displayed on the next line of the text document.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a character map table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The main text area contains a letter template:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1) Whole Wheat Bread

Annotations:

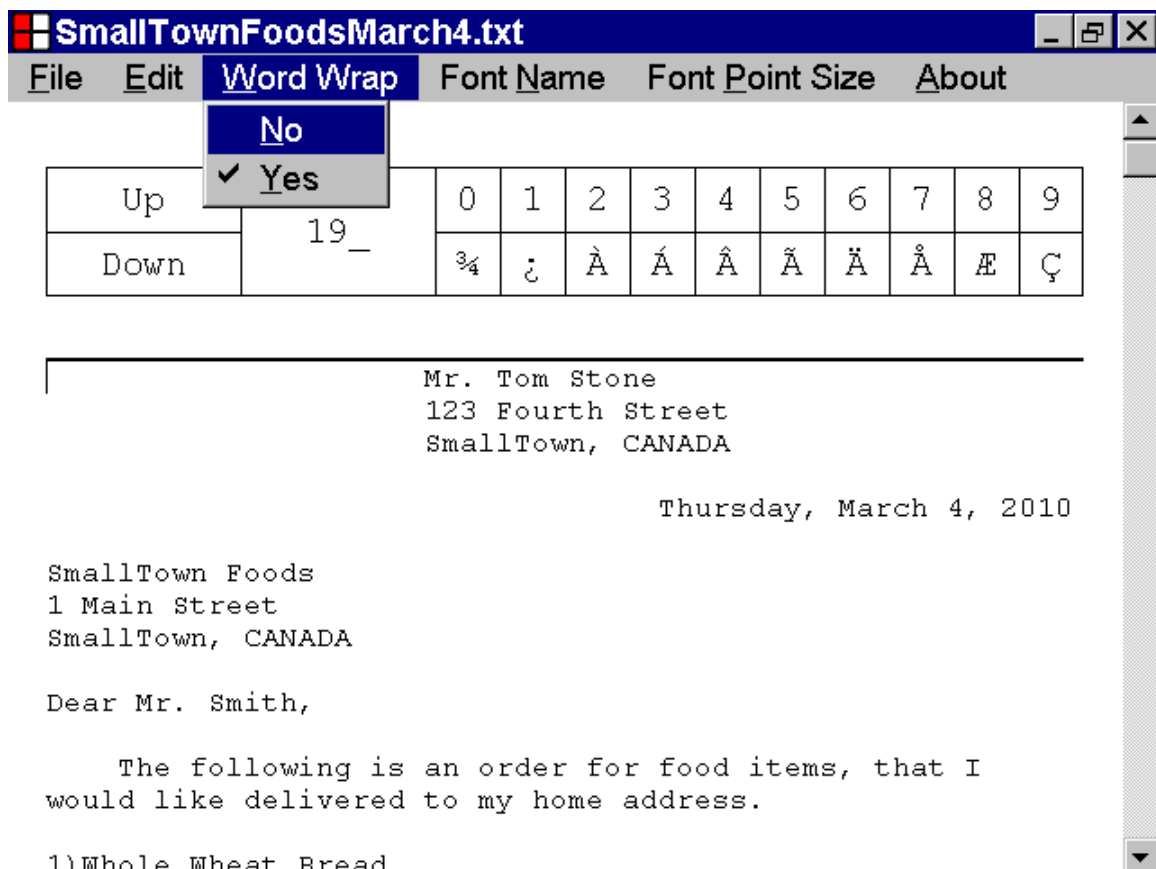
- A box points to the word "would" in the salutation, stating: "The word 'would', would extend past the page width".
- A box points to the word "would" in the sentence "The following is an order for food items, that I would like delivered to my home address.", stating: "The word, 'would', has been displayed on the next line".

Letter Maker Help File

To configure the Word Wrap setting, left click Word Wrap on the menu bar, with the mouse device, as illustrated below.

In the drop down list, that appears, a check mark, next to the Yes setting, indicates that the current value of the Word Wrap setting is Yes.

To set the Word Wrap setting to No, left click the No menu item with the mouse device, as illustrated below.



Letter Maker Help File

57. The Font Name setting

This section, of the documentation, provides information, about the Font Name setting of the Letter Maker program.

The Letter Maker program provides a choice of twelve fonts, that can be used to display and to print a text document.

The names of the fonts, that the Letter Maker program can provide, are listed below.

Arial
Arial Bold
Arial Italic
Arial Bold Italic
Courier New
Courier New Bold
Courier New Italic
Courier New Bold Italic
Times New Roman
Times New Roman Bold
Times New Roman Italic
Times New Roman Bold Italic

Each font interprets, the visual representation, of the character values of the ANSI character set, slightly differently.

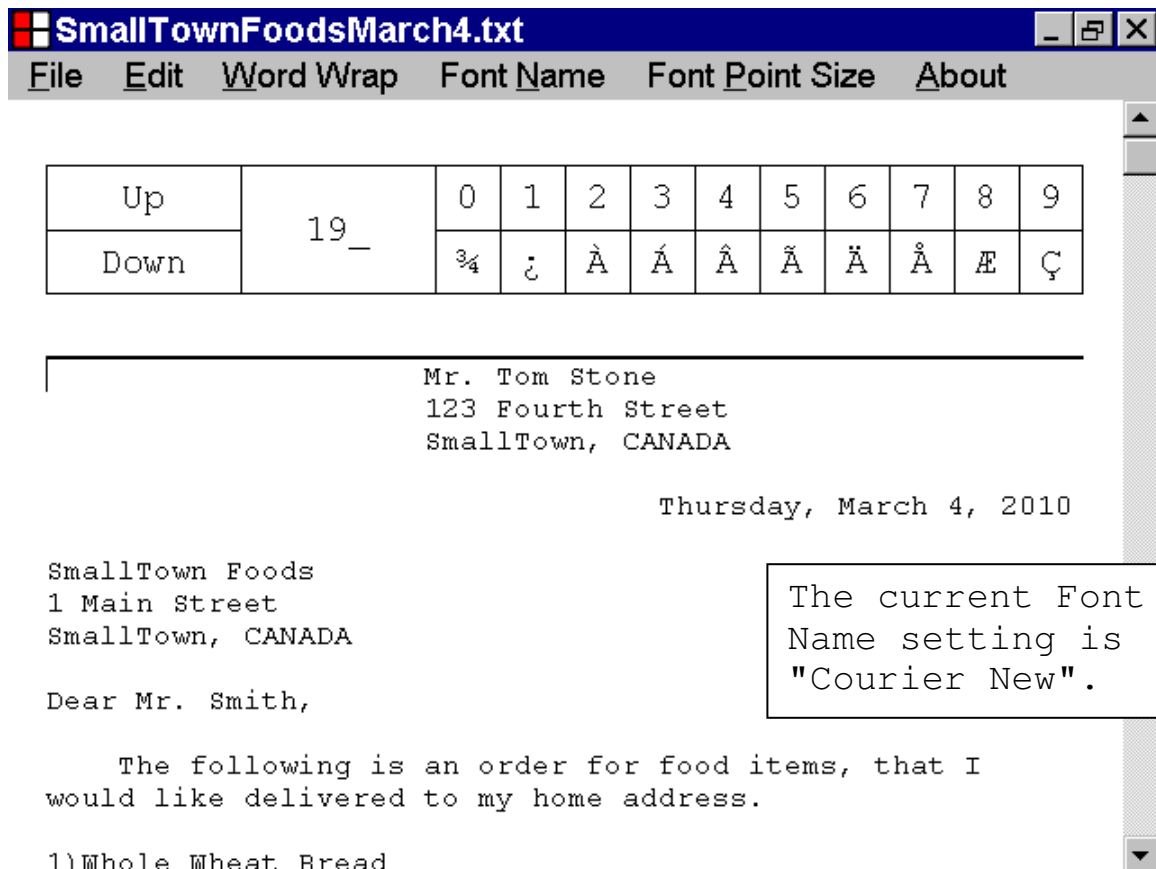
The default font of the Letter Maker program is Courier New font.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Courier New".

In the Letter Maker program, the default setting of the Font Name property is "Courier New".



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Courier New Bold".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

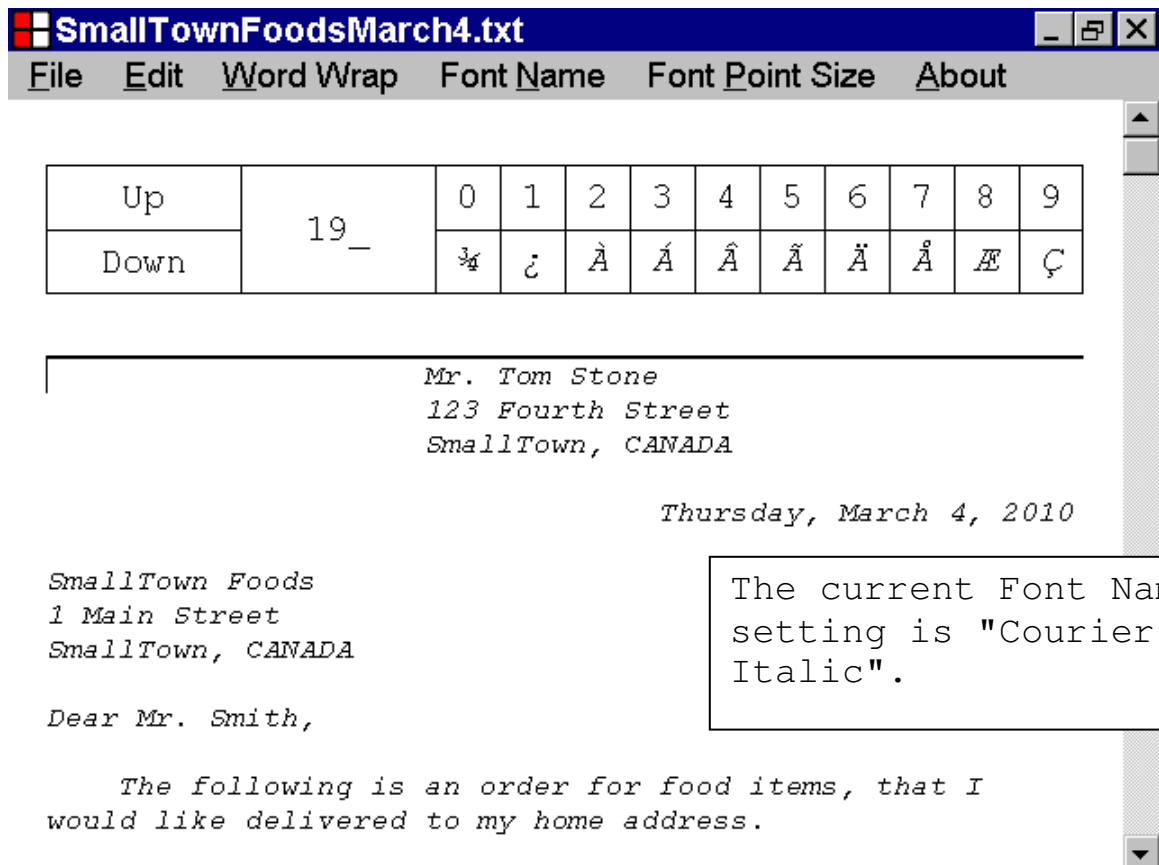
1)Whole Wheat Bread

The current Font Name setting is "Courier New Bold".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Courier New Italic".



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Courier New Bold Italic".

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu is a font selection grid:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The main text area contains the following letter template:

*Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA*

Thursday, March 4, 2010

*SmallTown Foods
1 Main Street
SmallTown, CANADA*

Dear Mr. Smith,

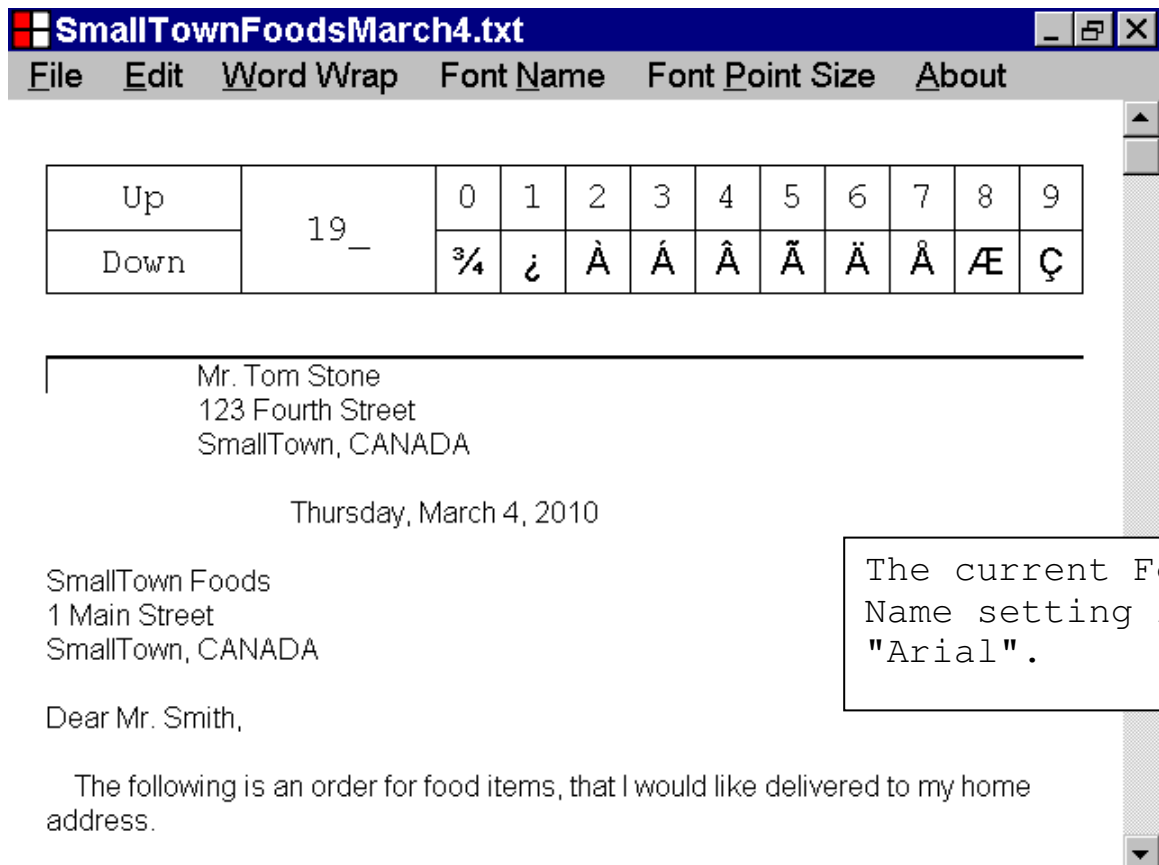
*The following is an order for food items, that I
would like delivered to my home address.*

A callout box on the right side of the window contains the text: "The current Font Name setting is "Courier New Bold Italic"."

