

# 8. WINDOWS

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This function has further options. If these options are active one or more windows must be opened (depending on the functions of the option). In the lower part of this pull-down menu the names of the open windows are displayed with the “MDI window” properties (see the further text); the actual window is checked. By clicking with the mouse on the required item of the list of open windows, the window becomes actual.

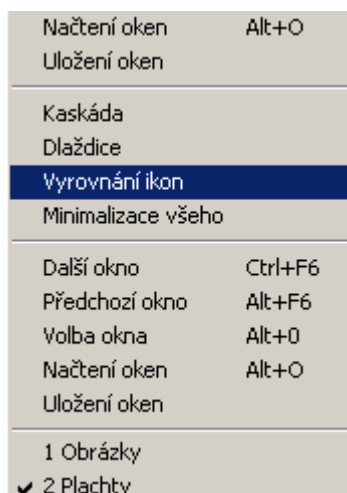


Fig. 1 “Windows” pull-down menu

The basis of the display is the windows. All functions (/images, sheets, diaries, etc.) are displayed in windows which have common principles of control. This is shown in the separate windows:

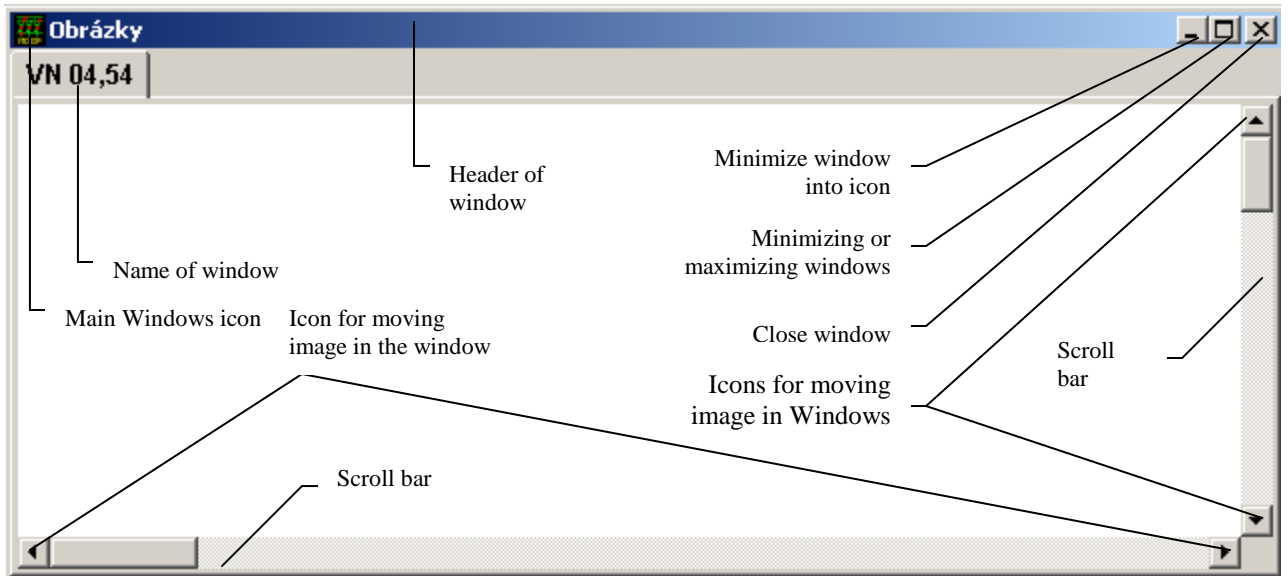


Fig. 2 Independent window and icons

In the figure the control icons are described which serve for manipulating with the window by means of the mouse and include all functions which can be carried out in windows.

For calling up the function (image, sheet, ...) it is opened in a standard size window. The window is not opened as full size because it would cover the other windows. Windows are gradually opened in the cascade so it is possible to see the lines of the window with the text. It is possible to manipulate with windows with a mouse, particularly through the main menu or control keys.

