




Quick Reference Card

Operating System/2™
Standard Edition
Version 1.2

Programming Family

57F1713

File Manager Keys

Task	Keyboard	Mouse
Change drives in Tree.	Ctrl+drive letter	Double-click on drive icon
Expand one level of subdirectories in Tree	+	Click on +
Expand branch in Tree	*	
Collapse branch in Tree.	-	Click on -
Expand all directories in Tree.	Ctrl+*	
Select root directory (\) in Tree.	Ctrl+Home (or \)	
Select last subdirectory of last directory in Tree.	Ctrl+End	
Open directory window.	Enter	Double-click on directory name
Go to or from System Menu of directory window.	Ctrl+-	
Move directory window or Directory Tree window.	Ctrl+F7	Drag window title bar
Size directory window or Directory Tree window.	Ctrl+F8	Drag window border
Close directory window or Directory Tree window.	Ctrl+F4	Double-click on 
Switch to next directory window or Directory Tree window.	Ctrl+F6	Click on window
Tile all directory windows or Directory Tree window.	Shift+F4	
Cascade all directory windows or Directory Tree window.	Shift+F5	
Refresh the contents of all directory windows or Directory Tree window.	F5	
Delete selected files.	Del	
Print selected files.	Shift+Print Screen(PrtSc)	
Select one file.	↓, ↑, →, or ←	Click on file name
Select several files.	Spacebar on each one	Ctrl+click on each file
Select a range of files from cursor's current position to file you click on.		Shift+click
Select a range of files from the cursor's current position to cursor's new position.	Shift+arrow key or Shift+Home, End, PgUp, PgDn.	
Select everything in directory window.	Ctrl+/	
Undo last selection.	Alt + Backspace	
Deselect all but one file in directory window.	Ctrl+\	

Task	Keyboard	Mouse
Select range, do not deselect others in range.	Enter Add mode;press Shift + Spacebar	Shift+Ctrl+click
Deselect all files except the one you move cursor to.	Ctrl+Shift+arrow key	
Move files or directories	F7	Drag files or directories
Copy files or directories	F8	Drag files or directories
Display Name view of directory window	Shift+F1	Click on Name
Display File Details view of directory window	Shift+F2	Click on File details
Display Icon view of directory window	Shift+F3	Click on Icon

System Editor Keys

Task	Keyboard	Mouse
Move cursor to beginning of next word.	Ctrl + →	
Move cursor to beginning of previous word.	Ctrl + ←	
Move cursor to beginning of current line.	Home	
Move cursor to end of the next word.	End	
Display Find window to search for or change text.	Ctrl + F	
Switch between insert and typeover mode.	Ins	
Delete marked text, delete character to the right of cursor in unmarked text, or join two lines while cursor is at the end of the first line.	Del or Back-space	

Command Prompt Keys (KEYS ON)

Task	Keyboard	Mouse
Enter command and stack it for use with ↑ or ↓ keys.	Enter	
Clear command line	Esc	
Insert characters.	Ins	
Delete characters.	Del	
Move cursor to first character in command line.	Home	
Move cursor to last character in command line.	End	
Display previous command in queue.	↑	
Display next command in queue.	↓	
Move cursor left.	←	
Move cursor right.	→	

Task	Keyboard	Mouse
Move cursor to beginning of a word.	Ctrl+←	
Move cursor to beginning of next word	Ctrl+→	
Delete character from beginning of command line to left of cursor.	Ctrl + Home	
Delete character from cursor position to end of the line.	Ctrl + End	

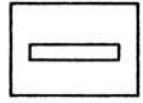
Command Prompt Keys (KEYS OFF)

Task	Keyboard	Mouse
Enter command.	Enter	
Cancel command.	Esc	
Display last entry you typed one character at a time.	F1	
Display all characters up to the one you type – after pressing F2.	F2	
Display entry again.	F3	
Delete all characters before the one you type – after pressing F4.	F4	
Accept the entry that you edited as the current entry.	F5	

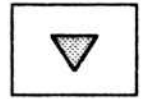
Icons



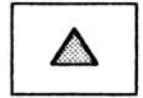
Pointer. The symbol displayed on the screen that you move with a pointing device, such as a **mouse**. The pointer is used to point to choices that you can select. Contrast with **cursor**.



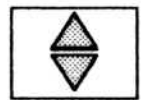
System Menu. In the Presentation Manager, the pull-down in the top left-hand corner of a window that you use to move and size a window with a keyboard, and to switch to and close some windows.



Minimize. An icon located in a program window on the right side of the title bar. When this arrow is selected, the program window it resides in is minimized (reduced) to an icon and moved to the bottom of the screen.



Maximize. An icon located in a window on the right side of the title bar. When you select this icon, the program window resides in is maximized (enlarged) so that it fills the entire screen.



Restore. When you select this icon after a sizing action, a window returns to its previous size.



Scroll Bar. A window part that you can use to display more information than can be seen in the window by scrolling through the information vertically or horizontally.



Processing. This icon is displayed when the system takes a moment to process data or start some programs.



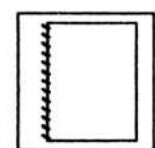
DOS Command Prompt. The command prompt used by the IBM Disk Operating System (DOS) to install and run DOS programs.



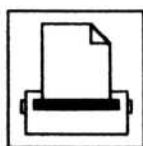
OS/2 Full-Screen Command Prompt. The icon used for OS/2 programs that fill the entire screen or that are started from the OS/2 full-screen command prompt.



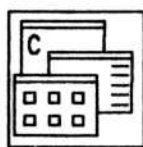
OS/2 Windowed Command Prompt. The icon representing OS/2 programs that are running in text windows or that were started from the OS/2 windowed command prompt.