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

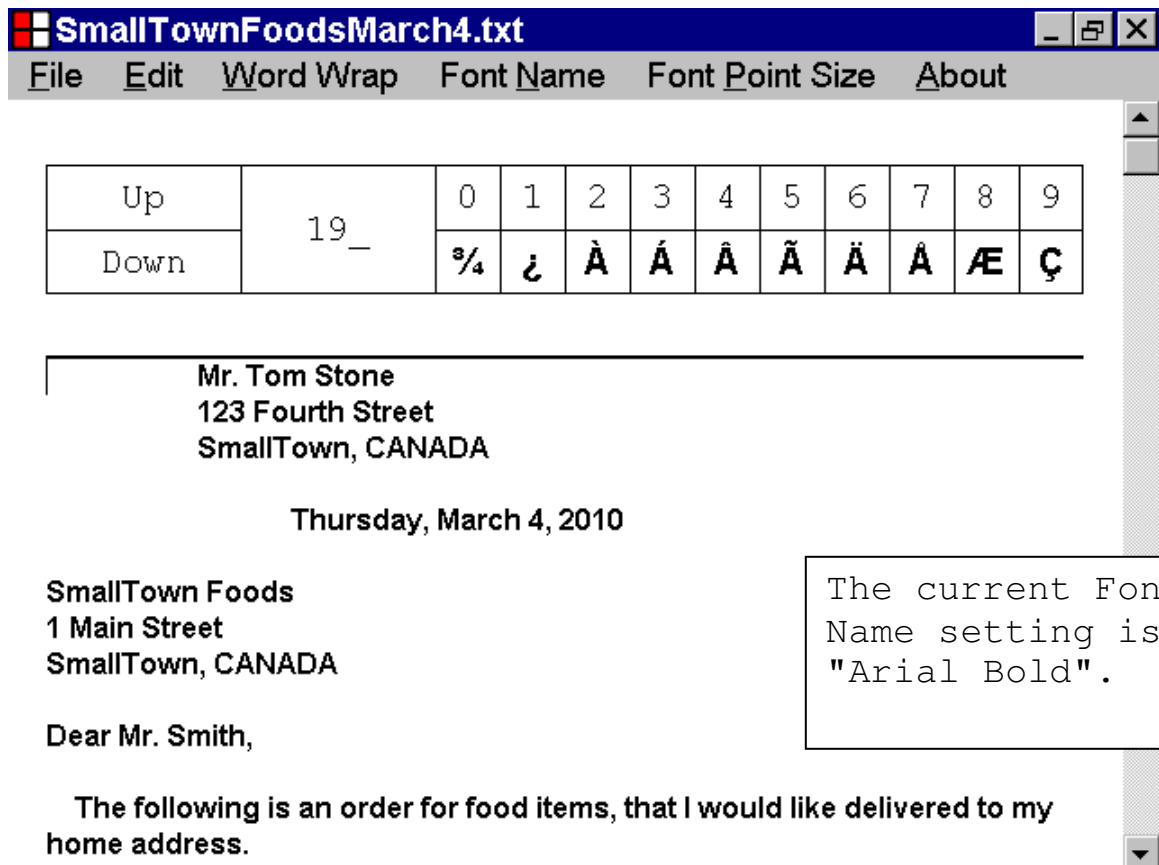
The current setting of the Font Name property is "Arial".



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box of the Letter Maker program.

The current setting of the Font Name property is "Arial Bold".



The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". Below the menu bar is a font selection table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The text content of the document is as follows:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

A callout box on the right side of the window contains the text: "The current Font Name setting is "Arial Bold"."

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Arial Italic".

SmallTownFoodsMarch4.txt [- [X]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		½	ç	À	Á	Â	Ã	Ä	Å	Æ	Ç

*Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA*

Thursday, March 4, 2010

*SmallTown Foods
1 Main Street
SmallTown, CANADA*

Dear Mr. Smith,

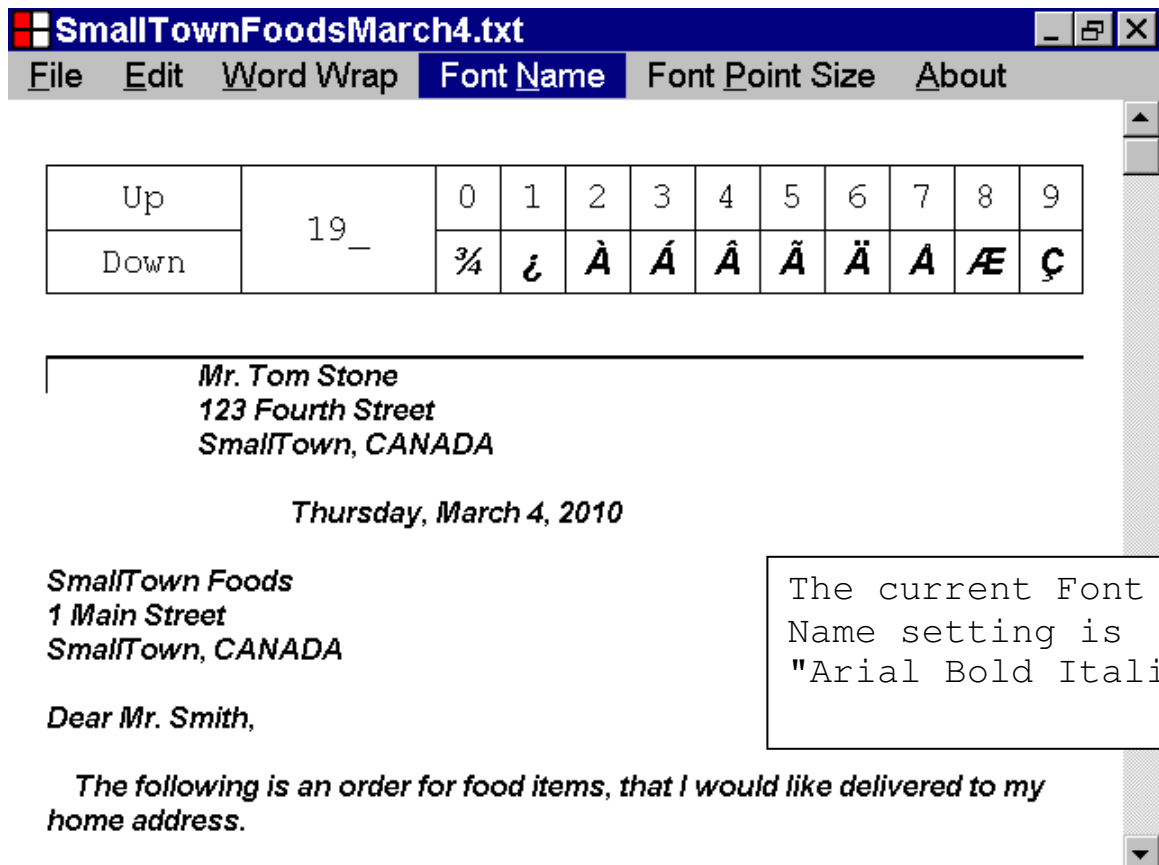
The following is an order for food items, that I would like delivered to my home address.

The current Font Name setting is "Arial Italic".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Arial Bold Italic".



The screenshot shows a text editor window with the title "SmallTownFoodsMarch4.txt". The menu bar includes "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The "Font Name" menu is open, displaying a grid of characters. The grid has two rows: "Up" and "Down", and columns for digits 0-9 and special characters. The characters shown are: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9; ¼, ½, À, Á, Â, Ã, Ä, Å, Æ, Ç. Below the menu, the text in the editor is formatted in a bold, italicized font. A callout box points to the text, stating: "The current Font Name setting is 'Arial Bold Italic'".

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	½	À	Á	Â	Ã	Ä	Å	Æ	Ç

*Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA*

Thursday, March 4, 2010

*SmallTown Foods
1 Main Street
SmallTown, CANADA*

Dear Mr. Smith,

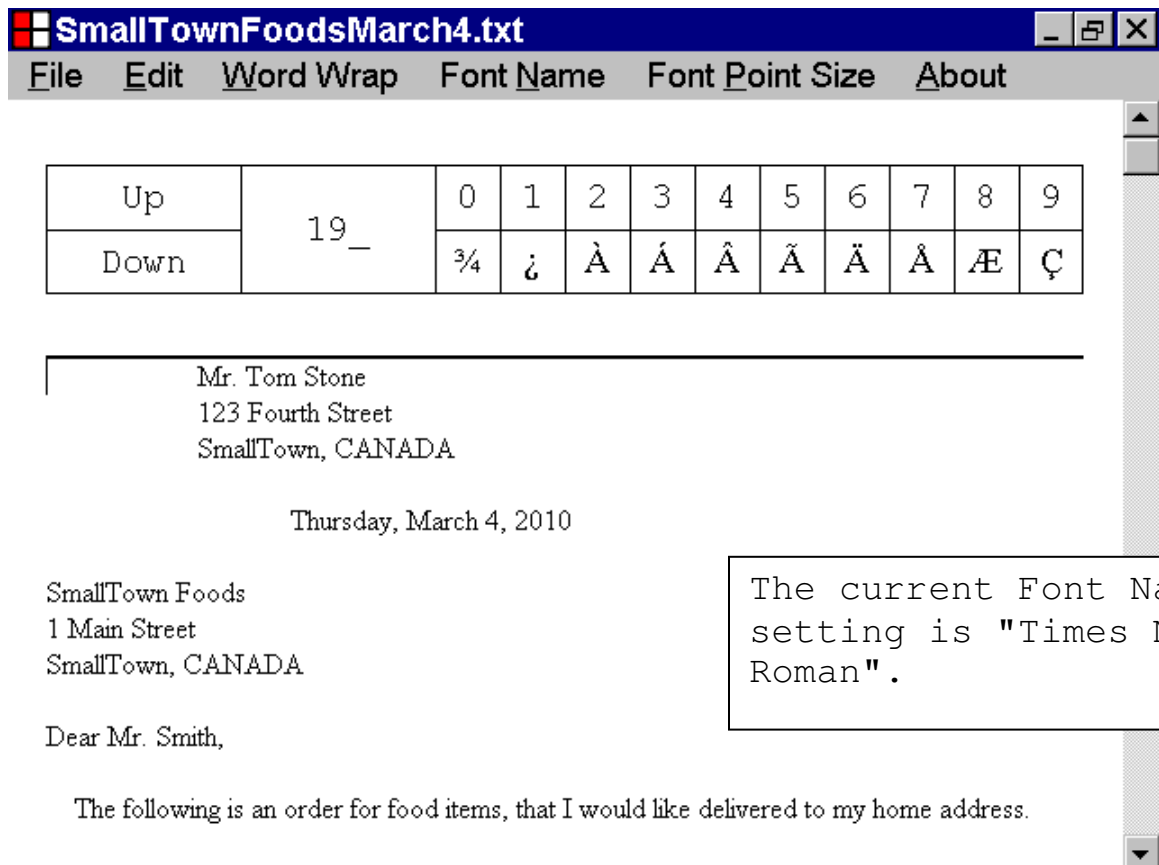
The following is an order for food items, that I would like delivered to my home address.

The current Font Name setting is "Arial Bold Italic"

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

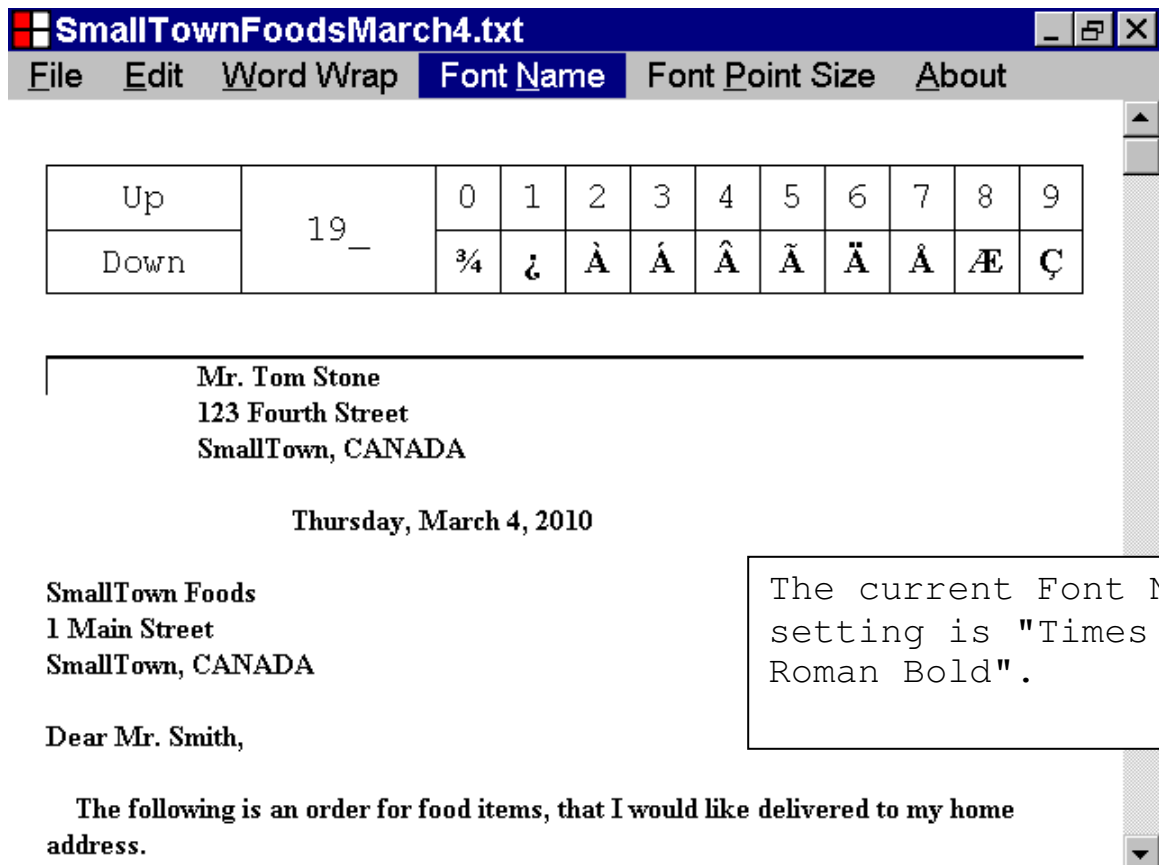
The current setting of the Font Name property is "Times New Roman".