The important window is the **tab window**, which enables to concentrate further opened windows towards the separate windows. They act as independent tabs.

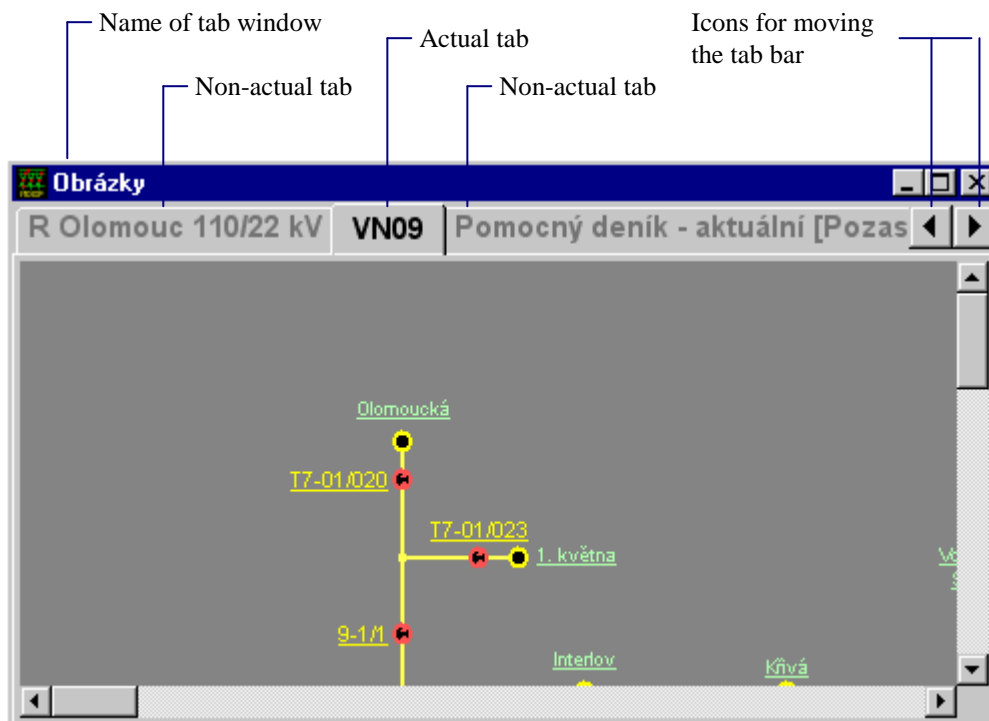


Fig. 3 Tab window

Therefore, for the window of the image, sheet, sample, etc., opened in this tab window the term **tab** is used in the following text. The respective names of the tabs are located in the tab bar. The tab bar is located under the header of the window. Only one of these tabs can be actual - it states the content displayed in the window. Making the tab actual is performed by clicking with the mouse on the stated name of the tab in the

tab bar which will display the respective content and the text of the name of the tab will become active (black font colour). It is possible to move the tabs from one tab window into the other so that the left mouse button is held on the name of the tab and the contour of this tab is moved to the tab window in which the tab is to be moved. The size of the contour of the dragged tab should adapt to its contour and then it is possible to release the left mouse button. The tab will become part of this tab window. If the left button is released without adaptation of the tab contour to an already opened tab window, this particular tab is located in a newly opened tab window. Opening of the tab window (i.e. including all tabs) is possible in the same manners as the independent window, i.e. through the icon for closing the tab window through the main tab window or by keys <Ctrl F4>. For closing only the selected item this tab must be closed, then by clicking with the mouse button select in the open menu the item *Closing window*.

Selection of the actual image, sheet, diary is performed in the respective menu which also includes a pull-down menu with the name “Open in window”. For each function (images, sheets, samples diaries, ...) can be opened in the tab window with the same name, moreover, in the pull-down menu are the names of the already opened tab windows and there are also items for opening the new tab window – “New tab window”, a new independent window – “New independent window” and a new upper window – “New upper window”.