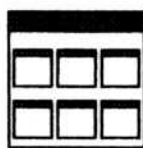
OS/2 Command Reference. A program used to display information about OS/2 commands, including their purpose, syntax diagrams, and parameters.



Print Manager A program used for checking the status of print jobs. You can use the functions in its window to prioritize, reprint, and cancel print jobs. You can also use it to hold and release jobs and queues.



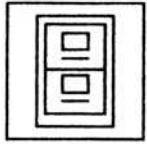
Desktop Manager. A program that lists OS/2 program groups.



Program Group A list of programs installed on the system. OS/2 programs can be added, started, changed, and deleted within a group. Programs can be copied or moved between groups.



Control Panel. A program used to set up user preferences that apply across the system.



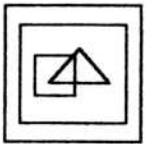
File Manager. A program used to manage files and directories and print files.



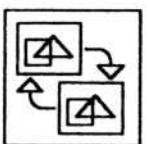
System Editor A program used to create and edit files. For more information about the program, see *Using Advanced Features*.



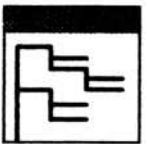
Print Picture. A program used to print pictures or to adjust the layout of a picture before printing it.



Display Picture. A program used to display pictures either interactively or automatically in sequence.



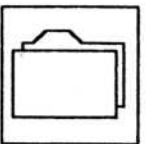
Convert Picture. A program used to convert picture, symbol set, or font files.



Directory Tree. A minimized view of the Directory Tree window.



Directory Window. A minimized view of an open directory window.



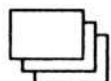
Directory. A group that contains files on a disk.



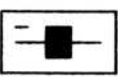
File. A named set of records stored or processed as a unit.



Program File. A file that specifies one or more actions to be taken by a computer program at processing time. When program files are selected in the File Manager they start and run programs. (Contrast with data files.)



Multiple Files. An icon representing multiple files that are being dragged from one place to another.



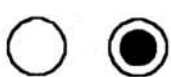
Drive. A drive located in the top portion of the Directory Tree window.



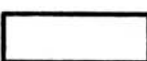
Text Cursor. A vertical bar blinking in an entry field to indicate where typed input will appear.



Check Box. A symbol displayed on the screen used to indicate multiple-choice selections. When you select a choice, an "X" appears in the check box before that choice.



Radio Button. A symbol to the left of a choice in a list from which only one can be selected. Contrast with **check box**.



Pushbutton. When you select a pushbutton, the action described on the pushbutton is processed immediately.


Keys




The + between key names means that the keys must be pressed and held down in the order shown and released together.

System Keys

Task	Keyboard	Mouse
Place information you select or type into the computer.	Enter	Click or double-click on the choice.
Switch to next windowed program.	Alt+tab	Click on window
Switch to next program (including full-screen programs).	Alt+Esc	
Switch to Task List.	Ctrl+Esc	Double-click on blank part of screen.
Reset the system.	Ctrl+Alt+Del	

Window Keys

Task	Keyboard	Mouse
Go to or from System Menu.	Shift+Esc or Alt+spacebar	Click on 
Go to or from System Menu of text window (OS/2 windowed command prompt windows).	Shift+Esc	
Go to or from action bar.	F10 or Alt	
Move among choices.	↑, ↓, →, or ←	Click on choices
Scroll one line in list.	↓ or ↑	Click on ↓ or ↑ on the scroll bar.
Scroll contents of window up one page.	Page Up (PgUp)	Click on scroll bar above slider box
Scroll contents of window down one page.	Page Down (PgDn)	Click on scroll bar below slider box
Scroll contents of window left one page.	Ctrl+Page Up (PgUp)	Click on scroll bar to left of slider box
Scroll contents of window right one page.	Ctrl+Page Down (PgDn)	Click on scroll bar to right of slider box
Select first choice in list.	Home	
Select last choice in list.	End	
Select next list entry whose name starts with a certain letter.	First letter of entry name	

Task	Keyboard	Mouse
Move window.	Alt+F7	Drag window title bar
Size window.	Alt+F8	Drag window border
Minimize window.	Alt+F9	Click on 
Maximize window.	Alt+F10	Click on  or double-click on title bar of window.
Restore window.	Alt+F5	Click on  or double-click on title bar of maximized window.
Close window.	F3 or Alt+F4	Double-click on System Menu icon.
Get help.	F1	Hold mouse button down over choice and press F1
Get keys help (while in help).	F9	Click on F9 = Keys
Get index help (while in help).	F11 or Alt+F1	Click on Help index
Switch between help and program.	Alt+F6	Click on window
Move to another group of fields.	Tab key	Click on group
Set check box on/off.	Spacebar	Click on check box
Remove pop-up window.	Esc	Click on Cancel
Complete pop-up window.	Enter	Click on Enter or equivalent choice.
Move between entry fields.	↑, ↓, →, ←, or Shift+Tab	Click on field.
Select beginning of field or line.	Home or Ctrl+←	
Select end of field or line.	End or Ctrl+→	
Delete character to the right of the cursor or delete selected text completely.	Del	
Delete character to left of cursor.	Left arrow delete key (Backspace key)	
Erase to end of field	Ctrl+Del	
Select text in field.	Shift+arrow keys	Shift+drag
Move selected text to Clipboard.	Shift+Del	
Copy selected text to clipboard.	Ctrl+Ins	
Copy selected text from clipboard to cursor position or replace selected text with Clipboard contents.	Shift+Ins	