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box of the Letter Maker program.

The current setting of the Font Name property is "Times New Roman Bold".



The screenshot shows a window titled "SmallTownFoodsMarch4.txt" with a menu bar containing "File", "Edit", "Word Wrap", "Font Name", "Font Point Size", and "About". The "Font Name" menu is open, displaying a grid of characters. Below the menu, the text in the document is displayed in a bold, serif font. A callout box points to the text, stating: "The current Font Name setting is 'Times New Roman Bold'."

Up	19_	0	1	2	3	4	5	6	7	8	9	
Down		¼	½	¾	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

The current Font Name setting is "Times New Roman Bold".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Times New Roman Italic".

Up	19_	0	1	2	3	4	5	6	7	8	9	
Down		¼	½	¾	À	Á	Â	Ã	Ä	Å	Æ	Ç

*Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA*

Thursday, March 4, 2010

*SmallTown Foods
1 Main Street
SmallTown, CANADA*

Dear Mr. Smith,

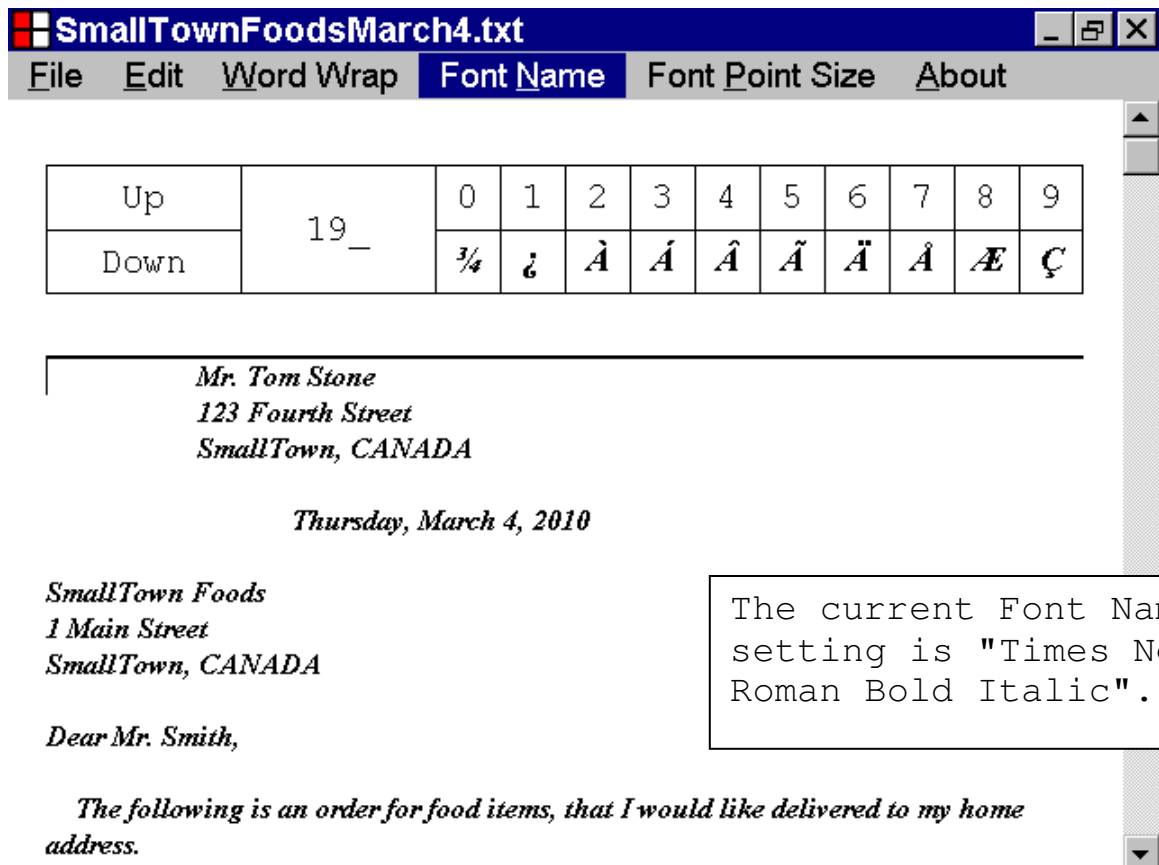
The following is an order for food items, that I would like delivered to my home address.

The current Font Name setting is "Times New Roman Italic".

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Times New Roman Bold Italic".



Up		0	1	2	3	4	5	6	7	8	9
Down	19_	¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

*Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA*

Thursday, March 4, 2010

*SmallTown Foods
1 Main Street
SmallTown, CANADA*

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

The current Font Name setting is "Times New Roman Bold Italic".

Letter Maker Help File

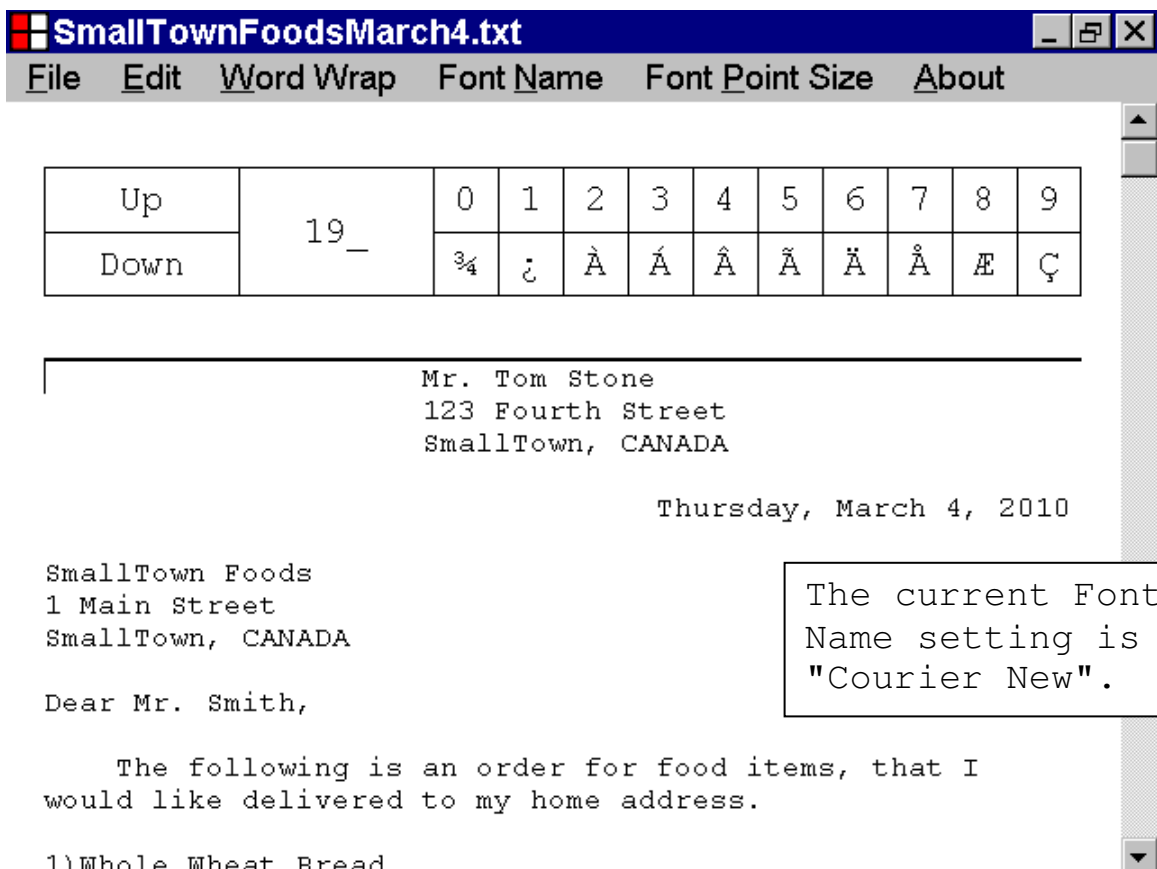
58. How to configure the Font Name setting

This section, of the documentation, provides information, about how to configure the Font Name setting.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Name property is "Courier New".

The default setting of the Font Name property, of the Letter Maker program is "Courier New".

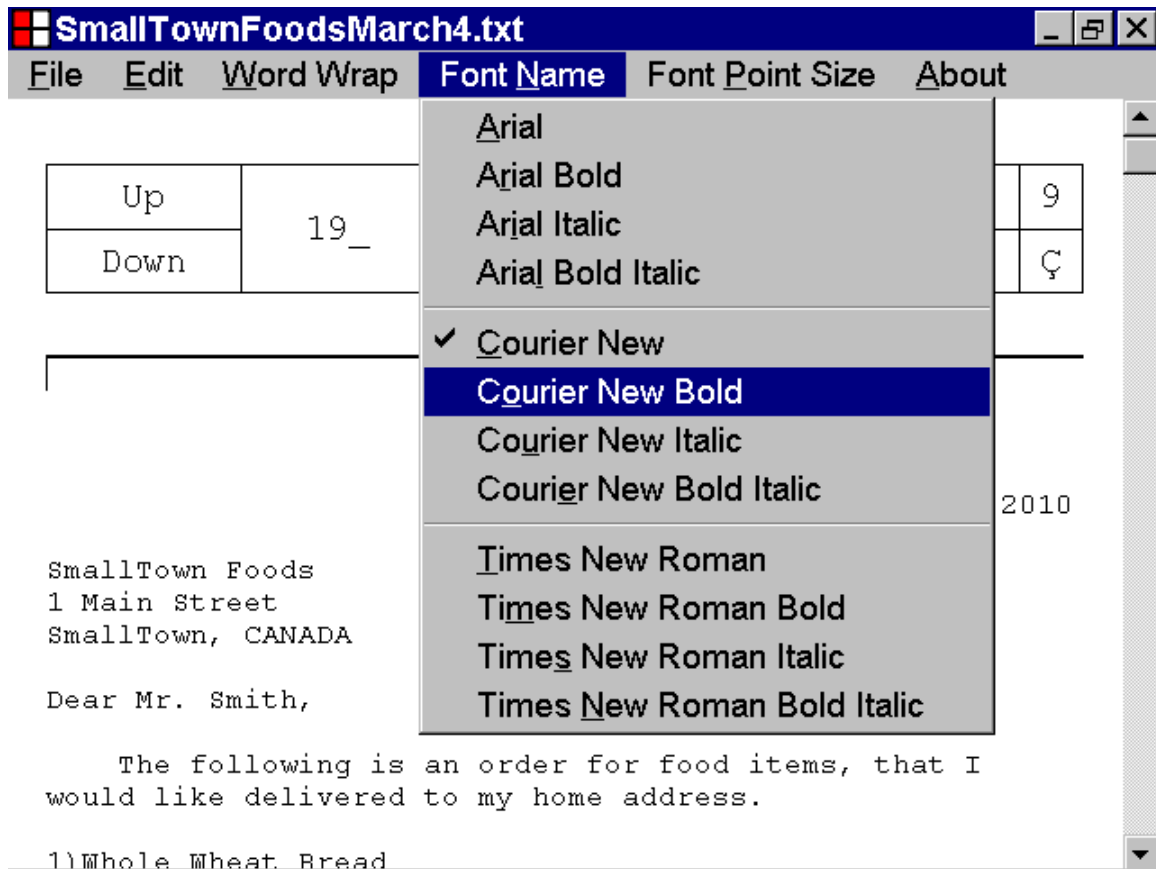


Letter Maker Help File

To configure the Font Name setting, left click Font Name on the menu bar, with the mouse device, as illustrated below.

In the drop down list, that appears, a check mark, next to the "Courier New", setting, indicates that the current setting of the Font Name property is "Courier New."

To configure the Font Name setting, left click one of the Font Name values, displayed by the drop down list, with the mouse device.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current value of the Font Name property, has been set to "Courier New Bold", by left clicking Font Name on the menu bar, with the mouse device, and then selecting "Courier New Bold", from the drop down list.

The screenshot shows a text editor window with the following content:

SmallTownFoodsMarch4.txt [Window Controls]

File Edit Word Wrap Font Name Font Point Size About

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread

The current Font Name setting is "Courier New Bold".

Letter Maker Help File

59. The Font Point Size setting

This section, of the documentation, provides information, about the Font Point Size setting of the Letter Maker program.

The Letter Maker program provides a choice of sixty-five font point sizes that can be used to display and to print a text document.

The smallest font point size provided is 8 point.

If the current Font Point Size setting is 8 point, the characters of the current text document, will be $8/72$ of an inch in height, when printed.

The largest font point size provided is 72 point.

If the current Font Point Size is 72 point, the characters of the current text document, will be $72/72$ of an inch in height, when printed.

The display of a text document, in the Text Box control, of the Letter Maker program, is an accurately scaled representation, of the text document, as it will appear, if it is printed by the Letter Maker program.