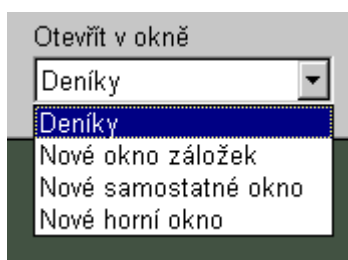


Fig. 4 Pull down menu “Open in window”.

**The upper window** is an independent window which cannot be covered by other windows and, moreover, it is possible to be located outside the area of the screen – i.e. anywhere on the screen.

## 8.1 Saving user windows

This function serves for multiple saving of various configurations of user windows. Windows are saved via the menu “Windows” – “Saving of windows”. The following dialogue serves for saving.

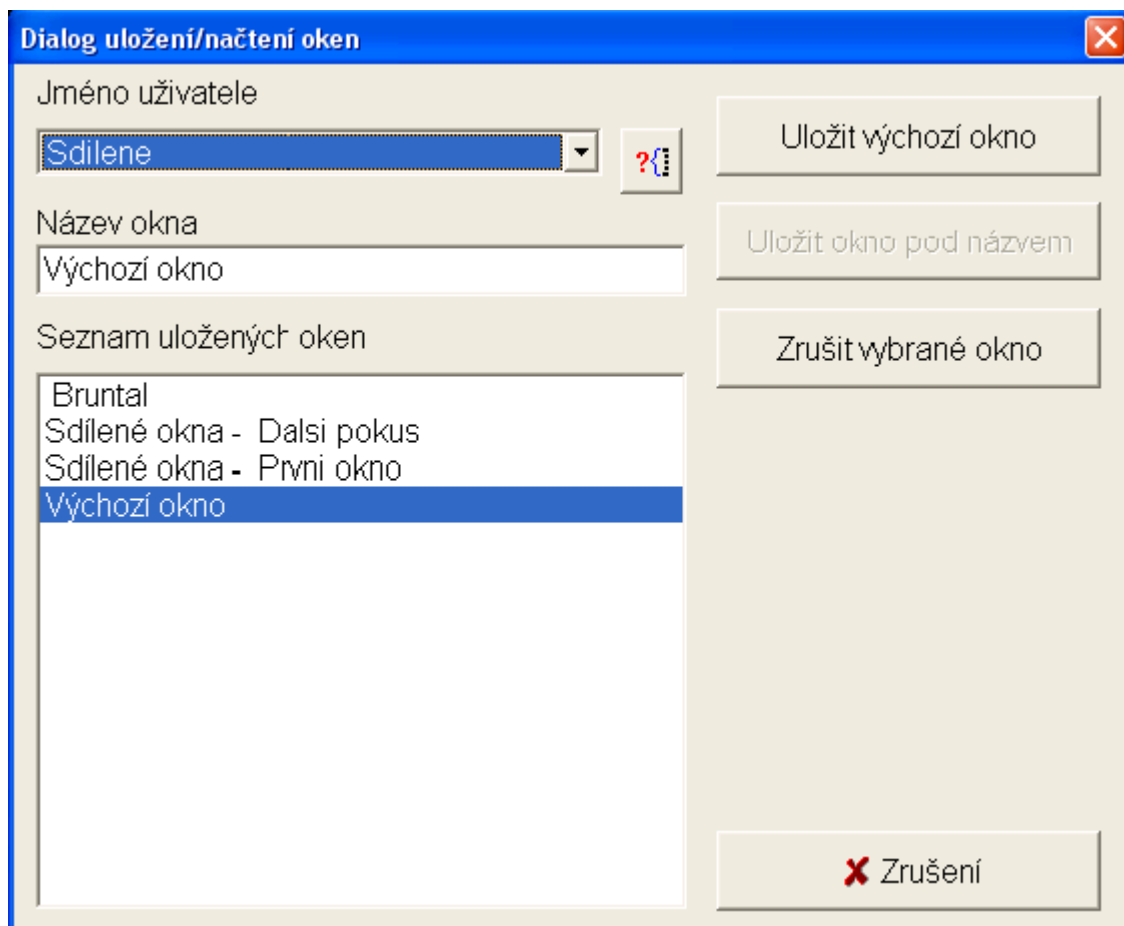


Fig. 5 Dialogue for saving/loading of windows

The user can save windows for their own requirements or can save windows which can also be shared by other users. Administrators can also save windows for other specific users. The item “User name” is for the manner of saving. This depends on the specific authority setting for the respective user. The initial value is the actual user name. By its selection the configuration is saved for its own use. With the “Shared” option it is possible to save the configuration of the windows which can also be shared by other users. Administrators, in addition to items for user selection, have an active button which enables to load the list of all users and to select one with the consequent selection of the subject for whom the configuration is saved.

The item “Window name” shows the name under which the configuration is saved. By clicking on the item “List of saved windows” the name of the selected window is transferred into the column for typing the name.

The configuration is saved by means of the button “Save initial window” or “Save window under name”. The first option will save the initial window for the selected user which is offered for the opening as the first; for users who do not have permission to create multiple configurations, the saved configuration is opened directly. Users permitted to create multiple configurations can store the named windows by using the second button. If saving of the same window is selected, the typed name is displayed in the list with the added text “Share window”.

The already saved configurations can be cancelled by the option in the list and by pressing the button “Cancel selected window”.

