8. All Menu Commands
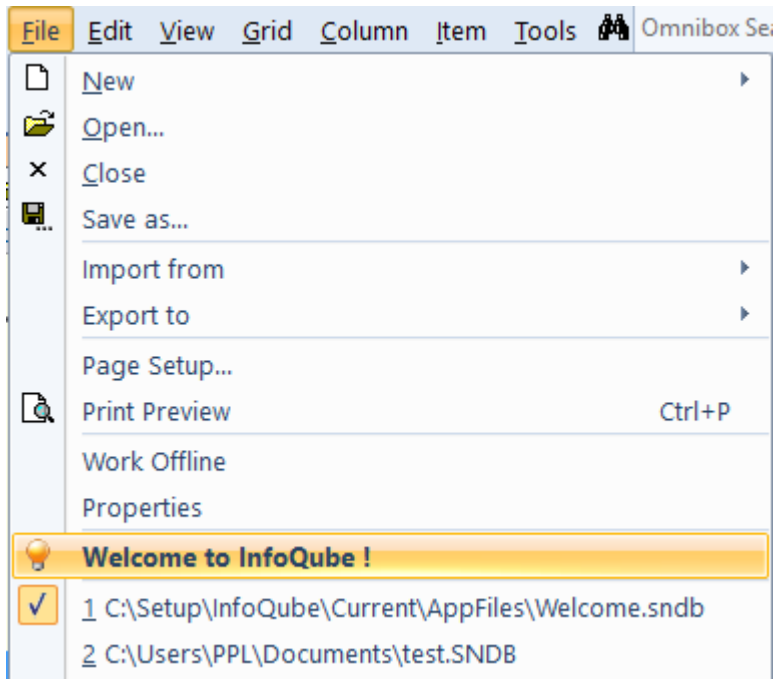
8. All Menu Commands

All Menu Commands

[Pierre_Admin](#) 2016/11/17 16:16

- 12 views

1. File Menu

1. File Menu

File Menu

- New: Pop-up menu to creates a new IQBase from a template. Menu list all templates files, such as:
  - New Blank IQBase
  - New IQBase (with sample data)
  - Looks up in the current folder and in the AppFiles folder
- Open: Shows the File Open dialog. If a file is currently loaded, the selected file will open in a new InfoQube window
- Close
- Save as...: Save the current IQBase under a different name

- Import from:

- Text and Image File(s). Supports plain text, markdown, RTF, HTML, PDF and images. Option to save the file location as a file reference and fill fields FileName and FilePath
    - Non-hierarchical data: Details: [Delimited Text files (Excel, Access, Outlook, etc.)](#)
    - Hierarchical data: Details: [Tree-based / Outliner files Import](#)
    - Ecco Pro file: Ecco Pro must be installed to successfully import items. Details: [Ecco Pro Import](#)
    - Evernote export file: See [Evernote Import](#)
- Export to
    - Text File(s): Select 1 or more items. Support export to a single file or one file per item. Plain text or Rich text. [Details here](#)
    - Microsoft Excel: Export all items that meet the grid filter criteria to an Excel file.
      Same list as when the display mode is flat list Grid > Display mode > Source Items (Flat List)
    - Items in XML Format: Not yet implemented. Copy items in a grid in XML format and paste into Notepad

- Page Setup...: Shows the standard Windows Print Setup dialog
- Print Preview: Shows a dialog of print types and options, specific to each view (Grids, Gantt, Calendar, Surface, etc)

- Work Offline: Turns off Internet related features (EmailToIQ, Google Connect, Web pages in HTML pane)
- Properties: Lists the number of items, fields, values, etc

- Welcome to InfoQube: System provided file with sample data and the full online manual.
  Now with "See Also" links to related subjects

- Recent file list:
    - Shows the list of recent files, with the current one checked
    - If a file is not available (USB or network drive, different PC, etc), the file entry will be shown disabled
    - The maximum number of entries is set in Tools > Options > General
    - Selecting a file entry will switch to that file if it is already opened
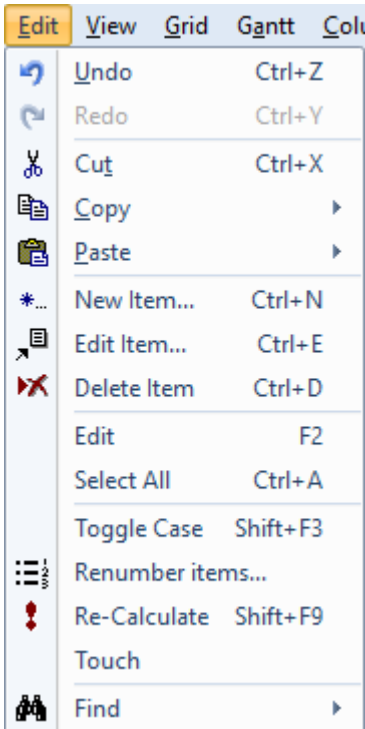   - Right-click > Remove to remove entries from this list

- Exit

[Pierre_Admin](#) 2017/05/31 11:33

- 20 views

2. Edit Menu

2. Edit Menu

Edit Menu

- Undo
- Redo

- Cut
- Copy: Split button with the following sub-commands
  - Copy as HTML Outline: Copies the selected item and all its sub-items + Doc pane content as a Heading styles-based compound document. Details here: [2. Export Outlines (Print-ready)](#)
  - Copy as Hyperlink: Copies the current item in the form of a hyperlink. Paste elsewhere to link back to this item
  - Copy Item IDs: Puts the list of selected items in the clipboard (plain text, comma separated). Useful for filtering and linking
  - Copy Item URIs: Puts the list of selected items in the clipboard as a URI link. (IQ:// protocol). See [InfoQube Program Install and Set-up](#) and [Hyperlinks](#) on setting up and using URI universal links
  - Copy Special...: Shows a dialog of copy options

- Paste: Split button with the following sub-commands:
  - Paste as Plain Text
  - Paste Special...: Shows the list of clipboard formats to paste

- New Item...: Details: [2. New Item dialog](#)
- Edit Item...: Opens the Item Editor. See [5. Item Editor](#)

- Delete Item: Removes the selected items from the IQBase. Warning, cannot be undone !

- Edit (F2) and Popup Editor (Shift+F2): Details: [3. Popup Editor](#)
- Select All

- Toggle Case
- Renumber items... Shows a dialog to renumber cell values:
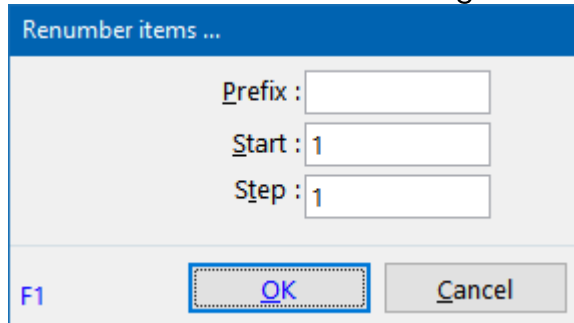
To use, select 2 or more cells (text or number), Edit > Renumber and set options.
The cell content will be replaced with the numbering, so do not do this command on the Item column ! Use Edit > Undo to cancel operation

- Re-Calculate: If the field has a row equation, it will recalculate
- Touch: Simulates modifying a field value and so it will execute field auto-assignments if any are defined
  If the field-value is empty (or unchecked), will trigger the Erase event (E:), else the Modify event (M:) will be triggered. Supports multiple items selected. The same can be done in the Properties pane

- Search: Opens the Live-Search tab. Details: [1. Live-Search](#). Split button with the following sub-commands:
  - Advanced Search: Opens a floating pane to search: Details: [3. Advanced Search Pane](#)
  - Search and Replace: Not yet implemented
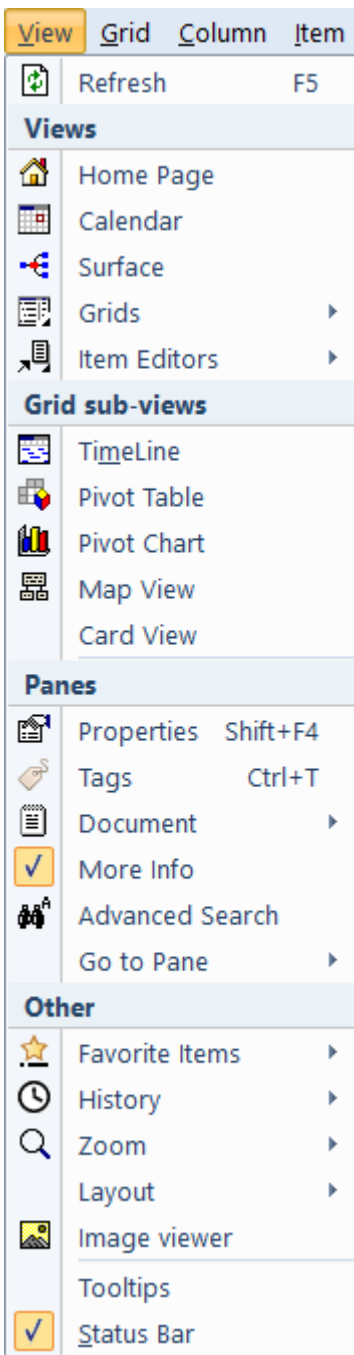 - The Omnibox can also be used to search. Details: [1. Omnibox](#)

[Pierre_Admin](#) 2017/05/31 11:44

- 22 views

3. View Menu

3. View Menu

View Menu

View	Grid	Column	Item

Refresh   F5

Views

🏠 Home Page

📅 Calendar

⤜ Surface

📊 Grids   ▶

📄 Item Editors   ▶

Grid sub-views

📊 TimeLine

📊 Pivot Table

📊 Pivot Chart

🖼 Map View

    Card View

Panes

📋 Properties   Shift+F4

🏷 Tags   Ctrl+T

📄 Document   ▶

✓ More Info

🔍 Advanced Search

    Go to Pane   ▶

Other

⭐ Favorite Items   ▶

🕐 History   ▶

🔍 Zoom   ▶

   Layout   ▶

🖼 Image viewer

    Tooltips

✓ Status Bar

- **Refresh**: Most views refresh automatically. Some don't (by-design). A Refresh ensures that the view shows the most updated information

Views: InfoQube items can be viewed using a set of different UIs, each with a distinct visual appearance / layout. These are:

- **Home Page**: A customizable dashboard. Details: [8. Home Pages](#)
- **Calendar**: Details: [2. IQ Calendar](#)
- **Surface**: 2-D view of items. Details: [3. IQ Surface](#)
- **Grids**: Displays Grid related commands. Sub-menu can be detached and docked to anywhere
  - New Grid...: Show the Create Grid dialog
  - Manage Grids...: Details: [6. Manage Grids Dialog](#)
  - Recent Grid: Dropdown menu divided into 2 sections: Loaded grids and other grids, each sorted by last access

- List of Grids: Displays the list of grids that have Show checked (Manage Grids dialog)
- Both grid lists have a context menu. Right-click to show these commands:

🗗⁺	Copy grid (to paste as a pane)
	Show in Another Tab
	Unload Data
✕	Close Tab
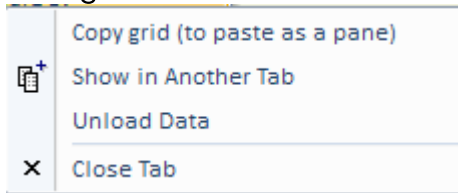
  Unload the data is particularly useful for grids shown in panes and "dashboard" type grids
- **Card Views**: Lists is divided in 3 sections:
  - Card views currently shown in tabs and panes (bold = loaded)
  - Other Card views that contain cards (i.e. items)
  - All other Card views (e.g. those that are currently empty)
- **Item Editors**: Displays list of Item Editors commands:
  - Edit Selected Item
  - Floating Editors: Toggle between floating (i.e. "always on top") windows or regular windows. Regular windows are shown on the Windows taskbar
  - List of recently edited items. Currently loaded items are shown on top of the list and in bold text

Grid sub-views: Specialized views of a grid. There are 4 sub-views:

- **TimeLine**: Similar to the Gantt chart, but more compact
- **Pivot Table and Pivot Chart**: Details: [Pivot Tables and Charts](#)
- **Map View**: Details: [Map View](#)
- **Card View**: Experimental view, where each item is shown as an index card, with the item text as subject and Doc pane content as card content
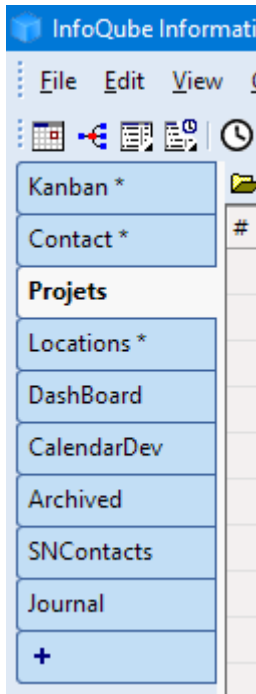
Panes:

- **Properties**: Details: [6. Properties Pane](#)
- **Tags**: Details: [7. Tags Pane](#)
- **Document**: Split button. Moves focus to the Doc pane (opens it if it isn't open). Details: [4. Document Pane](#)
  - New Document Pane: Opens a new document window
  - Close all Doc Panes
- **More Info**: Details: [5. More Info Pane](#)
- **Advanced Search**: Details: [3. Advanced Search Pane](#)
- **Go to Pane**:
  - Grid <---> Document pane: Toggles focus between grid and the Document pane
  - Grid <---> Properties pane: Toggles focus between grid and the Properties pane
  - ---> Grid: Moves focus to the grid

Other:

- **Favorite Items**: Details: [Favorite Items](#)
- **History**: Navigation history
  - Back

- ○ Forward
- ○ Auto-log History: When checked, similar to how a browser records history. If unchecked, user manually sets the history points
- ○ Item-View in History: When auto-log is off, adds / removes items in the history list
- ○ Loop History (enabled when auto-log is off)
- ○ Delete History
- ○ List of History items. Right-click to show:
  - ■ Pin item in History: Pinned items are not deleted when Delete History is performed
  - ■ Remove item from History
- **Zoom**: In / Out / Reset. Exact action is specific to each view
- **Layout**:
  - ○ Workspace Tabs: Change the position of workspace tabs from Top > Top (Fit All) > Right > Bottom > Bottom (Fit All) > Left. Details: Working with Grids and Tabs


  - ○ Maximize Workspace: Maximizes the Tabbed workspace by hiding all panes.
  - ○ Floating Pane: When in a pane, toggles between docked and floating
  - ○ Load...: Load a previously saved pane layout (*.Dock.dat)
  - ○ Save...: Save pane layout.   (*.Dock.dat). Saves the current layout of panes (Properties, HTML, grid, notification, etc)
  - ○ Reload Last Tab Layout: If the file is opened without auto-loading tabs, or if tabs are closed, this restores the last saved layout
- **Image viewer**: A built-in image viewer, which rotates to show constant size (portrait vs landscape). Double-click on the image to lock the viewer on a picture. Multiple viewers can be opened.

- **Tooltips**: Toggles the display of tooltips in grids and the Properties pane. If turned off, hold Ctrl to show tooltips. Command button tooltips are always shown
- **Status Bar**: Toggles the display of the status bar, the bottom line of the main program. Details: 9. Status Bar

4. Grid Menu

4. Grid Menu

Grid Menu
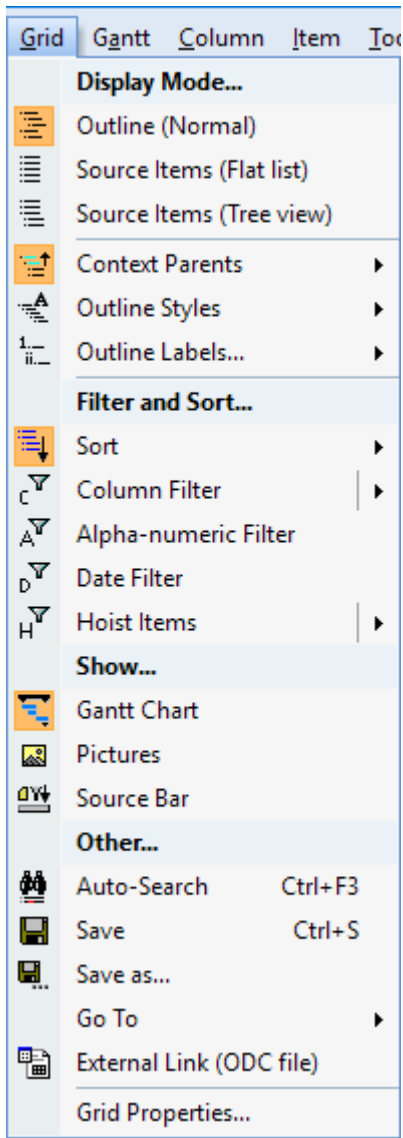
- Display Mode...: See [1. Grid Display Modes](#)
- Context Parents: Select the number of context parent levels to display
- Outline Styles: See [3. Outline Styles](#)
    - Manage Styles...
    - Override Item Settings
    - List of defined Outline styles

- Sort: Sort settings. See [5. Sorting and Grouping Items](#)
- Filtering: See [2. Filtering](#)
  - Column Filter
  - Alpha-numeric Filter
  - Date Filter
  - Hoist Items. See [Hoist Filter](#)

- Gantt Chart: Show / Hide the Gantt portion of the grid. See [5. Gantt Menu](#)
- Pictures: Toggles the display of images in the grid. When turned off, the image file name is shown. To view the image, use the Image Viewer. See: [8. Image Viewer](#)
- Source Bar: Show / hide the grid source bar. Details: [Grid Source EditBox](#)
- Done Checkbox: Show / hides a checkbox on the tree column. Check to set the item as done

- Auto-Search: Toggles Auto-Search mode. See: [2. Grid Auto-Search](#)
- Save: Saves the current grid configuration. Optional as closing the grid automatically saves it. Sometimes useful, such as updating the Shown In column of Live-Search
- Save as…: Save a copy of the grid under a different name. Having 2 nearly identical grids is useful to have 2 views with different column sets or different sorting / grouping / filtering
- Go To: Navigates in the grid:
  - First item
  - Previous page
  - Previous item
  - Next item
  - Next page
  - Last item
  - New item: Adds an item after the current item. Same as pressing Enter
- External Link (ODC file): See [7. Live Links to IQ Grids from Word and Excel](#)

- Grid Properties…: Opens the Manage Grids dialog, showing the current grid properties. Details: [6. Manage Grids Dialog](#)
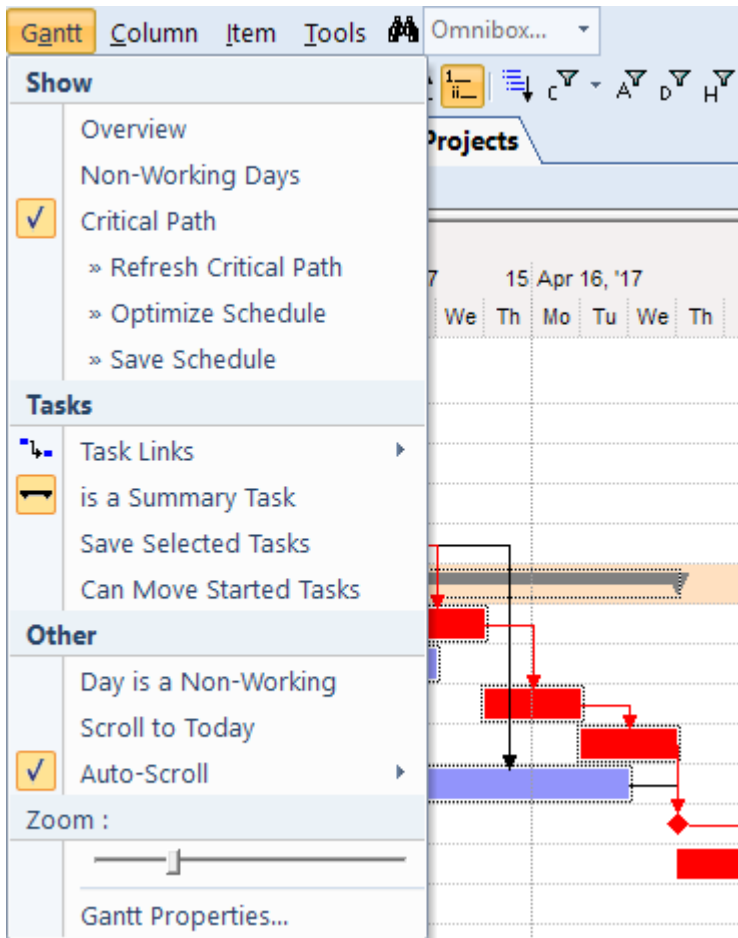
[Pierre_Admin](#) 2017/05/31 22:35