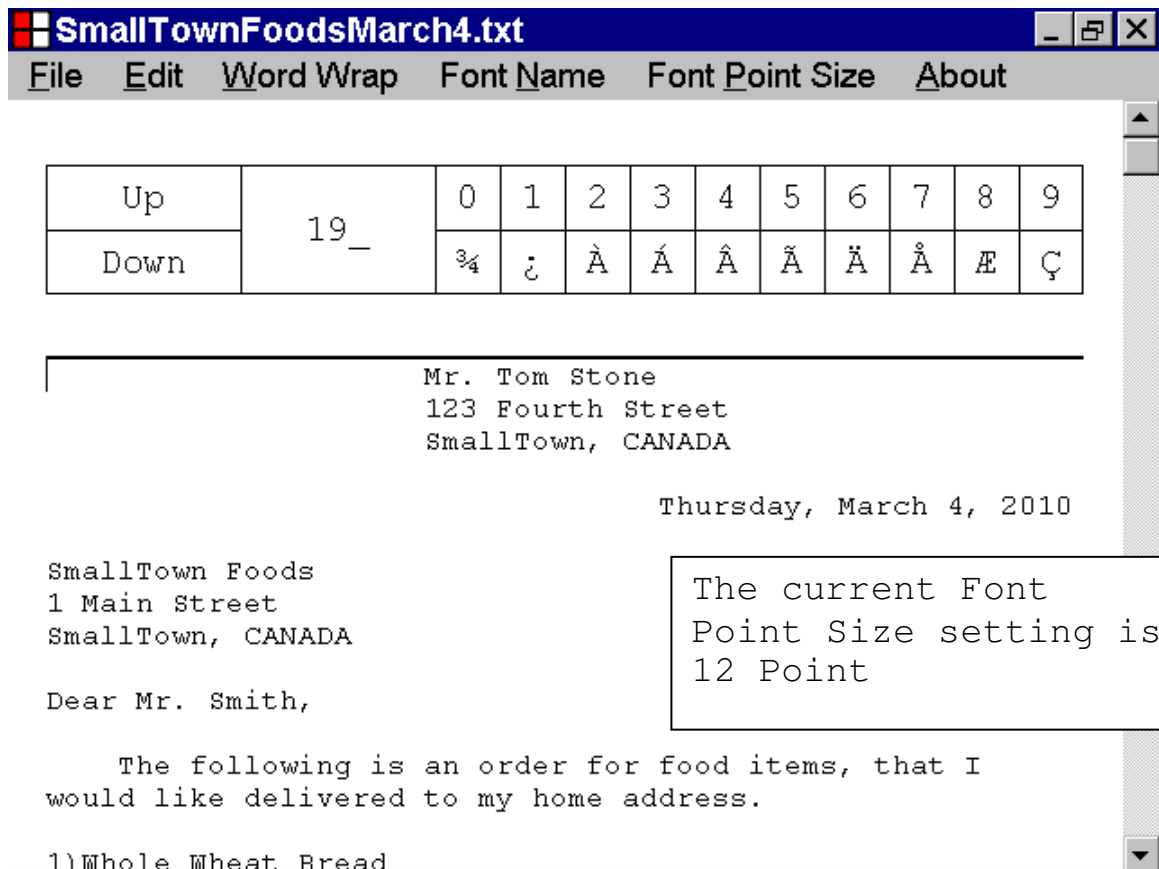
The default Font Point Size setting of the Letter Maker Program is 12 point.

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 12 Point.

In the Letter Maker program, the default setting of the Font Point Size property is 12 Point.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 8 Point.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a character selection table:

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

The main text area contains a letter template:

Mr. Tom Stone
123 Fourth Street
SmallTown, CANADA

Thursday, March 4, 2010

SmallTown Foods
1 Main Street
SmallTown, CANADA

Dear Mr. Smith,

The following is an order for food items, that I would like delivered to my home address.

1)Whole Wheat Bread
Size 500 gram
Price \$1.50 each
Quantity 4
Total \$6.00

2)Premium Margarine
Size 400 gram
Price \$4.00 each
Quantity 4

A callout box on the right side of the window contains the text: "The current Font Point Size setting is 8 Point."

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 20 Point.

The screenshot shows a text editor window with a menu bar containing 'File', 'Edit', 'Word Wrap', 'Font Name', 'Font Point Size', and 'About'. Below the menu bar is a table with two rows and twelve columns. The first row is labeled 'Up' and contains characters 0 through 9. The second row is labeled 'Down' and contains characters ¼, ¿, À, Á, Â, Ã, Ä, Å, Æ, and Ç. Below the table is a text area containing a letter template. The text in the letter is: 'Mr. Tom Stone', '123 Fourth', 'Street', 'SmallTown,', 'CANADA', 'Thursday, March 4, 2010', and 'SmallTown Foods'. A callout box on the right side of the text area contains the text: 'The current Font Point Size setting is 20 Point'.

Up	19_	0	1	2	3	4	5	6	7	8	9
Down		¼	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç

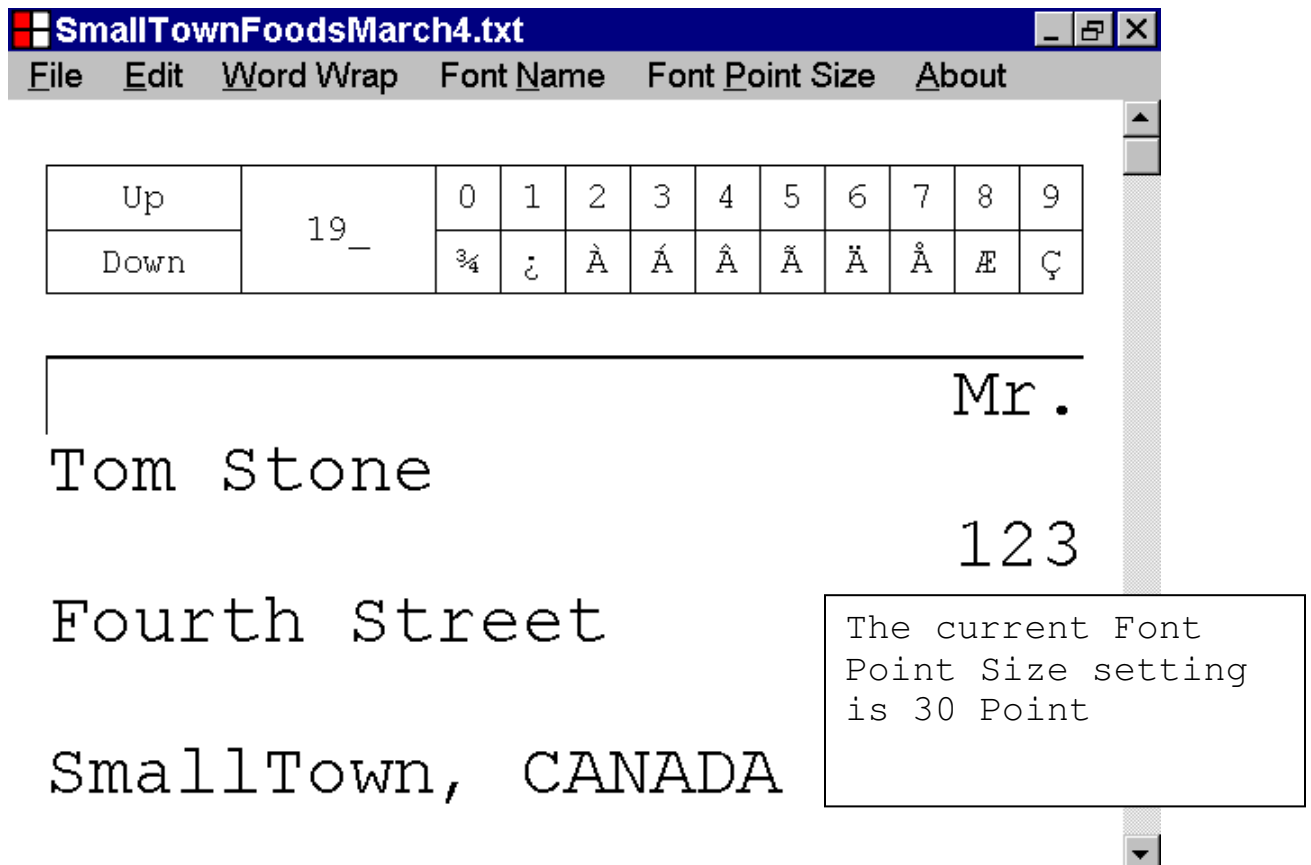
Mr. Tom Stone
123 Fourth
Street
SmallTown,
CANADA
Thursday, March 4, 2010
SmallTown Foods

The current Font Point Size setting is 20 Point

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

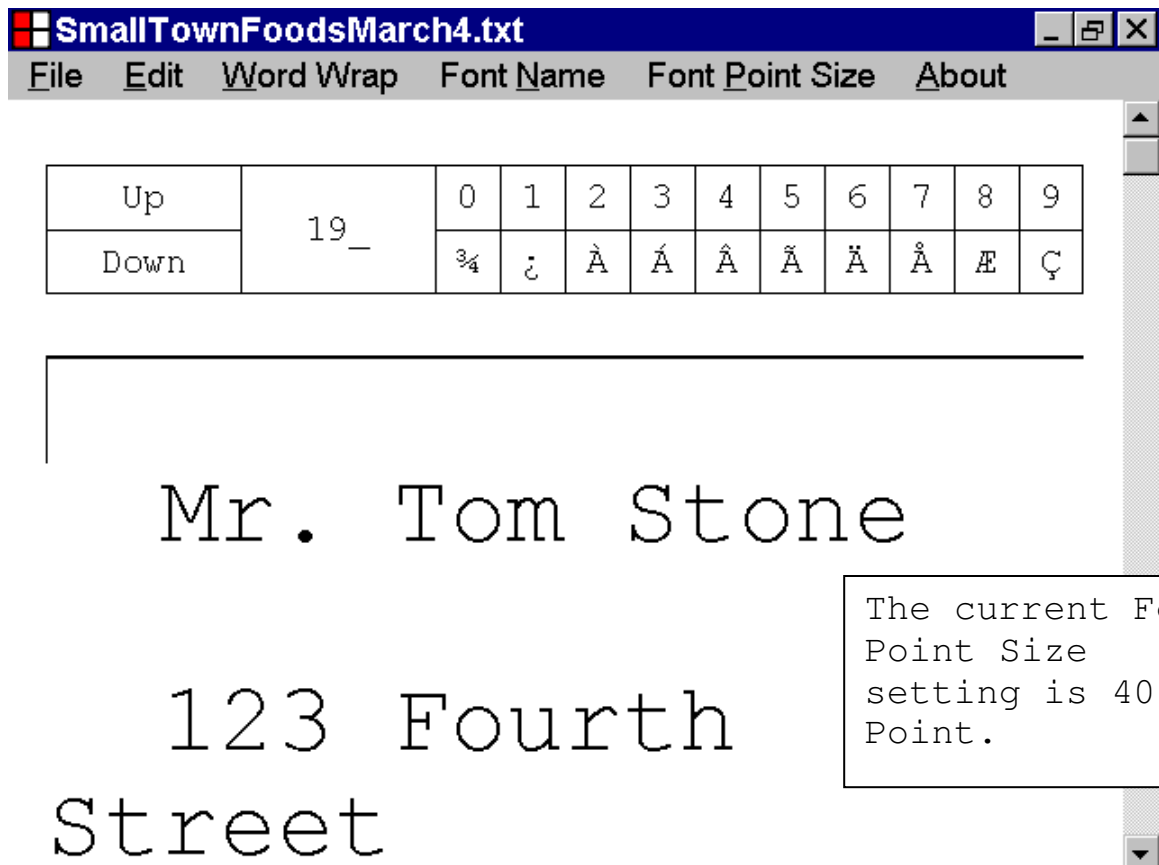
The current setting of the Font Point Size property is 30 Point.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

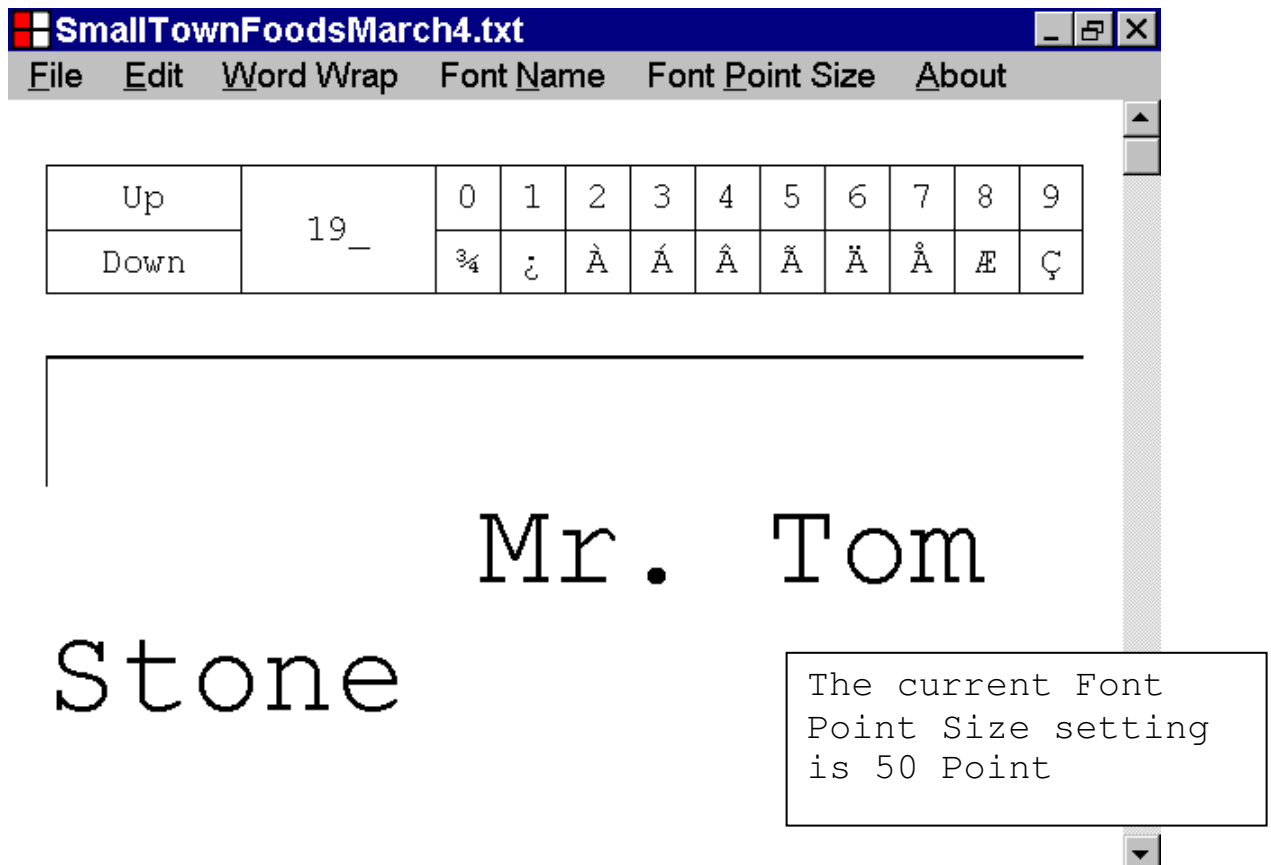
The current setting of the Font Point Size property is 40 Point.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