## 8.2 Loading user windows

If the user selects the option of automatic loading of the configuration of selected windows, the loading is done while running. This is done depending on parameterisation of the system. If the user is not permitted to create multiple windows and does not have the option to open shared windows, there is the automatic loading of the initial configuration. Automatic loading is also performed in the case that the user is permitted to create multiple windows but created only one initial window.

The requested window is selected from the list and is initialised by pressing the "Open window" button.

When running of the programme the user can load the saved configuration at anytime using the menu “Windows” – “Loading windows”. The actually opened windows are closed and the selected configuration is opened.

## 8.3 Windows properties

Opening of each window is firmly stated by the properties of the set program. In the window it is possible to display and modify some its properties by clicking with the right mouse button anywhere in this window and selecting the item *Window properties*.

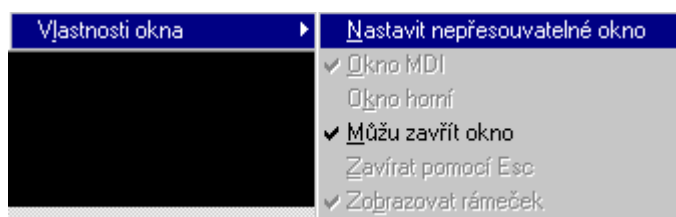


Fig. 6 Properties of the window

The sub-menu is opened in which the items which can be changed are active (black font colour for the item); items which cannot be changed, are inactive (grey font colour for the item). Inactive items can be strongly stated. For active and inactive items the check symbol is displayed at the left edge which signals that the respective item is used – i.e. it is reflected in the properties of the window. The use of active items can be changed (to check or cancel checking) by clicking with the mouse on this item. The exception is the first item for which there is no checking at the left edge although the text form is changed between “Set movable item” and “Set non-movable window” – the actual status of this parameter is that which is not offered (i.e. if it is in the “Set movable window” menu and the respective window is now set as non-movable). The next exception are the “MDI Window” and “Upper window” items which are only switchable between each other, i.e. the checking of one of these items automatically cancels the checking of the other item, and vice versa.