- 11 views

5. Gantt Menu

5. Gantt Menu

Gantt Menu

- Overview: Show / hide the Overview. The Overview is a re-sizable summary area on top of the Gantt. Provides quick scrolling. Buttons may also display as preset Gantt scales
- Histogram: Show / hide the Histogram. The Histogram is a pane below the Gantt. Provides resource usage type information, in bar graph form
- Non-Working Days: Toggles the display of days marked as non-working. Non-working days are shown in grey
- Critical Path: After defining task dependencies, this command will highlight (in red) the tasks which determine the project completion. To finish earlier, focus on those tasks
    - Refresh Critical Path: After making changes, it will update the display to show the new critical path
    - Optimize Schedule: Compress the tasks (within the constraints of task links and delays) to find the earliest completion
    Also, if Can Move Started Tasks is not checked, tasks that have a non-zero % complete will not be moved
    - Save Schedule: The Optimize Schedule doesn't actually change the task dates. Use this command to save the optimized schedule as the current baseline, or turn off the Critical Path to return to the current baseline

- Task Links: Used to define constraints between tasks
    - Link Properties...: When a link is selected, displays the Link Properties dialog, to set link type (FS, SS, SF, FF) and lag between task
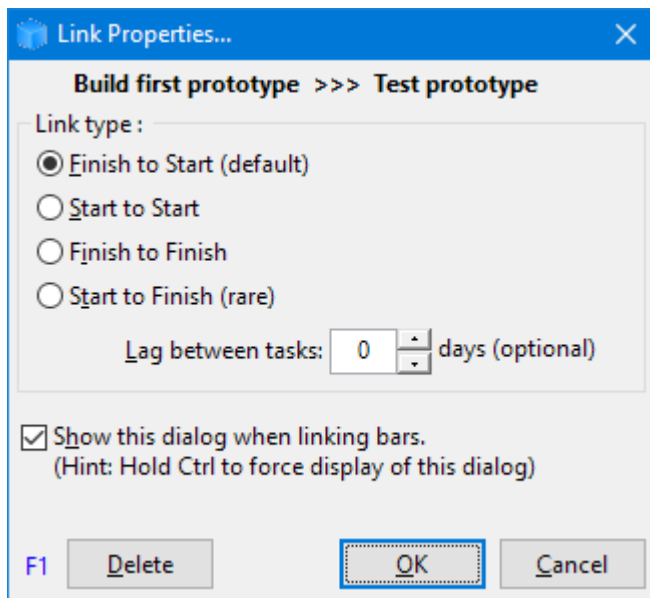
- Link Type: None: Links are visual only. Tasks dependencies are off
- Link Type: Use Task Dependencies: Links properties (FS, FF, etc) are enforced
- Link Type: Locked Relationship: All linked bars move as a block. Useful to move a whole project

- Is a Summary Task: Toggles the state. A summary task start / end dates is set from the earliest start and latest end of all sub-tasks (i.e. sub-items). Select a bar / milestone to enable command
- Save Selected Tasks: Saves the start / end dates of the selected tasks. This is generally automatic, except
- Can Move Started Tasks: If checked, prevents moving tasks that % Complete is not zero

- Day is Non-working: When selecting a day (day header), toggles the Non-Working state. When task span non-working days, the end date is adjusted to maintain the same number of working days
- Scroll to Today: Moves the Gantt to center on today
- Auto-Scroll: Select from No Scroll, Scroll to view the bar start or end

- Zoom: Move slider to change the Gantt scale

- Gantt Properties: Opens the Manage Grids dialog, showing the current Gantt properties

 n.b. The advanced toolbar has a Gantt button with the same set of commands. Both the Gantt menu and Gantt button are customizable.
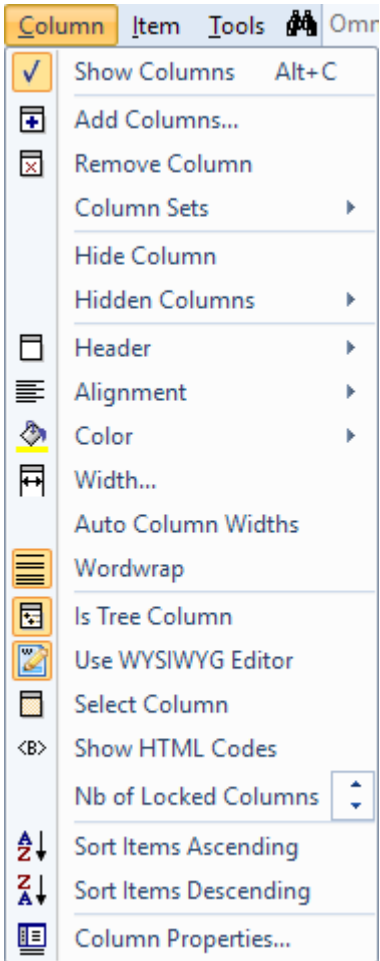
Pierre_Admin 2017/08/16 20:27

- 15 views

6. Column Menu

6. Column Menu

Column Menu

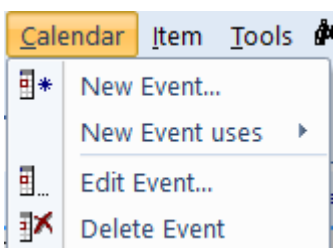- [Details here: Grid Columns and Column Sets](#)

[Pierre_Admin](#) 2017/06/22 21:49

- 15 views

7. Calendar Menu

7. Calendar Menu

Calendar Menu

- New Event...: Shows the New Event dialog
- New Event uses: Shows a list of date fields. New events will use this date field. Default field is Appointments

- Edit Event...: Shows the Event dialog
- Delete Event: Shows a dialog of delete options (event, event and date-value, item)

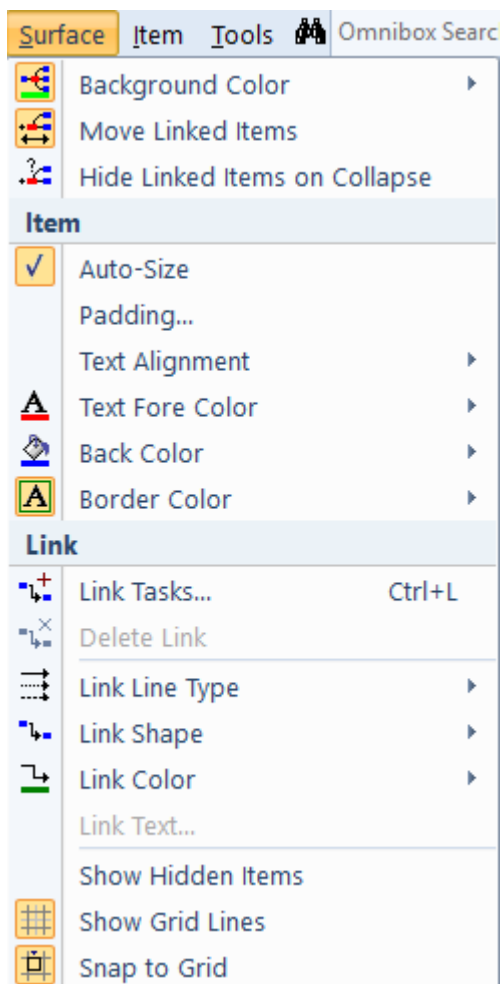All details on how to use the Calendar: 2. IQ Calendar

Pierre_Admin 2017/01/03 14:05

- 13 views

8. Surface Menu

8. Surface Menu

Surface Menu

Main documentation page: 3. IQ Surface

- **Background Color**: Surface background color
- **Move Linked Items**: If checked, linked items move as a group
- **Hide Linked Items on Collapse**: Sub-items always hide when collapsing items. This controls if linked items also collapse

Item

- **Auto-Size**: If unchecked, item can be resized
- **Padding**: When Auto-Size is On, sets the padding around the text
- **Text Alignment**: Select from a list
- **Text Fore Color**: Uses the ItemForeColor field
- **Back Color**: Uses the ItemColor field
- **Border Color**: Item box border color. Internal to the Surface (not available as field)

Link

- **Link Tasks...**: Select 2 or more items to link them. If only one is selected, a dialog will list of possible items to link to
- **Delete Link**
- **Link Line Type**: Select from a list
- **Link Shape**: Select from a list
- **Link Color**
- **Link Text**: Extra label that can be shown on link

- **Show Hidden Items**: When deleting items, you can choose to not delete but simply hide from the Surface. This command shows hidden items
  The difference between removing an item and hiding is that hidden items retain their Surface specific properties (size, border color, link type, etc)
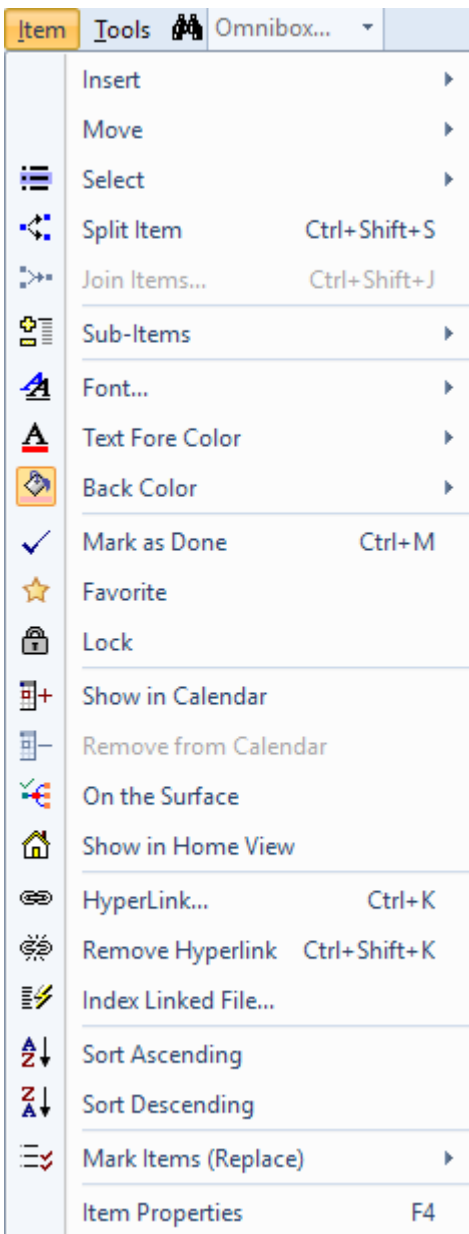
[Pierre_Admin](#) 2019/09/15 22:00