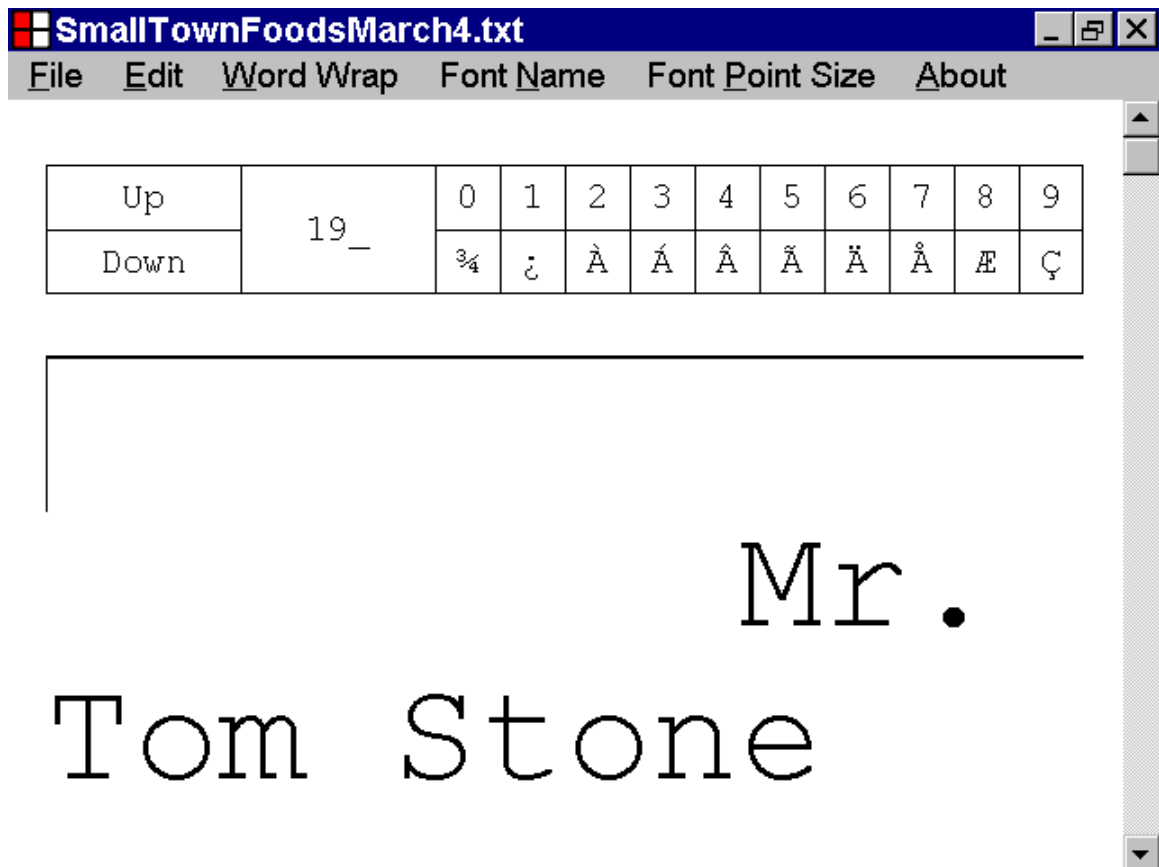
The current setting of the Font Point Size property is 50 Point.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 60 Point.

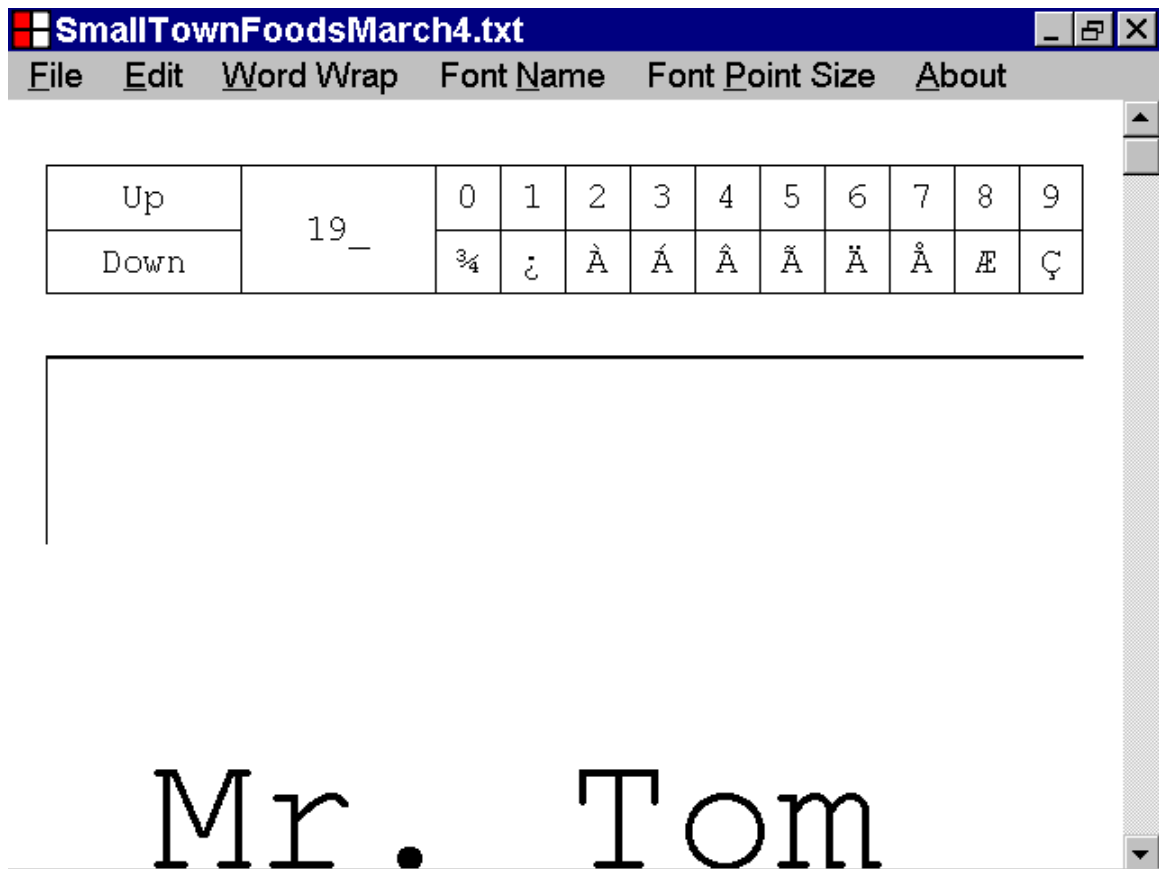


The current Font Point Size setting is 60 Point

Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 72 Point.



The current Font Point Size setting is 72 Point

Letter Maker Help File

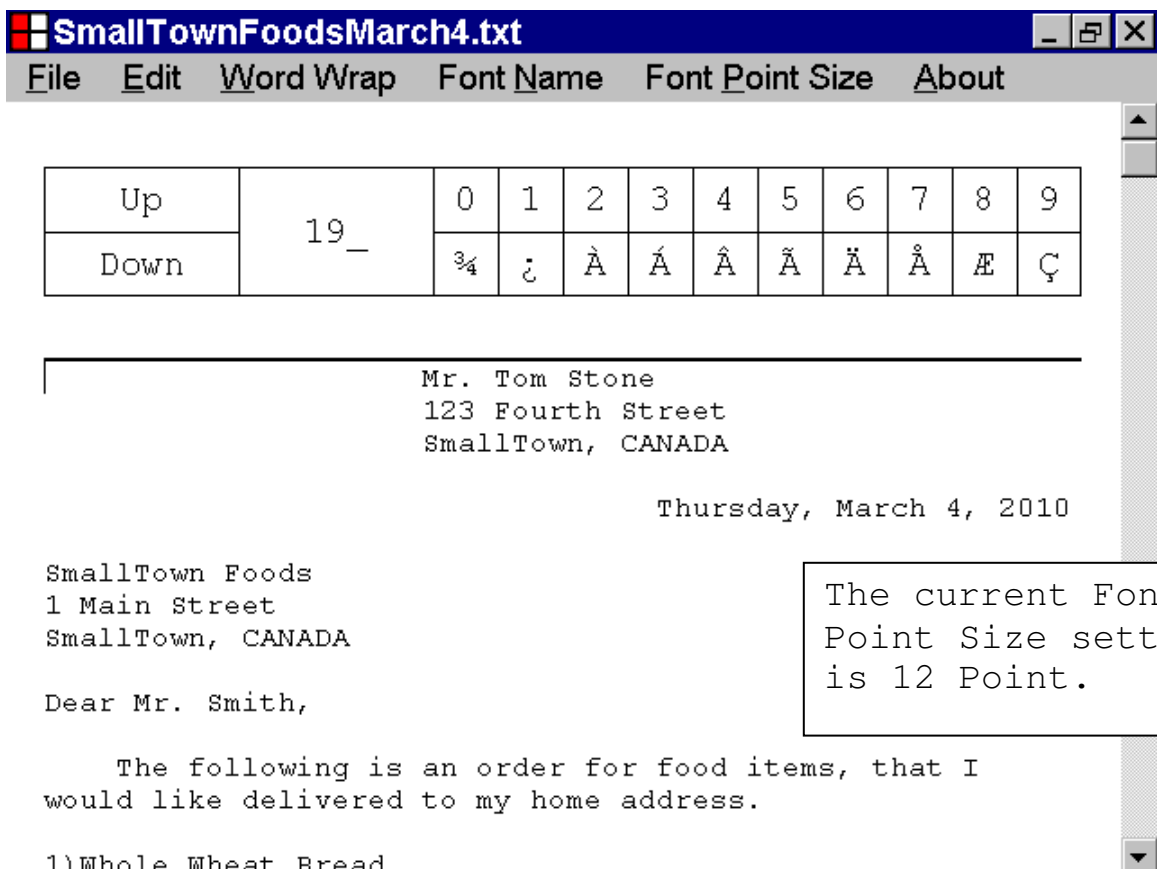
60. How to configure the Font Point Size setting

This section, of the documentation, provides information, about how to configure the Font Point Size setting.

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current setting of the Font Point Size property is 12 Point.

The default setting of the Font Point Size property, of the Letter Maker program is 12 Point.

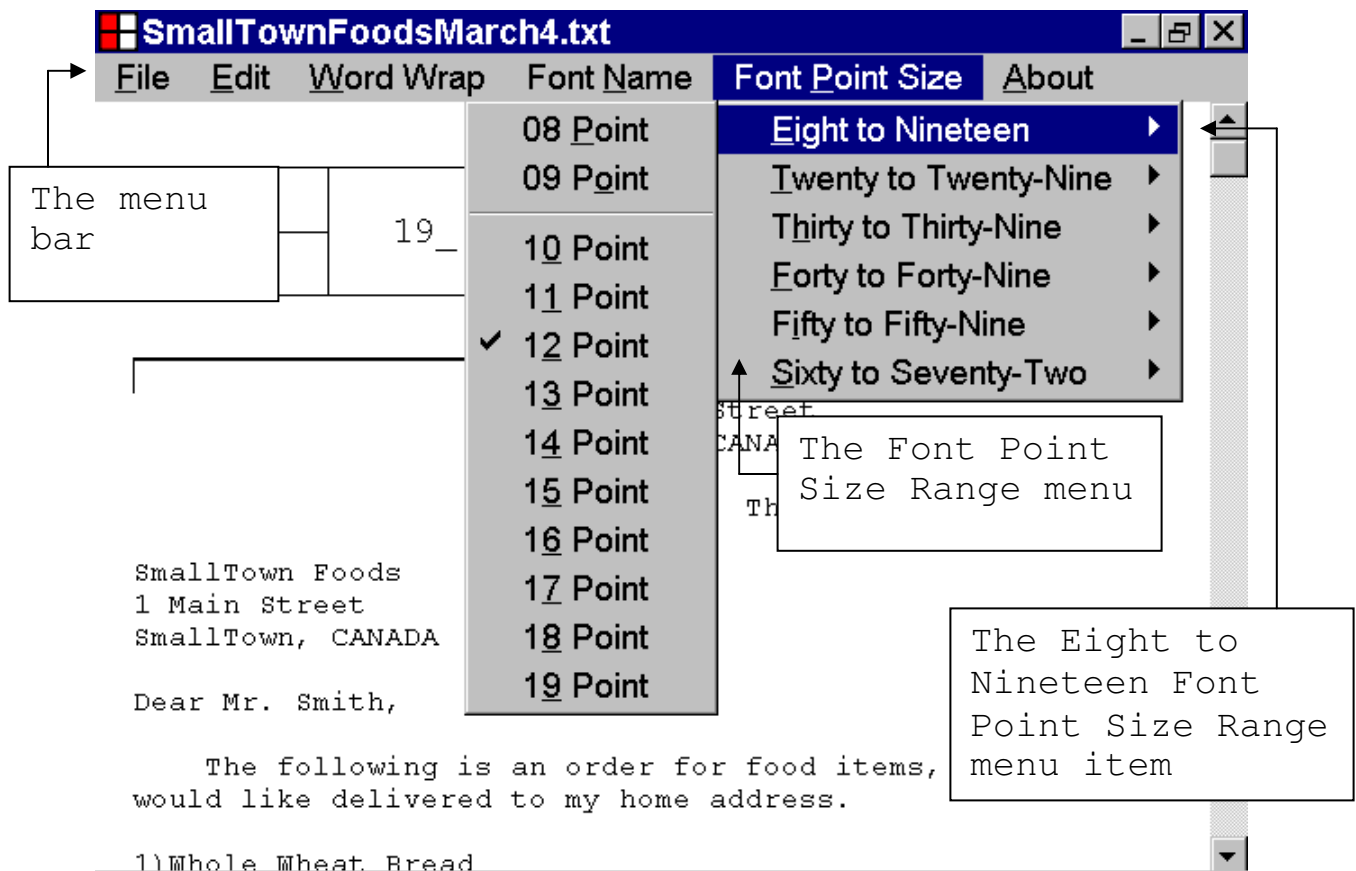


Letter Maker Help File

To configure the Font Point Size setting, left click Font Point Size on the menu bar, with the mouse device, as illustrated below.