The meaning of individual items is as follows:

- **Set movable window, Set non-movable window** – means that the tabs can be moved from one to the other. If for the independent window you select the item *Set movable window*, the window is changed to the tab window. And on the contrary, if in the tab menu *Set non-movable window*, the active tab will move to the independent window.
- **MDI window** - checking means that it is possible to locate the window only within the working area of the screen and this window can be overlapped by other windows. The cancellation of this item is performed by selecting the *Upper window*.
- **Upper window** – checking means that it is possible to also locate this window outside the working area of the screen – i.e. anytime on the screen and it is not possible to cover this

window with other windows (it is always up). The cancellation of this item is performed by selecting the *MDI window*.

- **I can close window** – by checking this option it is possible to close the window by checking the respective icon in the header or by clicking on the main icon of the window and selecting the item *Close window* or pressing keys <Ctrl F4>.
- **Close by means of Esc** – by checking this option it is possible to close using the key <Esc>.
- **Display frame** – by checking this option the frame of the window is displayed.

### 8.3.1 Tab window properties

The actual tab properties are displayed by clicking with the right mouse button on the content of the tab and from the opened menu by selecting the item *Window properties*. The sub-menu is opened with items explained in the previous text. To display the properties of the tab window, clicking is necessary with the right mouse button anywhere in the tab bar.



Fig. 7 Properties of the tab window

The menu properties of the tab window are directly displayed. It contains two items whose meaning was not yet explained.

- **Close when empty** – checking means that in the case of closing the last tab the tab window is automatically closed.
- **Rename window** – select this item to display the dialogue for editing the name of the window.

## 8.4 Selection window

If several windows are opened, they can be selected as actual. The actual window is the window which header is not backlit in blue (for the standard set Windows colour scheme) and if no upper window is opened, the whole on the screen can be seen). The non-actual window has a header in dark grey and if it is not the upper window, it can be overlapped by another window. It can become the actual window by moving over it with the mouse and press on it with any button. The window which is requested can be selected by pressing the keys <Ctrl F6>, which gradually switch any further individual windows. It is also possible to use pressing <Alt F6>, which gradually switches the individual windows. Press the combination <Ctrl F6> or <Alt F6> enough times so that the required window becomes actual. It is possible to also implement the function through the menu.

The further function for selection of the window is the combination of keys <Alt 0>. It is possible to implement the function through the menu by the moving the mouse over the item of the main “Window” menu and in the displayed menu by selecting *Window option*. The menu is opened in which there is a list of all the names of the opened windows. For non-tab windows, these items are in the form: **window type** –

**name of displayed content** (i.e. image, samples, sheet, diary, ...). Items for the tab window are in the following form: **name of the tab window – type of window – name of the tab** (i.e. name of displayed content).

The “window type” item serves for exact distinguishing for the reason that there can be the same “name of the displayed content”, e.g. for the sheet and image.

The name of the tab window is contained as many times as the number of items. In this menu, using the mouse or cursor keys it is possible to select the searched window and for the tab window, also the tab. After confirmation of the option by double mouse clicking or pressing <Enter> this window becomes active for the tab window and the selected tab.

## 8.5 Cancel window

From open windows can be arbitrarily cancelled. If the window is not active, then first of all it is necessary to select it. Using the mouse the window is closed by clicking on the respective icon for closing in the window header or by clicking on the window icon and selecting the item *Close window* or pressing the keys <Ctrl F4>. In this manner it is not possible to close windows which are protected against closing. For these windows it is necessary to click with the mouse (check) on the item **I can close the window**, located in window properties.

## 8.6 Close all windows

It is possible to close all windows through the menu by moving the mouse over the item in the main “Window” menu and in the selected menu by selecting the item *Close all windows*. By selecting this item it is possible to close windows which are protected against closing (i.e. there is no check symbol in the properties of the window at the item **I can close the window**).

## 8.7 Size and shift of the window

It is possible to set the size of the window to the minimized or maximized window by clicking on the same icon for maximizing or minimizing the window – which is located in the header of the window. The maximizing at “MDI window” means it is spread across the whole working area of the screen, whereas the maximizing at “upper window” means it is spread across the whole screen. It is also possible to minimize into the icon by clicking on the third button from the right in the header of the window. If it is necessary to again set the previous size of the window, this is performed by the repeated use of this button (i.e. when minimizing the window into the icon then the previous size is again set by clicking on this icon).