- 18 views

9. Item Menu

9. Item Menu

Item Menu

Item	Tools	🔍 Omnibox... ▾

Insert ▸
Move ▸
Select ▸
Split Item   Ctrl+Shift+S
Join Items...   Ctrl+Shift+J
Sub-Items ▸
Font... ▸
Text Fore Color ▸
Back Color ▸
Mark as Done   Ctrl+M
Favorite
Lock
Show in Calendar
Remove from Calendar
On the Surface
Show in Home View
HyperLink...   Ctrl+K
Remove Hyperlink   Ctrl+Shift+K
Index Linked File...
Sort Ascending
Sort Descending
Mark Items (Replace) ▸
Item Properties   F4

- Insert:
    - New Item: Inserts an item at the same indentation level as the current item
    - New Sibling: Same as New Item, except when the item has more than one parent. New Sibling will have the same parents as the current item
    - New Sub-item
    - Current Date
    - Current Date and Time (using the Windows regional setting)
    - Long Date Format: Toggles the format of the above 2 commands, between short and long date formats
    - Insert Tab: Only visible when editing
- Move: Moves items up / down and left / right. (Alt + arrow). Up / down does not change the indentation level. To move an item to another parent, either move it left or use drag-drop
- Select Item: Split button to select the current item. Sub-commands to:
   - Unselect all
    - Invert Selection

- o Select Sub-Items: Selects the immediate sub-items. Hold Ctrl to keep current selection. On the Surface, Hold shift to also select linked items (i.e. detached items)
- Split Item, Join Items: See [Item Join and Split](#)

- Sub-Items:
  - o Collapse (Ctrl + Left arrow)
  - o Collapse Parent
  - o Expand (Ctrl + Right arrow)
  - o Show Main Sub-Items: Sub-Items whose main parent is not this item will not be shown. Useful in multi-parent scenarios. Shortcut: Shift + Click on the expand button (**+**)
  - o Show All Sub-Items: Filters may filter out some sub-items. This command shows all sub-items (i.e. same list as shown in the Properties pane). Shortcut: Ctrl + Click on the expand button (**+**)
 - o Show Levels...: Shows a dockable pane to expand / collapse items:
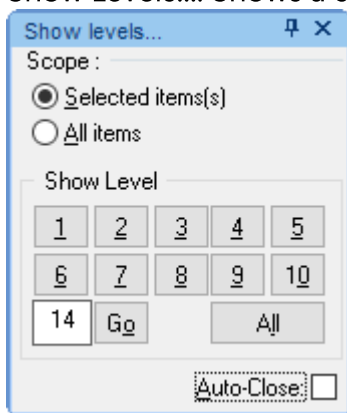
  - o Select Sub-Items

- Font: Split button to open the standard Font dialog. Plus the following sub-commands:
  - o Bold, Italic, Underline, Strike-through: Works when editing and not
  - o Grow Font / Shrink Font: When not editing only
  - o When editing, the font property is embedded HTML tags, shown in all views
  - o When not editing, the font is saved in the Item Font property. Effective in grids only
- Text Foreground Color, Background Color:
  - o Dropdown to select from [Named colors](#), Standard colors or the full color palette
  - o When editing, the color is embedded HTML tags, shown in all views
  - o When not editing, the color is saved by default in the ItemForeColor and ItemColor fields. How these are shown depends on the view type and view settings
  - o In Tools > Options > This file, the fields used to store / show colors can be changed. Hence, by changing these, different color sets can be applied (for printing / reporting purposes for example)

- Mark as Done (Ctrl + M): Marks selected item(s) as done. If already "done", removes the Done flag. By default, the "done" flag is a date in the Done field. This can be changed in [Field Properties](#) > General > Is Done Field
- Favorite: Checked if item is a favorite item. See [Favorite Items](#)
- Locked: Checked if item is locked. See [Locked Items](#)

- Show in Calendar: Checked if an item is shown in the Calendar. An item is shown in the Calendar if any of its date field-values is set to show in the Calendar
  - If only 1 item is selected, the New Event dialog is shown
  - If more than 1 item is selected, the event created will be current date and time
  - If in a grid and dates are selected (i.e. not the item column, but any date column), then the actual dates in the grid will be used as event date and event type will be Unscheduled
  - See [2. IQ Calendar](#)
- Remove from Calendar: Removes events for the selected item(s).
  - If an item appears more than once (i.e. 2 or more field-values are set to show in the Calendar), all instances are removed.
  - The actual date values are not erased, so the item field-values are not changed
- On the Surface: Toggles between showing / hiding the selected item(s) on the IQ Surface. See [3. IQ Surface](#)
- Show in Home View: See [Item Home](#)

- Hyperlink... (Ctrl + K): Opens the Hyperlink dialog. See [Hyperlinks](#)
- Remove Hyperlink
- Index Linked File: Indexes the text content of compatible file types. Uses the FileRef fields or the URL field.
  Currently, the compatible types are PDF, RTF, HTM, plain text and web pages. This means that if you drag/drop a set of files / URL onto a grid, their text content will be searchable within IQ.
  Click on a hyperlink (in the Properties pane) to open the file in an appropriate viewer / editor:
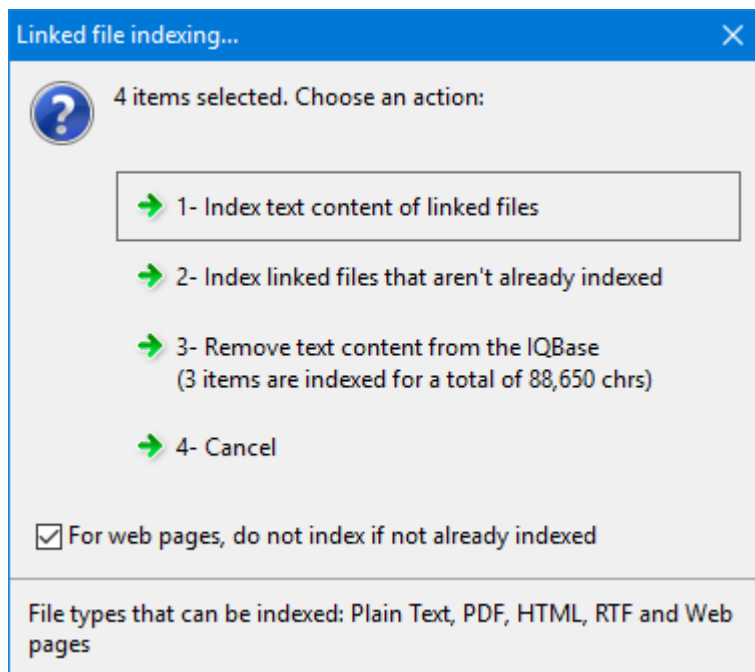
- Mark Item (Replace) (Shift + Ctrl + M): Split button to set the Marked item list to the currently selected items: Plus the following sub-commands:
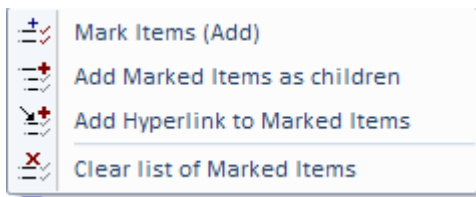
- ○ Tip: Add marked items as children support multiple items. That is, if you select two or more items, each of these will have the marked items as sub-items

- Item Properties: Shows the item in the Properties pane and moves focus to that pane
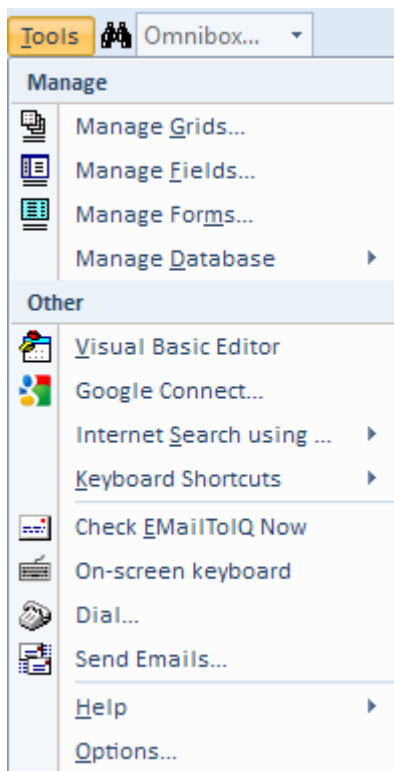
Pierre_Admin 2017/06/01 17:48

- 25 views

10. Tools Menu

10. Tools Menu

Tools Menu

- **Manage Grids...**
- **Manage Fields...**
- **Manage Forms...**
- **Manage Database**:
  - ○ Backup

- Compact: Also does a database engine-level repair
- Other...: Shows the Database Tools dialog where you can:
    - Repair an IQ Base: Does an IQ-level database repair (Fields, Views, Item hierarchy, etc)
    - Rebuild: Currently disabled
    - Mask Data: Scrambles all text field values. Useful to send it over to InfoQube's staff for analysis and bug repair. **Ensure you make a copy of the IQ Base first !**
    - System Tables: Show / hides system table when viewed in a compatible general database environment, such as MS Access

- Set Password: Shows the File Password dialog. This password will be required to open the file, both in InfoQube and in other compatible database environments
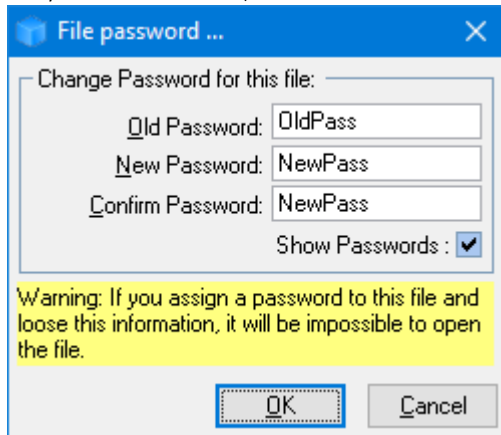
- Encrypt / Decrypt: The content inside the IQ Base can be encrypted so Hex/Text editors cannot read it. Combined with a File Password, this provides content security

- Recalculate all date dependent fields: Does the same recalculation as when InfoQube detects a change of day
- Sync with external database: [Details](#)

- Delete All Items
- Delete All: Deletes all items, fields, grids, forms, etc

- **[Visual Basic Editor](#)**
- **[Google Connect](#)**
- **[Evernote Connect](#)**
- **Internet Search using...**: Shows a list of 4 user-defined search engines to send a search string to. List defined in Tools > Options
- **Keyboard Shortcuts**:
    - View All Shortcuts: Opens Notepad with the list of all shortcuts
    - Customize: Opens the Customize dialog. [Details](#)
    - View Custom Shortcuts: Opens Notepad with the list of user-defined shortcuts
    - Load Custom Shortcuts: Loads a list of user-defined shortcuts. Typically, this file was generated with View Custom Shortcuts
    - Reset Shortcuts: Returns the shortcuts to the InfoQube's supplied list. Option to keep user-defined shortcuts. This command most useful when system shortcuts have changed, when new features are implemented, etc