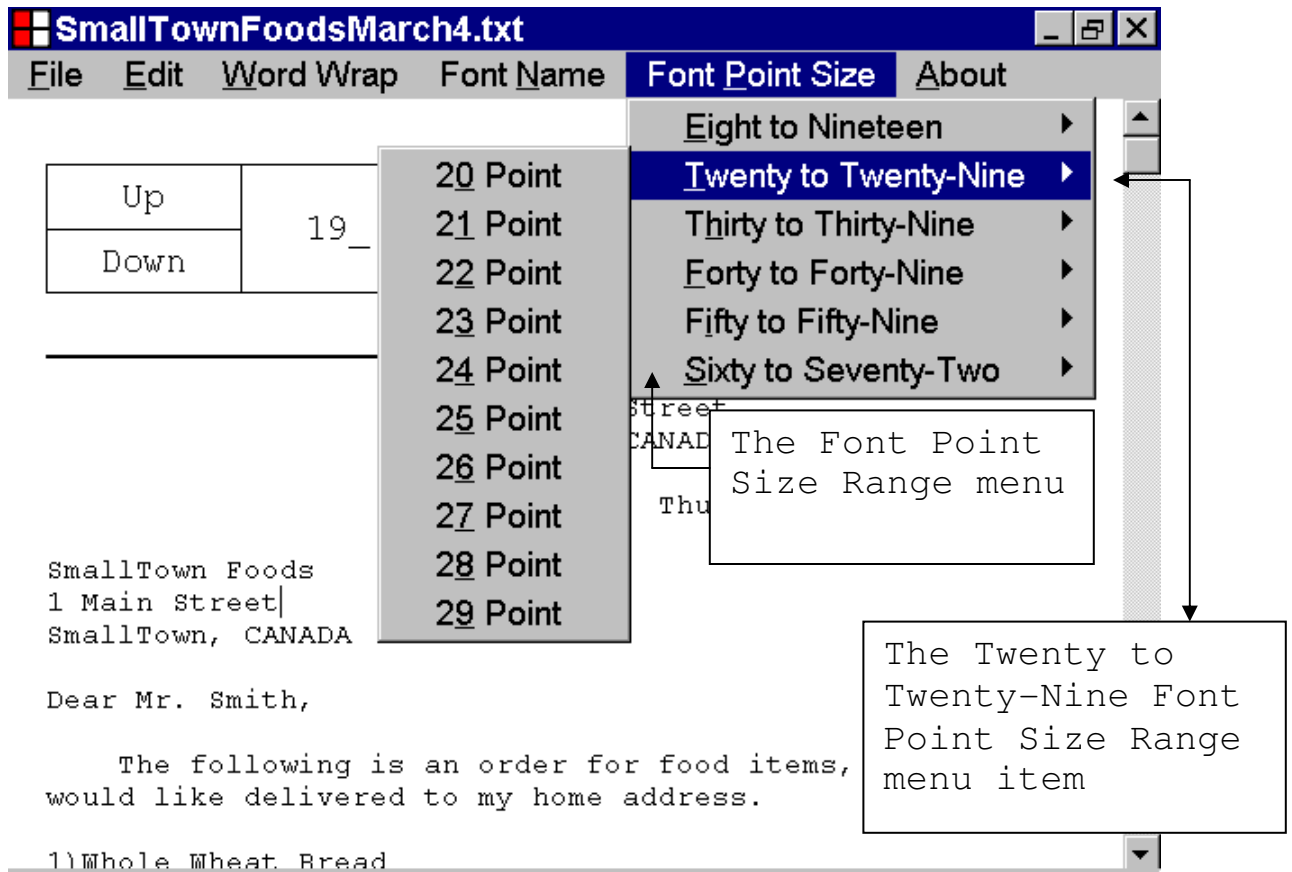
In the Font Point Size Range menu, that appears, select a Font Point Size range, by placing the mouse device cursor, over one of the Font Point Size Range menu items.

In the illustration, below, the Eight to Nineteen, Font Point Size range, has been selected, by placing the mouse device cursor, over the Eight to Nineteen, Font Point Size Range menu item.



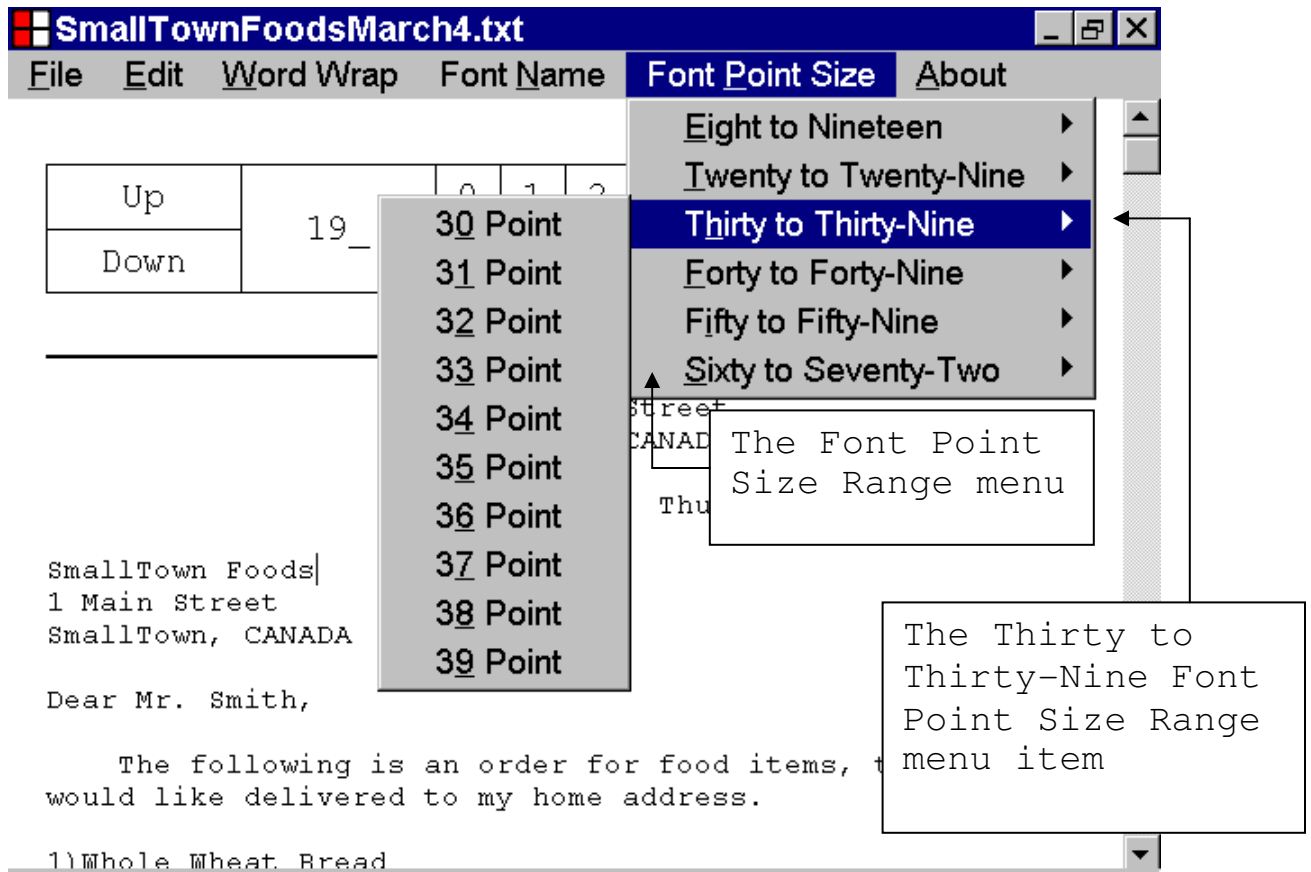
Letter Maker Help File

In the illustration, below, the Twenty to Twenty-Nine, Font Point Size range, has been selected, by placing the mouse device cursor, over the Twenty to Twenty-Nine, Font Point Size Range menu item.



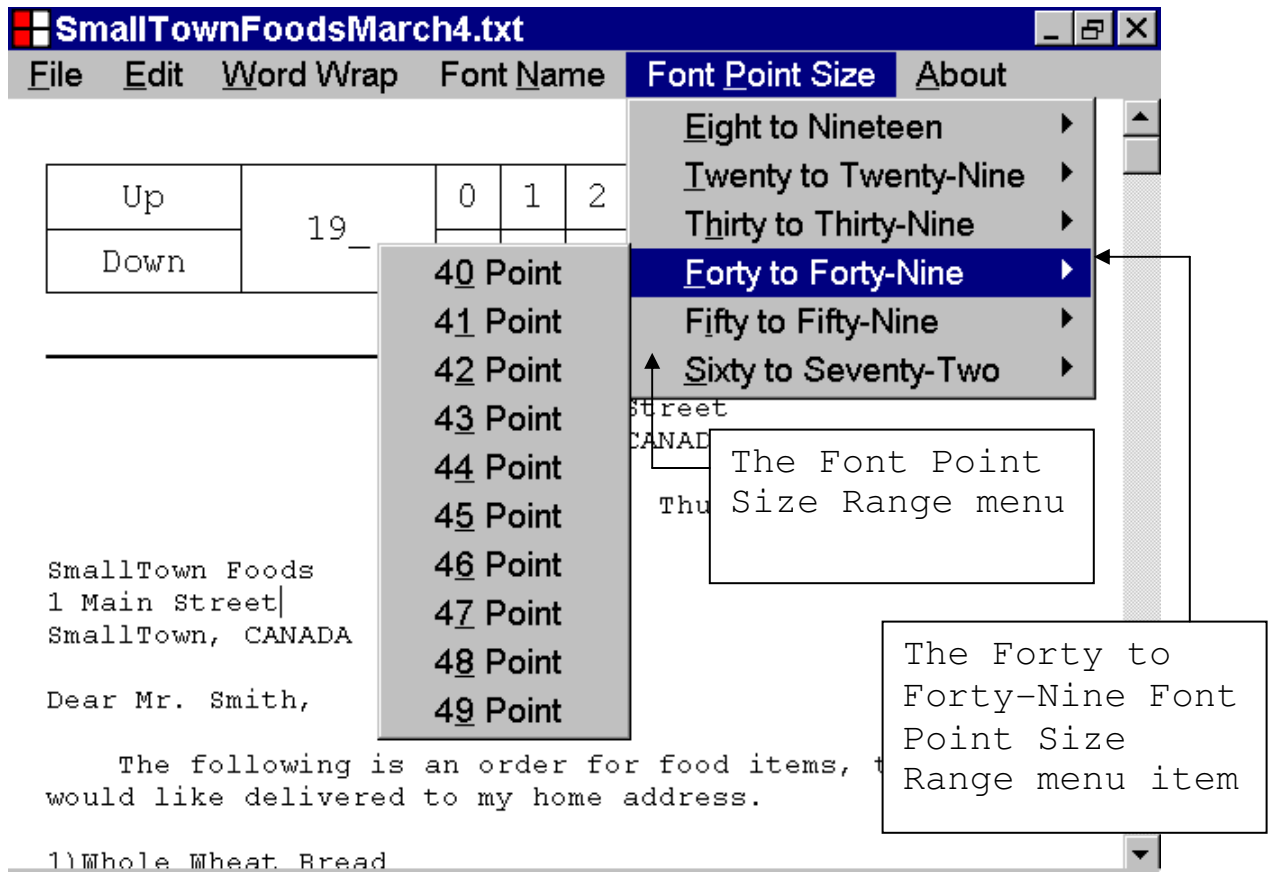
Letter Maker Help File

In the illustration, below, the Thirty to Thirty-Nine, Font Point Size range, has been selected, by placing the mouse device cursor, over the Thirty to Thirty-Nine, Font Point Size range menu item.



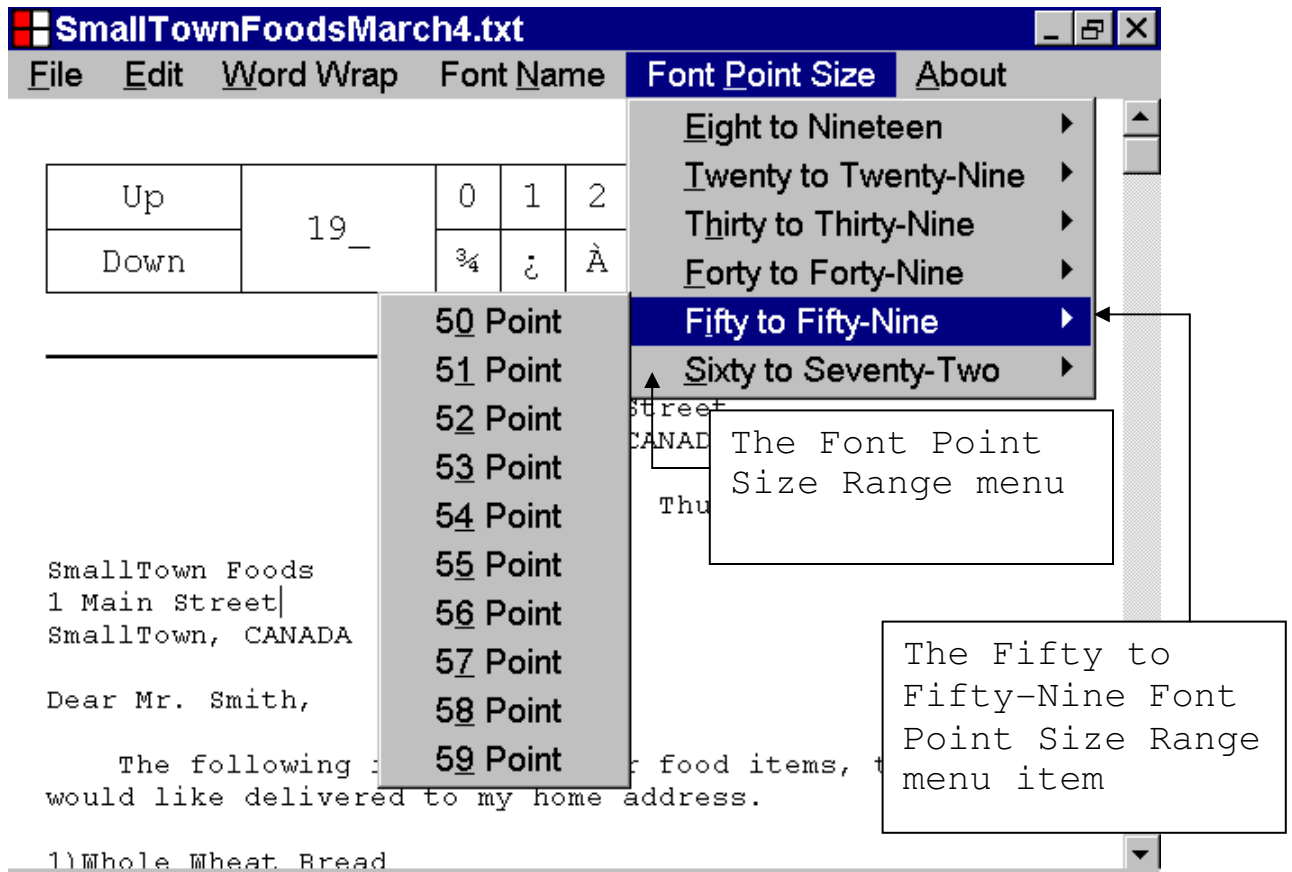
Letter Maker Help File

In the illustration, below, the Forty to Forty-Nine, Font Point Size range, has been selected, by placing the mouse device cursor, over the Forty to Forty-Nine, Font Point Size Range menu item.