Setting any size of the window is performed by moving the mouse, e.g. to the right edge of the window. As soon as the cursor approaches the edge of the window, it is changed to the so-called “two-direction arrow” – it is the time for pressing and holding the left mouse button and the movement of the mouse to the left or right. The size of the window is changed - it becomes narrow or wider. With the release of the mouse button the window is restored in a new form. In the same manner it is possible to drag the left, lower or upper edge of the window. It is possible to expand and narrow in two directions at the same time, diagonally. This is performed by locating the arrow above any corner of the window and dragging it in any direction.

Change location of the window – i.e. it is shifted so that the left mouse button is pressed on the header of the window and it is relocated by dragging to the required place. By releasing the mouse button the window is restored in the selected position.

If the window is minimized from any set size and respective location, after minimizing (clicking on the same icon which now means minimizing the window), the location and the size of this window is similar as before maximizing.

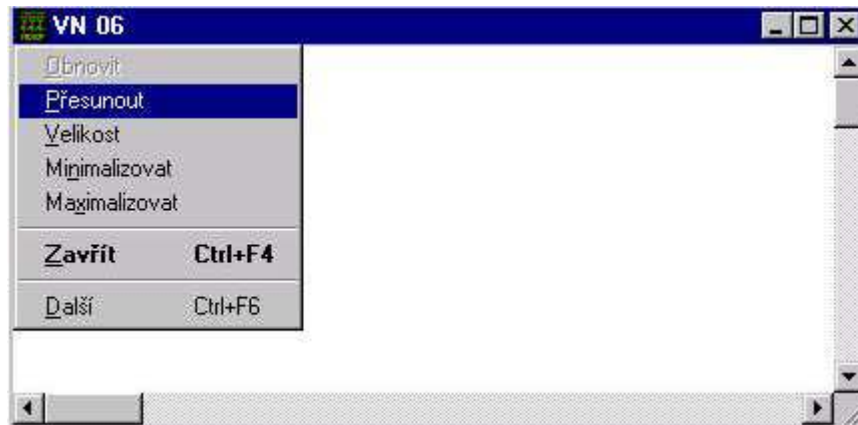


Fig. 8 The window with the menu after clicking with the mouse on the main icon of the window

Note: Relocation of the window to another place, change of the size of the window is performed by selecting the item *Move*, *Size* from the menu displayed after clicking on the main icon of the window. The contour of the window is highlighted and using the keys <left arrow>, <right arrow>, <up arrow>, <down arrow> the contour of the window is increased (according to selected menu item). After pressing <Enter> the window is moved or increased to the adjusted contour.

## 8.8 Movement of images in the window

As most images are larger than the displayed window on the screen, it is necessary to manipulate with the image within the window. To do so, it is possible to use the scroll (sliding) bars near the right and lower edge of the window. This is performed either by dragging the mouse by the rectangular button inside the sliding bar or by clicking with the mouse on its edges - i.e. on the icons for moving the image in the window.

For moving the image the following cursor keys can be used: <Page Up> - move the image up, <Page Down> - move the image down, <Home> - move the image to the left, <End> - move the image to the right.

## 8.9 Arrangement of windows

It is possible to arrange the already opened “MDI windows” through the menu by moving the mouse over the item of the main “Windows” menu. The following functions can be selected from the menu:

- *Cascade* – opened “MDI windows” are arranged into the so-called cascade – they are arranged so that only the headers can be seen in the lower windows.
- *Tiles* opened by “MDI windows” fill the working area of the screen so that they are arranged one by one or one below the other - in all mentioned cases in such a manner that they have the same size.
- *Minimize all* – there is the minimizing of all opened “MDI windows” into individual icons.
- *Straightening of icons* – there is the straightening of these minimized window icons.