- **Check EmailToIQ Now**: Shows a dialog to retrieve EmailToIQ message. Option to retrieve just new emails or emails from previous days. [Details](#)
- **On-screen keyboard**: Useful on a tablet with no physical keyboard attached
- **Dial...**: ~~Shows the Phone dialer dialog~~ Dialer was removed
- **Send Emails...**: Shows a dialog to send email to selected items. First select one or more items with email address defined. Option to send a single email or individual ones (better spam filter protection)

- **Help**:
    - User Manual (local): Opens the InfoQube.chm file, stored in the AppData folder
    - User Manual (online):
- **Options...**: Sets all program options and options specific to the current IQ Base. [Details](#)

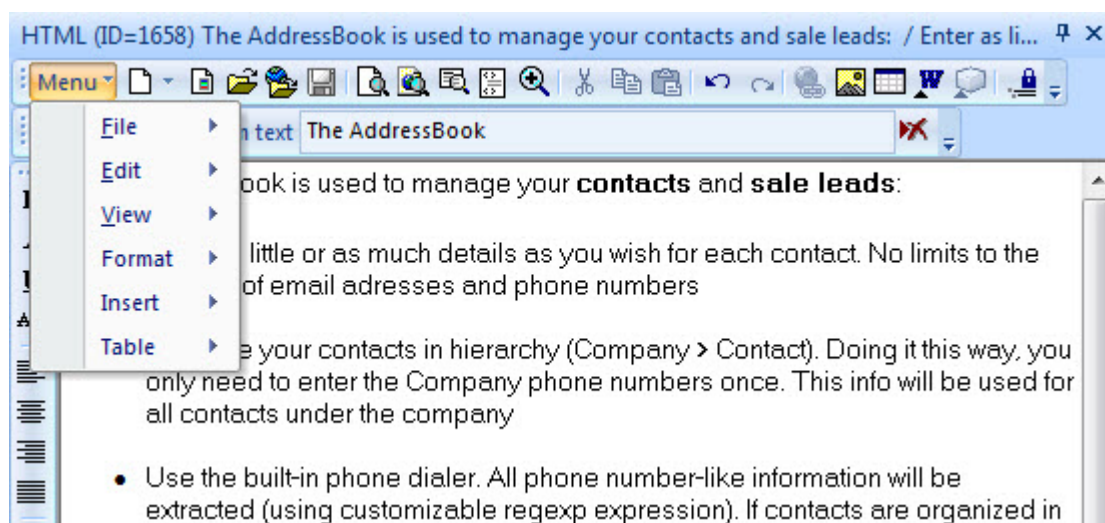[Pierre_Admin](#) 2017/06/01 17:51

- 31 views

Document Pane Menus

Document Pane Menus

Document Pane Menus

The Document (or Doc) pane has a separate (and distinct) menu system, with its own commands, toolbars and keyboard shortcuts. Customization is similar to the main InfoQube's menu. Right-click on a menu and select Customize
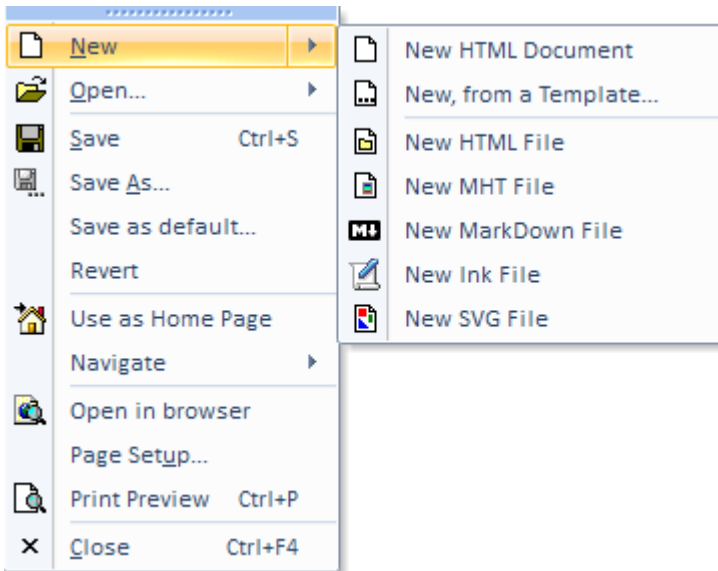

[Pierre_Admin](#) 2016/06/19 19:07

- 24 views

1. File Menu

File Menu

- New: Clears the current document. Split button with the following sub-commands:
  - New HTML Document (stored in the IQBase itself)
  - New, from a Template: Select any html type file to copy it to the HTML pane. Combined with checkboxes linked to field, the HTML pane can be used as a data-based customized data entry form
  - New HTML File: File named ItemIDXXX.htm will be created (based on the default). Any change is automatically saved to this file
  - New MHT File: File named ItemIDXXX.mht will be created (based on the default). InfoQube cannot edit MHT files directly, but supports external MHT editors. See Using MHT Documents
  - New MarkDown File: File named ItemIDXXX.md will be created. See Using Markdown documents
  - New Ink File: File named ItemIDXXX.slink will be created. Ink documents are used for hand written notes (using an active pen / stylus) and a collaborative whiteboard. See Using Ink Documents
  - New SVG File: File named ItemIDXXX.svg will be created. SVG documents are drawings. An drawing program supporting the SVG format is required. Inkscape is a good option

- Open: Dropdown menu with the following commands:
  - Open File: Select the local file to display in the pane. Any change in the pane will be saved to this file
  - Open Folder: Select the folder to display in the pane
  - Open Web Page: HTML pane will show a live web page

- Save: For MHT, SVG and Ink documents, Save will compute the document height and save it in the field ItemHTMLHeight (used in HTML Export)

- Save As...
- Save as default...: Defines the new html document content
- Re-Index PDF file: Whenever the PDF file is changed, this command will read it and update its index. Items created before v109 are not indexed, so use this command to index the content
- Revert: Reverts the content to the last time it was saved

- Use as Home Page: Toggles the use of this html document as a Home Page. See [8. Home Pages](#)
- Navigate:
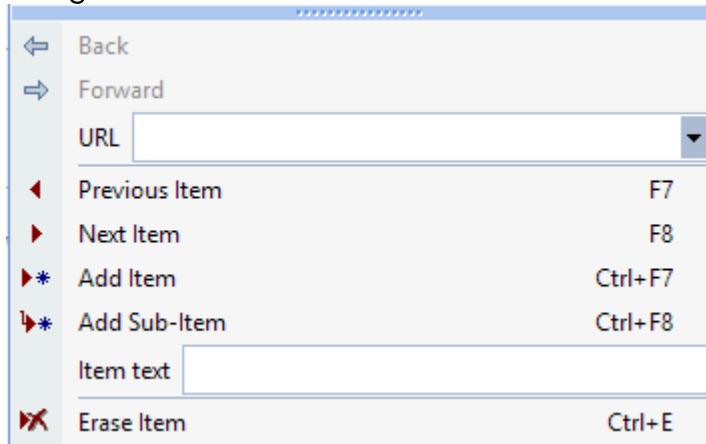
  - In Browse mode, navigates forwards and backwards. When in Folder view, shows the parent folder
  - Change the current grid focused item (previous, next). HTML pane will update
  - Add item / sub-item in the current grid
  - Change the current item text
  - Erase the current item

- Open in browser
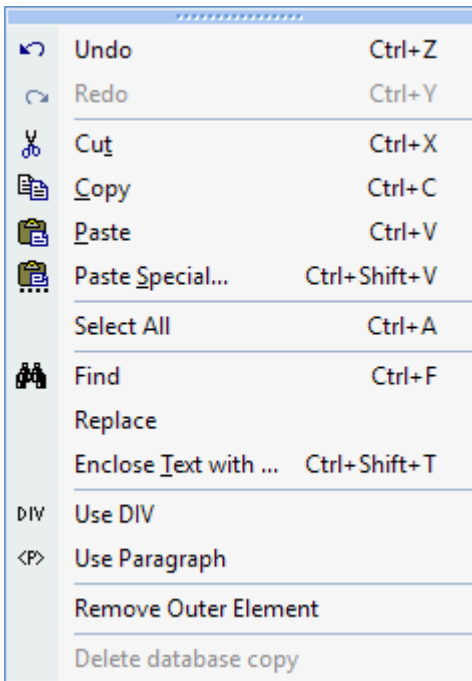- Page Setup...
- Print Preview

- Close: Closes the HTML pane

[Pierre_Admin](#) 2017/06/19 19:17

- 14 views

2. Edit Menu

2. Edit Menu

Edit Menu

- **Undo / Redo**
- **Cut**
- **Copy**: If on image or hyperlink, copies image source / hyperlink URL as plain text format and links to these as HTML format
- **Paste**: Will "smart" paste using the same clipboard format as the previous paste, provided it is available. Use Paste Special to ensure a specific format is used
- **Paste Special**: Shows a dialog of all clipboard formats currently in the clipboard. Select the format to use

- **Select All**
- **Find**: Shows the Find dialog. Option to Highlight matches:
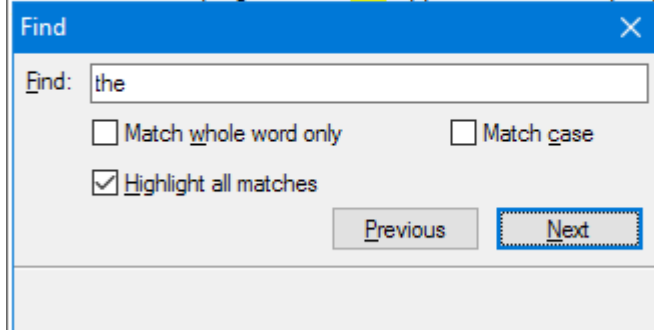
- **Replace**: Shows the Replace toolbar:
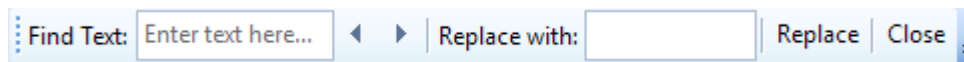
- Enter find text
- Press the < and > button to move back and forward in the match list
- Enter the replace text
- Click Replace. Next match is automatically selected