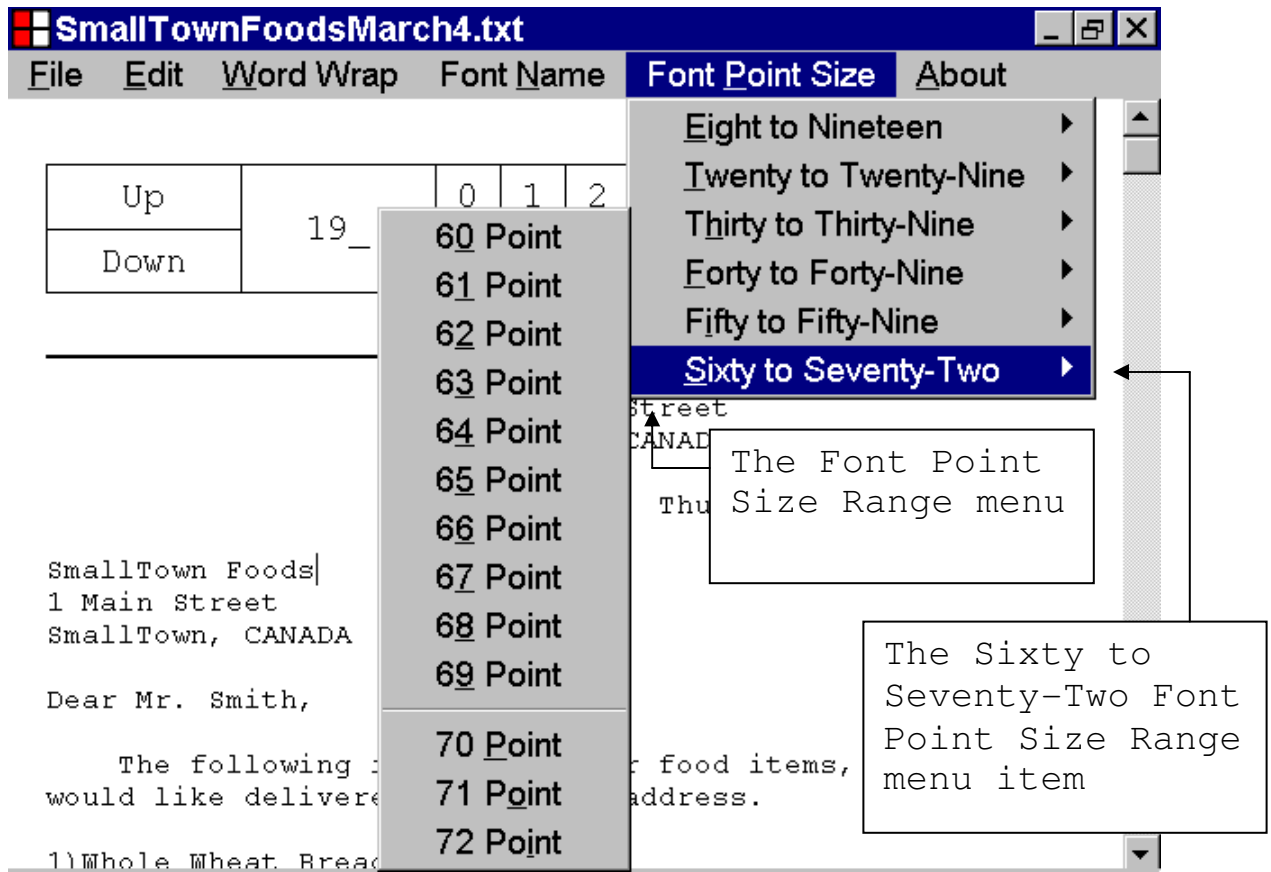
Letter Maker Help File

In the illustration, below, the Fifty to Fifty-Nine, Font Point Size range, has been selected, by placing the mouse device cursor, over the Fifty to Fifty-Nine, Font Point Size Range menu item.



Letter Maker Help File

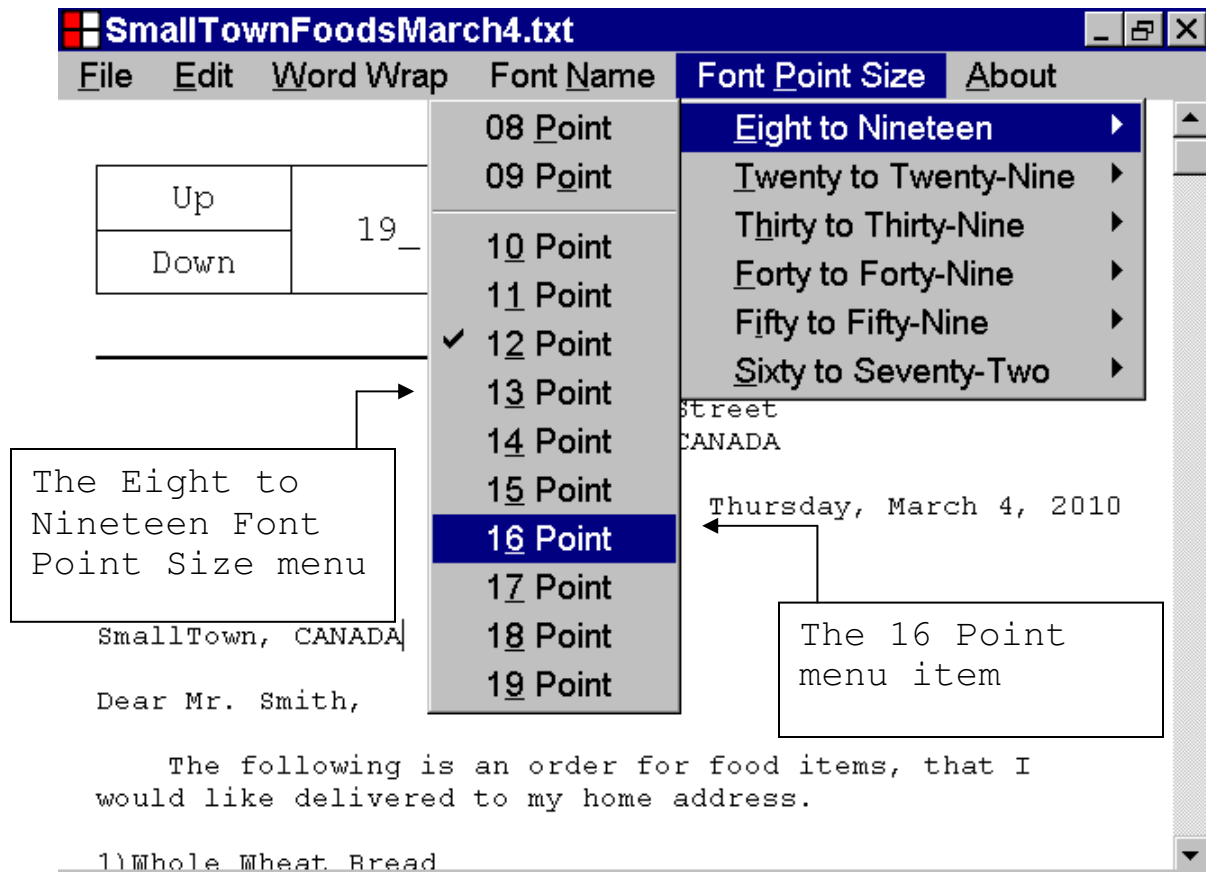
In the illustration, below, the Sixty to Seventy-Two, Font Point Size range, has been selected, by placing the mouse device cursor, over the Sixty to Seventy-Two, Font Point Size Range menu item.



Letter Maker Help File

After you have selected a Font Point Size range, by placing the mouse device cursor, over one of the Font Point Size Range menu items as described above, select a Font Point Size value from the drop down menu that appears.

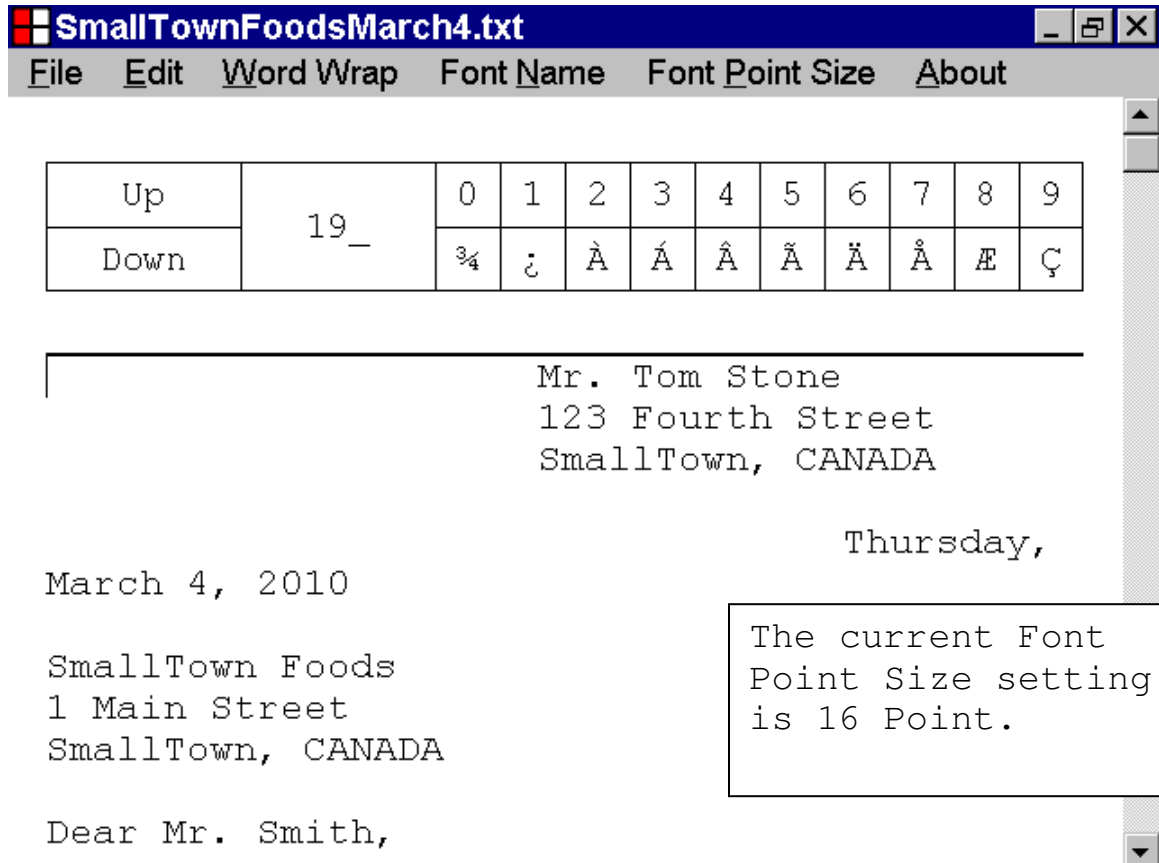
In the illustration, below, the 16 Point menu item, has been selected from the Eight to Nineteen Font Point Size drop down menu.



Letter Maker Help File

In the illustration, below, a text document is displayed in the Text Box control of the Letter Maker program.

The current value of the Font Point Size property, has been set to 16 Point, by left clicking the 16 Point menu item, of the Eight to Nineteen Font Point Size menu, with the mouse device.