- **Enclose Text with ...**: Enclose the selected text with a tag or other code. Adds matching end tag

- **Cleanup HTML Tags**: Cleans up HTML tags and removes embedded style attributes. The list of tags to clean up is defined in the Options.ini file (HTMLCleanUpTags entry). By default the list is: div, h1, h2, h3, h4, h5, h6, li, ol, p, span, table, td, th, tr, ul
- Fix UTF-8 Encoding: Debug tool

- **Use DIV / Use Paragraph**: Changes all DIV tags to P tags and vice versa. DIV tags provides a more compact layout than P tags
  Bullet spacing is also modified

- **Remove Outer Element**: Useful to clean up the HTML code. It removes extra SPAN, P and DIV elements that encloses the current selection

- **Delete database copy**: For all file-based document types (MHT, HTML files, MD, etc), a local copy is saved in the database (in case the actual file is not available). This erases this local copy (a local copy is only saved if Tools > Options > This file > Data storage > Save a copy of the HTML... is checked)
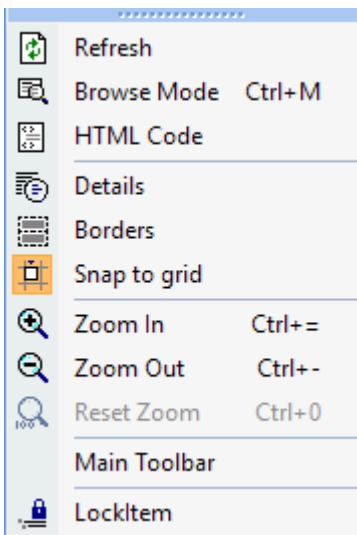
Pierre_Admin 2017/06/19 22:12

- 8 views

**3. View Menu**

3. View Menu

View Menu

- Refresh: When in Browse mode, refreshes the page
- Browse Mode: Toggles between edit and browse mode. In Browse mode, the HTML pane functions as a browser. F2 and Ctrl + M shortcuts toggle between Edit and Browse modes For read-only document types (MHT, Ink, Web), Browse mode is locked. Double-click on the document to open the external editor
- HTML Code: Shows the HTML code view. Can be used to edit the raw HTML code

- Details: Toggles the display of some HTML codes (P, DIV, Span). Showing these code can ease editing and cleanup. N/A in IE11 mode
- Borders: Toggles the display of borders around images and table cells. N/A in IE11 mode

- Zoom In / Out / Reset. Changes the Document Zoom. **There are 2 of zoom settings**. Both are shown on the status bar:
    - **Document Zoom**: Specific value saved for each document. Applies to all view modes (edit, browse, print preview)
      These command control this zoom setting
    - **View Zoom**: Set using Ctrl + Mouse wheel or using pinch zoom (touch pad and touch screen). Applies only to edit mode
      (Browse mode also supports View Zoom, but it gets resets to 100% whenever it is refreshed or a new item is shown)

- Main Toolbar: For conciseness, the menu bar is actually a button on the main toolbar. As this toolbar can be hidden, use this command (using the context menu) to show it again

- Lock Item: Toggles the lock state for this item. If locked, the pane will keep showing this item, even if the focus item (in the grid) is changed.
  (hint: you can open multiple HTML panes and have some locked on specific items, while others update to show the focused item)
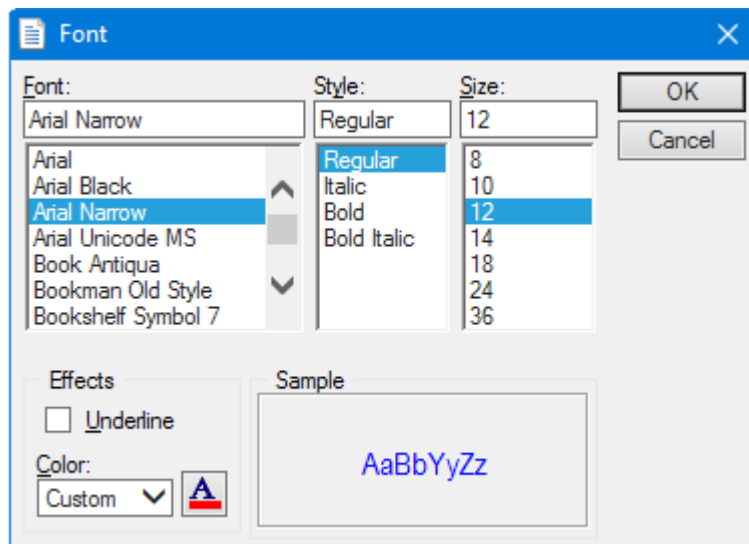
Pierre_Admin 2017/06/19 22:21

- 3 views

Format Menu
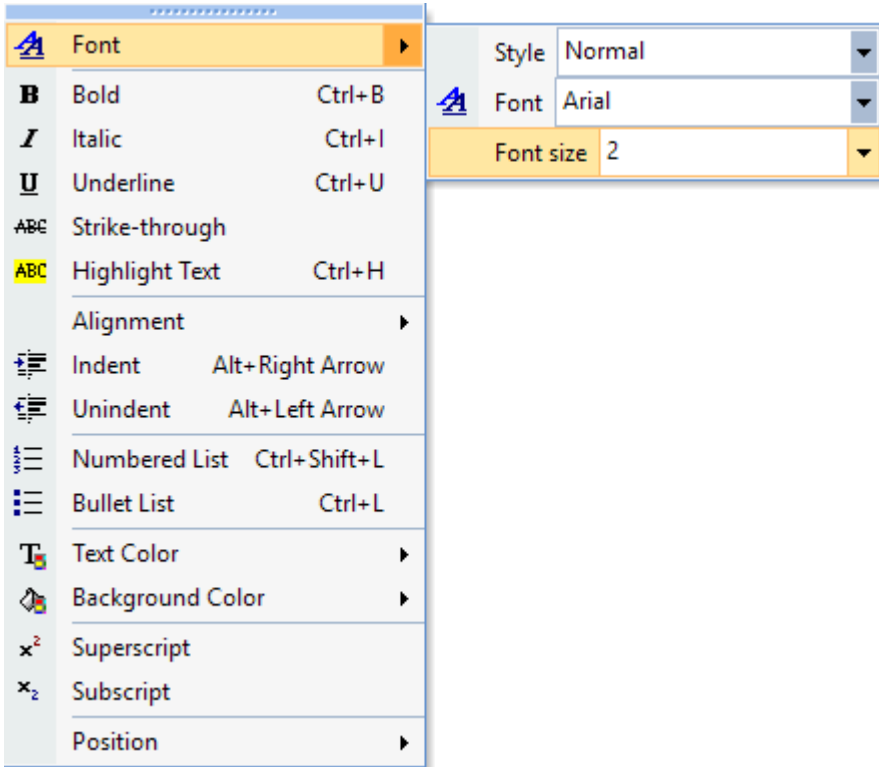
- Format: Shows the Format dialog:

It is a Split button with the following sub-commands:

- Style
  - Font
  - Font size
- Bold, Italic, Underline, Strike-through, Highlight Text

- Alignment: Left / Center / Right
- Indent / Unindent text
- Numbered and Bullet Lists

- Text and Background Color: Select from the list
- Superscript / Subscript
- Position: For images:
  - Floating: When floating, images can be placed anywhere on the page
  - Lock Position: When locked, images can no longer be moved
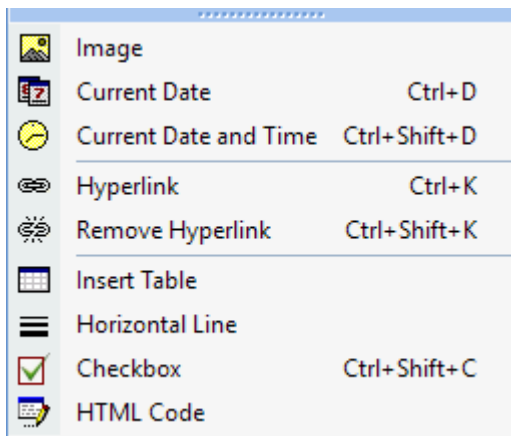 - Snap to Grid: For floating images, will align on a 10 px grid

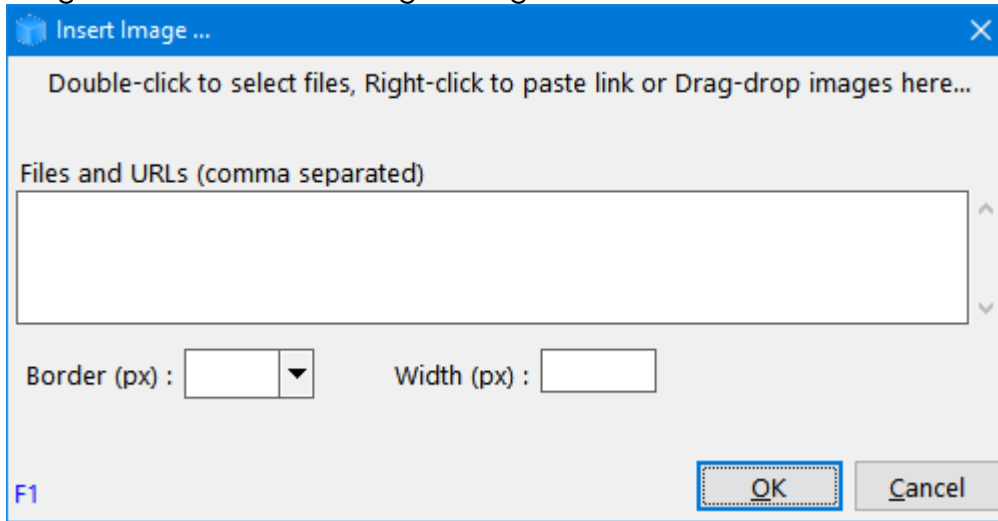[Pierre_Admin](#) 2017/06/20 18:34
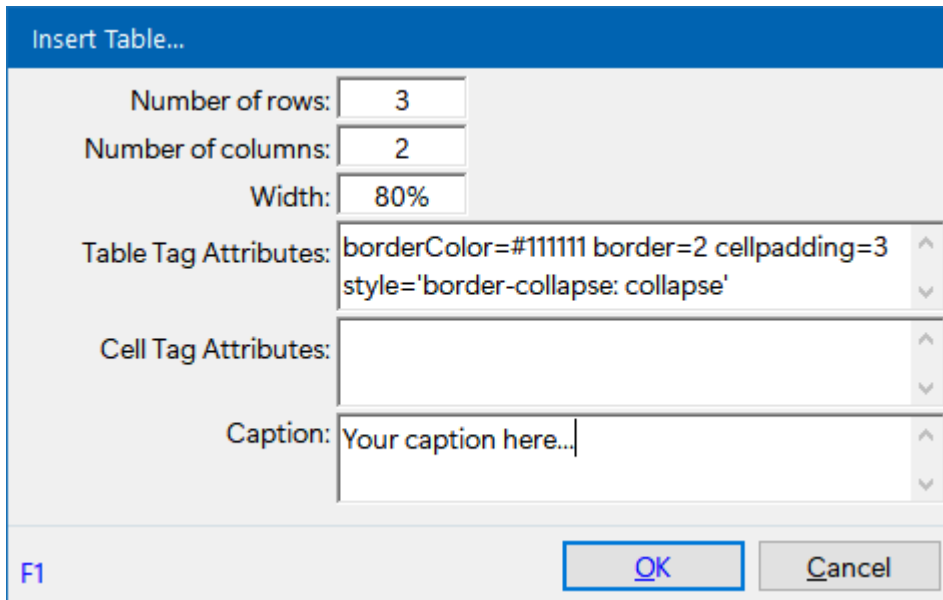
- 16 views

5. Insert Menu

5. Insert Menu

Insert Menu

- Image: Shows the Insert Image dialog:

Insert Image ...