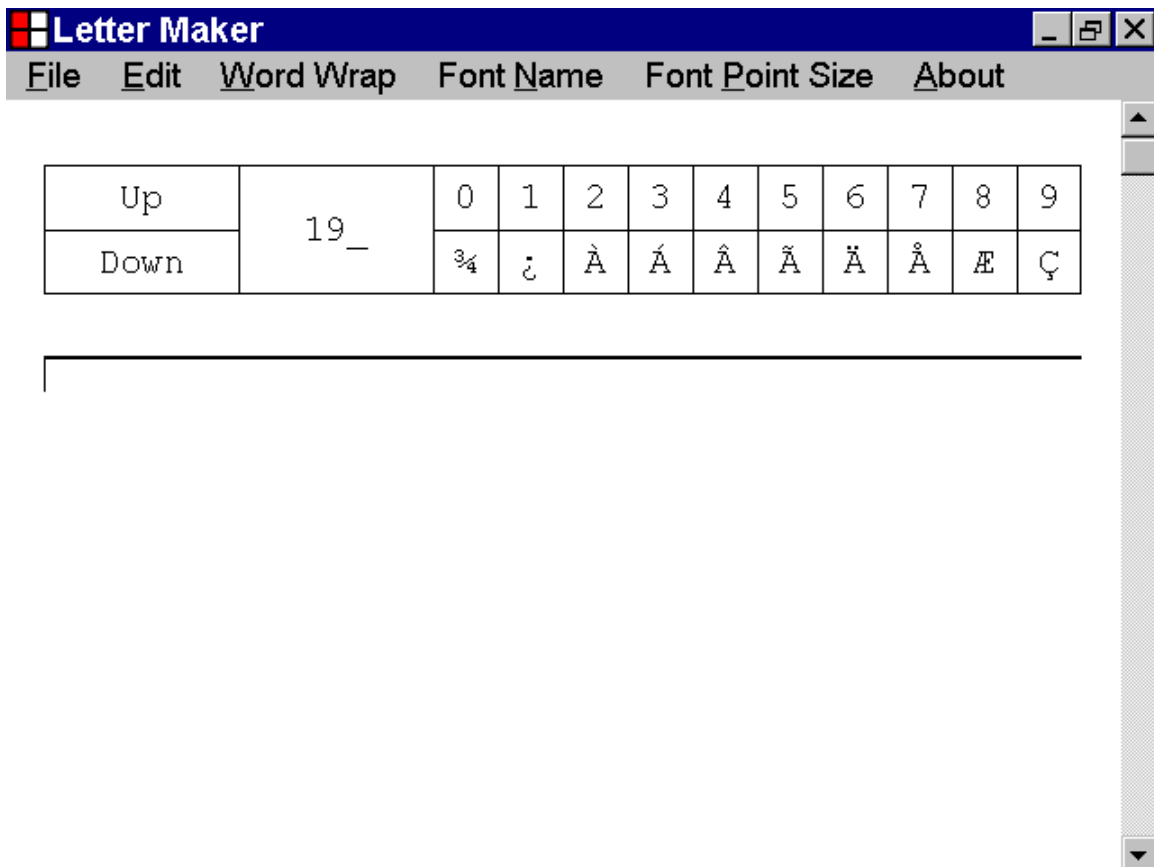


Letter Maker Help File

61. How to display copyright information, about the Letter Maker program

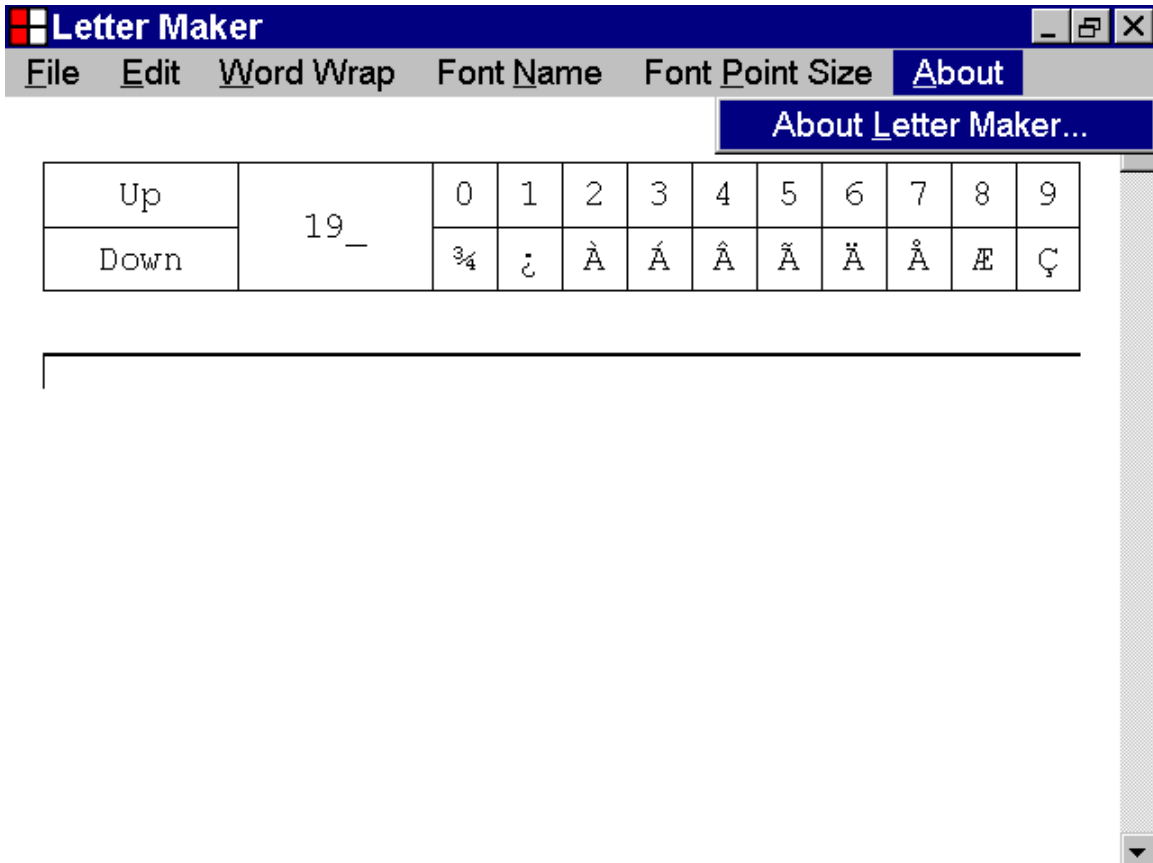
This section, of the documentation, provides information, about how to display copyright information, about the Letter Maker program.

In the illustration, below, the Letter Maker program window is displayed.



Letter Maker Help File

To display copyright information, about the Letter Maker program, left click About on the menu bar with the mouse device, and then select About Letter Maker... from the drop down menu that appears, as illustrated below.

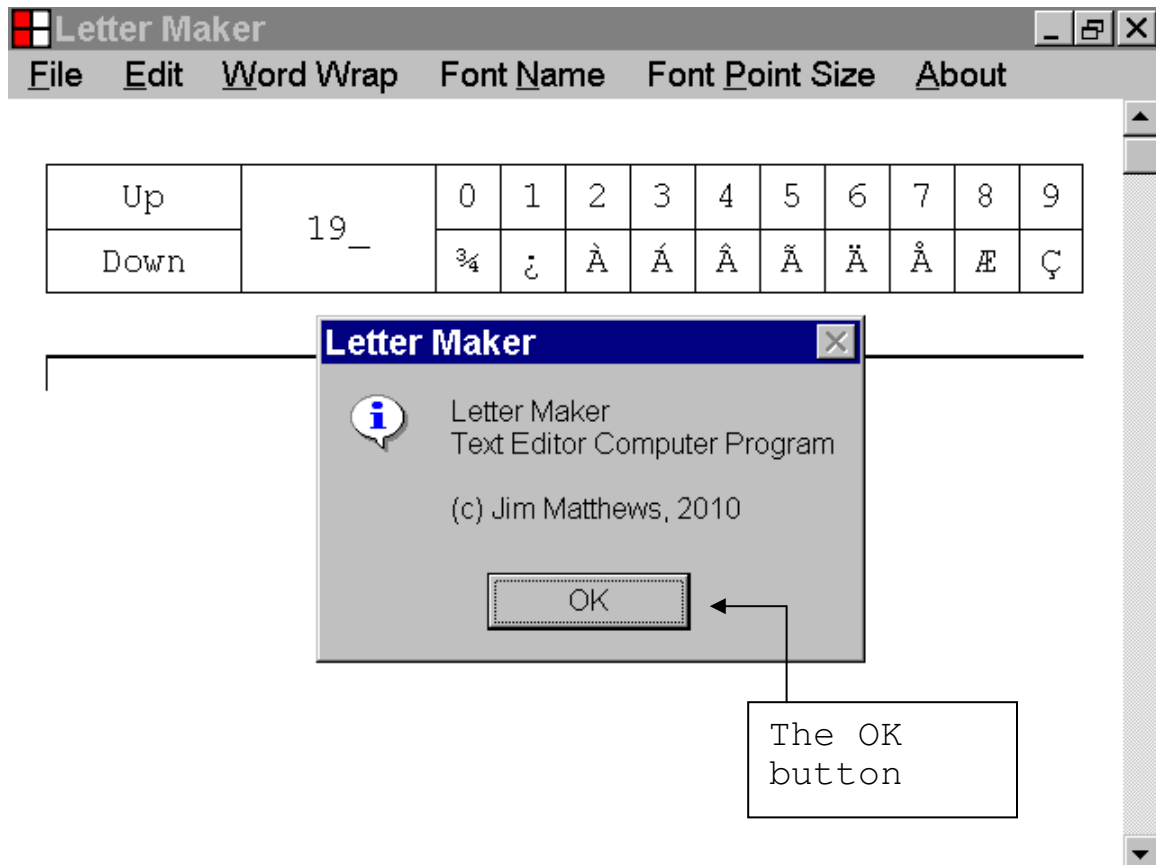


Letter Maker Help File

In the illustration, below, the Letter Maker message box, has been displayed.

The Letter Maker message box contains copyright information, about the Letter Maker program.

To close the Letter Maker message box, left click the OK button, with the mouse device.



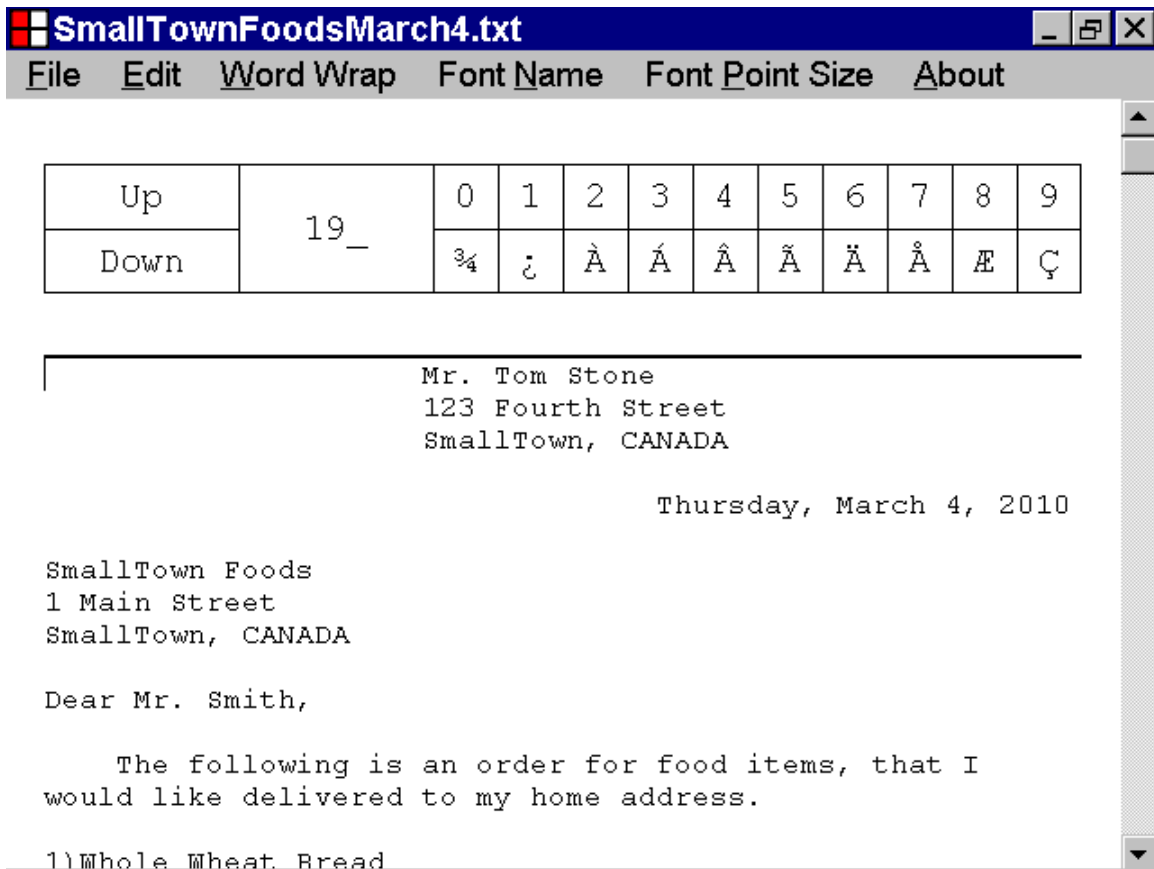
Letter Maker Help File

62. How to close the Letter Maker program

This section, of the documentation, provides information about how to close the Letter Maker program.

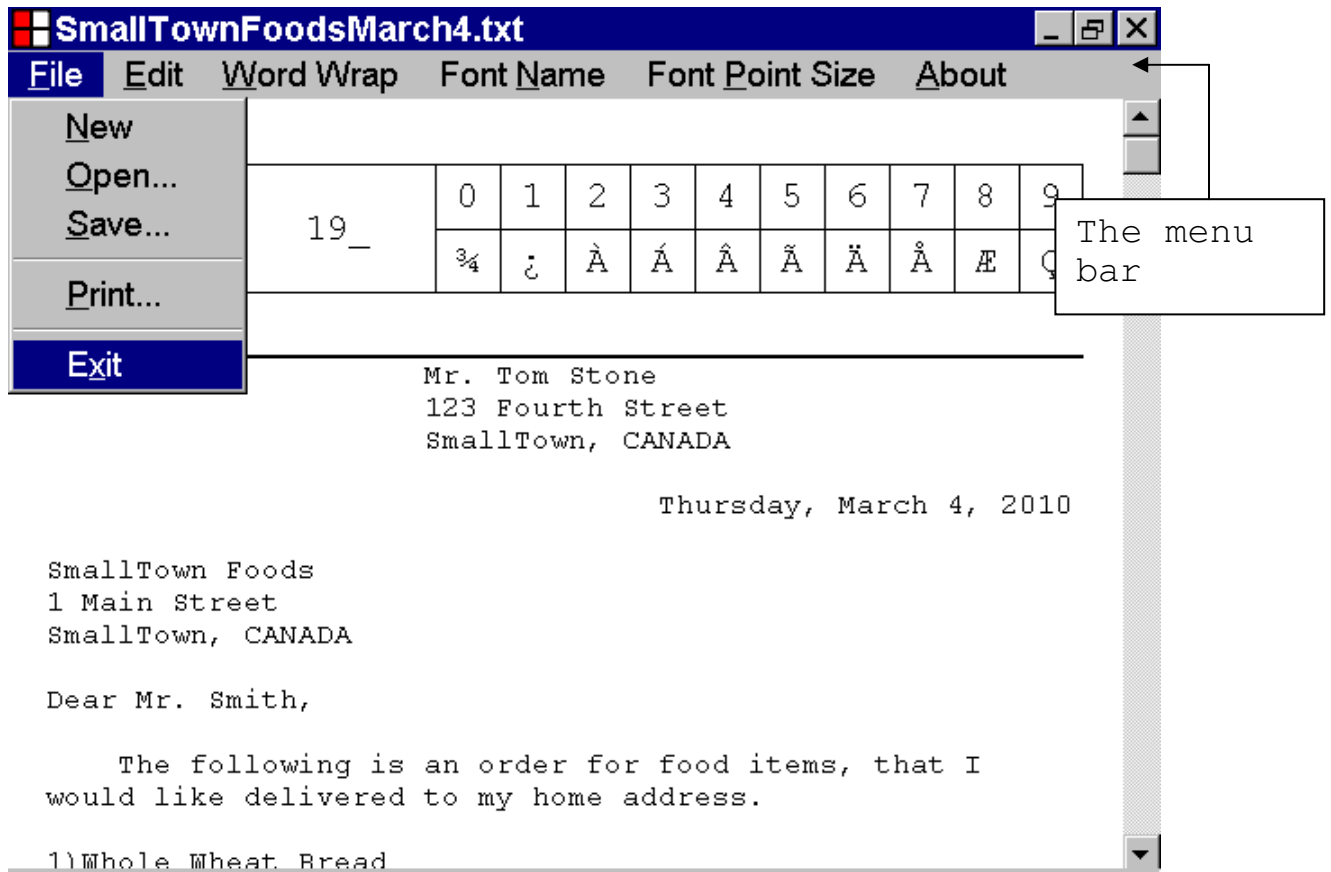
In the illustration below, a text document is displayed in the Text Box control of the Letter Maker program.

You can close the Letter Maker program, by using the technique described below.



Letter Maker Help File

To close the Letter Maker program, left click File on the menu bar, with the mouse device, and then select Exit from the drop down list, as illustrated below.



Letter Maker Help File

If the current text document has been changed, since the text document was last saved, the Save Current File, message box, will be displayed as illustrated below.

To save the current text document, instead of closing the Letter Maker program, left click the Yes button, with the mouse device.

To cancel, the closing of the Letter Maker program, without saving the current text document, left click the Cancel button, with the mouse device.

To close the Letter Maker program, without saving the current text document, left click the No button, with the mouse device.