Double-click to select files, Right-click to paste link or Drag-drop images here...

Files and URLs (comma separated)

Border (px) :   Width (px) :

F1   OK   Cancel

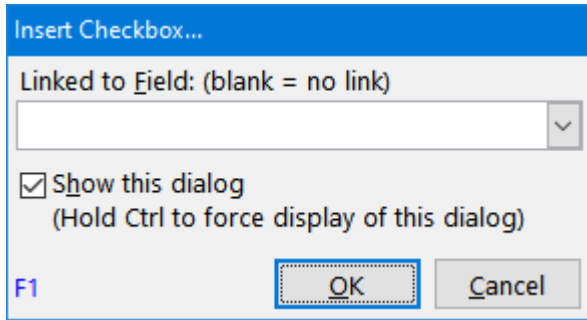- Current Date / Current Date and Time

- Hyperlink: Shows the Hyperlink dialog. See [Hyperlinks](#)

- Remove Hyperlink

- Insert Table:

Insert Table...
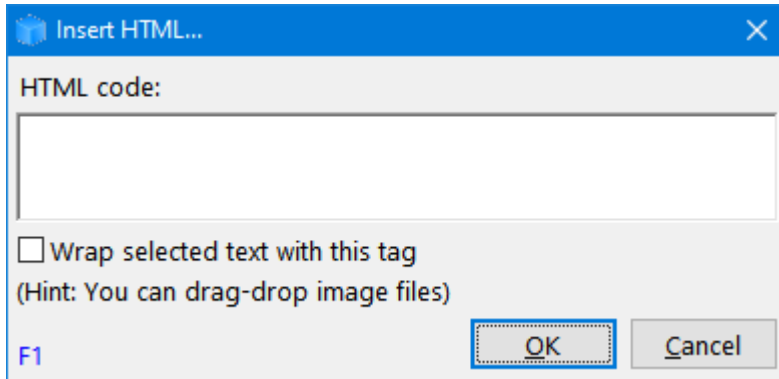
Number of rows: 3
Number of columns: 2
Width: 80%
Table Tag Attributes: borderColor=#111111 border=2 cellpadding=3 style='border-collapse: collapse'
Cell Tag Attributes:
Caption: Your caption here...

F1   OK   Cancel

- Horizontal Line

- Checkbox. Shows the Insert Checkbox dialog:

Insert Checkbox...

Linked to Field: (blank = no link)

☑ Show this dialog
   (Hold Ctrl to force display of this dialog)

F1   OK   Cancel

When linked to a field (Y/N type), any change in the Doc pane will update the field and vice versa

- HTML Code: Inserts HTML content into the document:

Insert HTML... ✕

HTML code:

☐ Wrap selected text with this tag
(Hint: You can drag-drop image files)

F1   OK   Cancel

[Pierre_Admin](#) 2017/06/21 17:28

- 20 views

6. Table Menu

6. Table Menu

Menu ▾

File   ▸
Edit   ▸
View   ▸
Format   ▸
Insert   ▸
Table   ▸
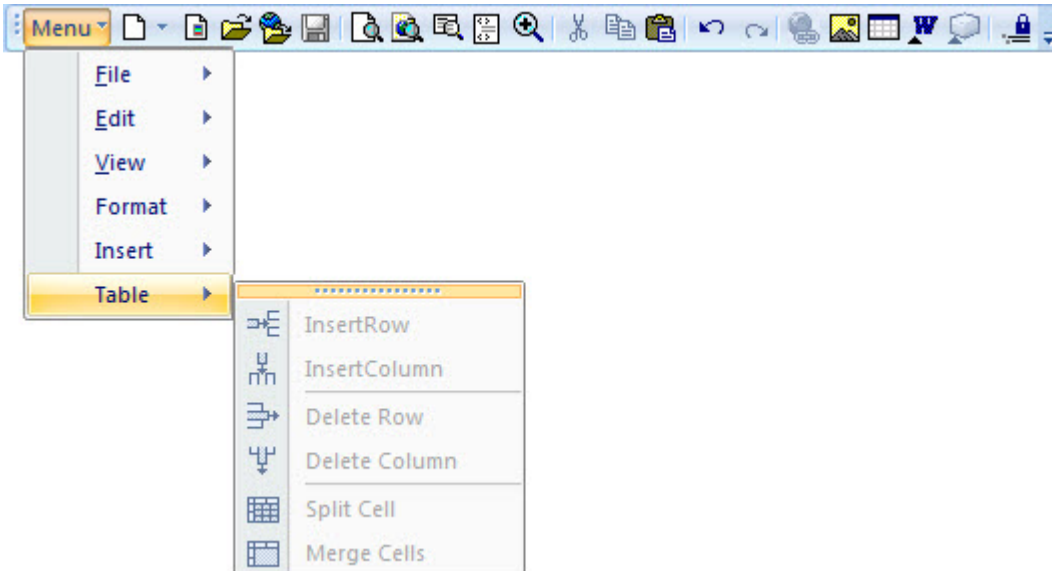
InsertRow
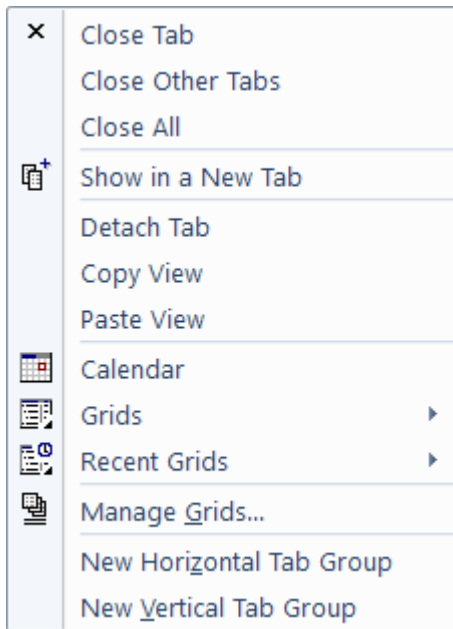InsertColumn
Delete Row
Delete Column
Split Cell
Merge Cells

Workspace Tab Context Menu

Workspace Tab Context Menu

Workspace Tab Context Menu

- Tab Color: Select the Tab color. Shown for tabs showing grids. Supports named colors. See [Item Formatting](#)
- Close Tabs commands
- Show in a New Tab: Opens a second copy of the current tab

- Detach Tab: Views can be detached and shown as panes in the main UI. Once detached, panes can be docked, stacked, pinned and hidden
- Copy / Paste View: Use these commands to:
    1. Add a view to an existing tab. View will be shown as a pane, which can be docked, stacked, pinned and hidden inside the tab. See "Using Dashboards"
    2. Paste the grid format (Font, Line style, Colors)

- Calendar, Grids, Recent Grid
- Manage Grids dialog

- Tab Groups commands: Splits the main UI into 2 or more tab groups, either horizontally or vertically

<u>Hints</u>: The Workspace Tab context menu is also displayed for pane headers and in grids, on the blank area below the items

[Pierre_Admin](#) 2018/04/15 00:25

- 14 views

Customizing Menus and Toolbars

Customizing Menus and Toolbars

Customizing Menus and Toolbars

All menus and toolbars can be customized. This can be done in a number of ways.
(the menu system is a clone of what was used for Microsoft Office 2003, so the same tips and tricks apply)

There are two distinct menu / toolbar sets. One for the main InfoQube window, one for the Document pane. Commands cannot be move from one to the other.
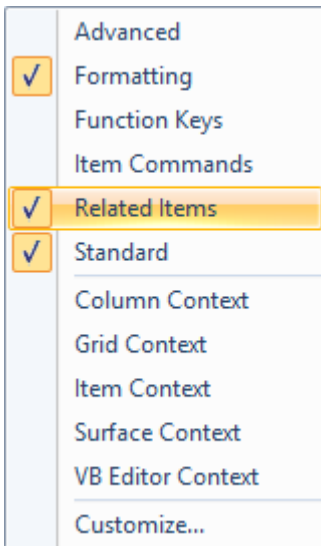
1. Moving Menus and Toolbar

All menus and toolbar can be moved and un-docked (i.e. floating).
To move a menu / toolbar, move the mouse to the left side of it, the cursor will change (4 arrows). Click and drag to move it or undock it. Once undocked, you can dock it to any of the 4 sides of the IQ main window
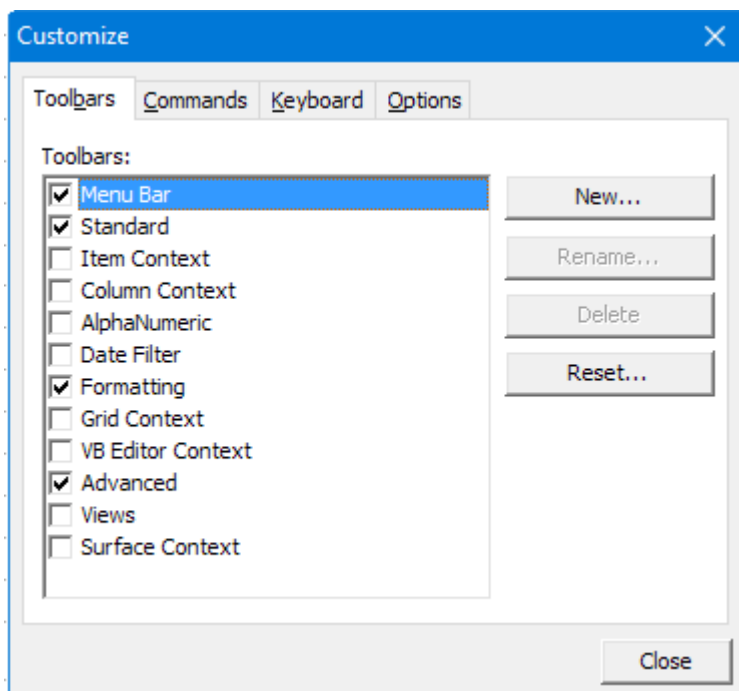
2. Show / Hide Toolbars

To show / hide a toolbar, right-click on any menu / toolbar to show the list of toolbars. Select which ones you want to have visible:

3. Add, Remove, Move Commands from Menus and Toolbars

Right-click on a menu / toolbar and select Customize. The Customize dialog will open:

In Customize mode, it is easy to make changes to menus and toolbars:

- Click on any command button and move it to another location on the same menu / toolbar or to another one
- Move any command button just slightly to the right (or down) to add a separator bar
- Drag a command to an empty space to remove it from the menu / toolbar
- To create a copy of the command, hold the Ctrl key while moving. This is often the easiest way to add commands to toolbars
- Text entry commands (such as the Omnibox) can be resized. Click the command, a black box will be shown around it. Press Ctrl and click on the right side to resize it
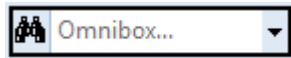
- Press the Escape key to cancel the drag-drop operation (while still pressing the left mouse button)
- Select any command from the Commands tab and drag it to a toolbar / menu (see below)

3.1 Toolbars Tab

In the Toolbars tab, you can:

1. Show / hide toolbars
2. Reset a toolbar: If you've modified a toolbar, this will reset it to the default one. This is sometimes required when new features are added
3. Create a new empty toolbar. As the standard toolbars may be changed with every new release, it is sometimes useful to create your own.

3.2 Commands Tab

Holding the Ctrl key while moving a command is an easy way to create a new command button. Another way is using the Commands tab. It lists all (actually nearly all) commands, by category:
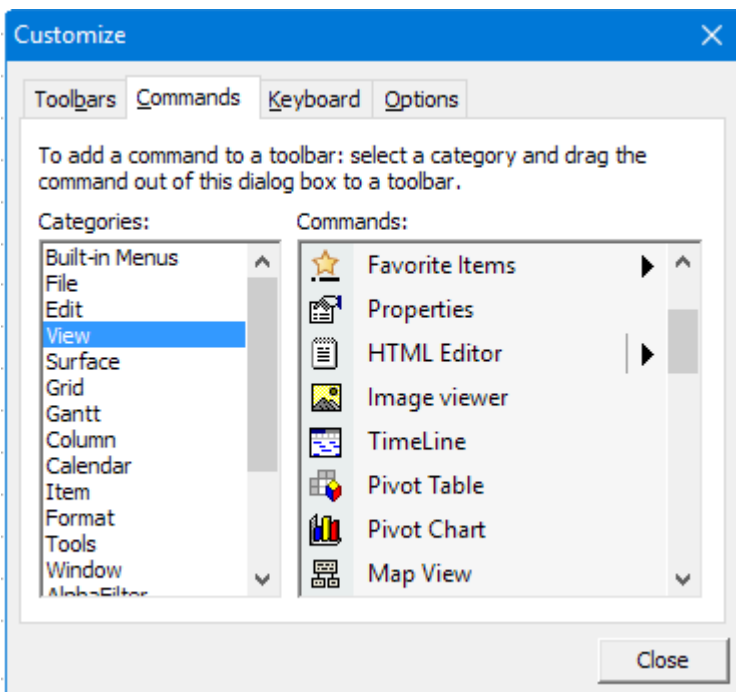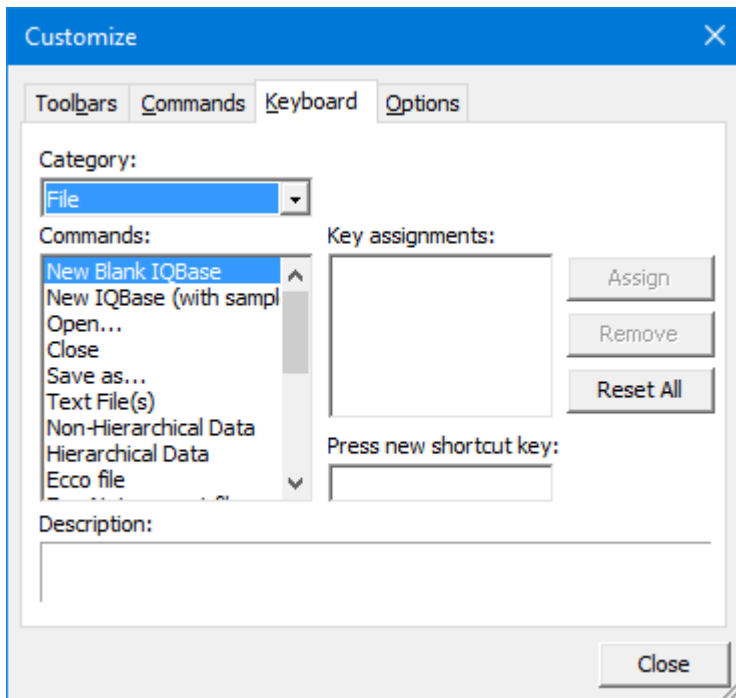

Drag-drop any command to a menu / toolbar to add it.

3.3. Keyboard Tab

Nearly all commands can be assigned a keyboard shortcut. See Keyboard Shortcuts for details

Click on the Keyboard tab to manage shortcuts:

Notes:

- If a shortcut is not working, most likely the same shortcut was assigned to something else. Use View All Shortcuts to find what it is assigned to.
- There are 2 menu systems in IQ. The main one and the one for the HTML editing pane. Each are customized separately.
- Some commands don't show in this dialog (split buttons for example). To assign a shortcut to these, right-click directly on the button and enter the shortcut there. Use Shift+Ctrl+C for example:
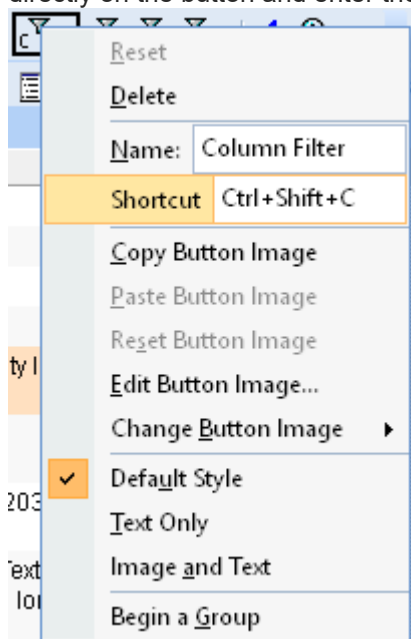
3.4. Options Tab
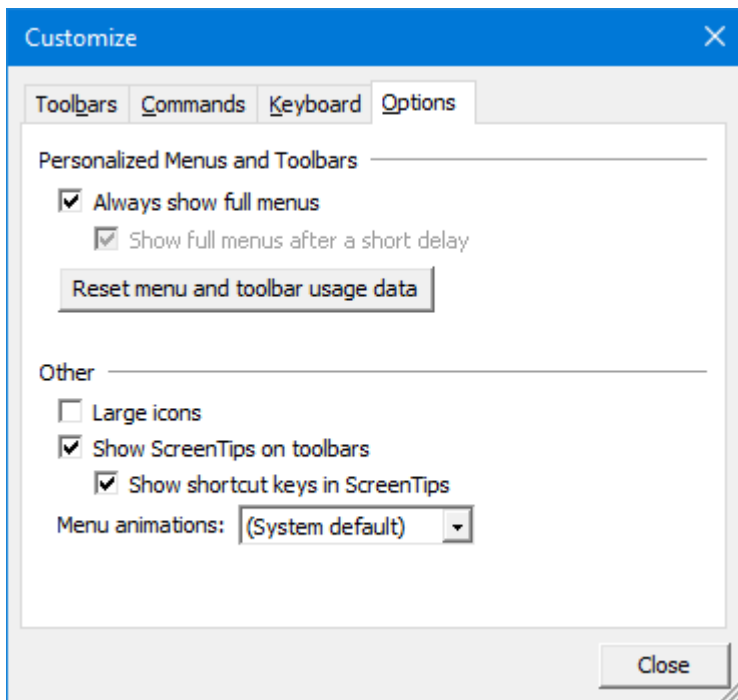
3.5 Modifying an existing command

Right-click on any existing command button will show a context menu to allow changes to be made:
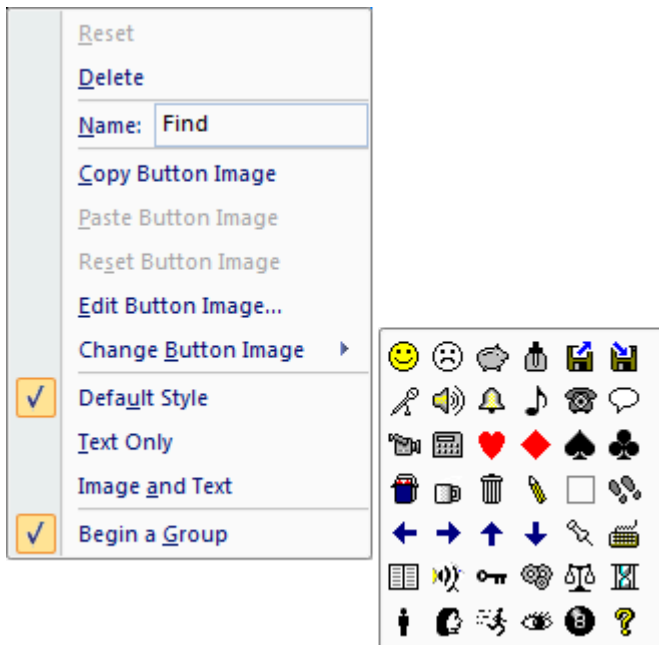
[Pierre_Admin](#) 2016/07/18 15:42

- 23 views

Keyboard Shortcuts

Using and Managing Keyboard Shortcuts

Nearly all commands can be assigned a keyboard shortcut.

Use Tools > Keyboard Shortcuts... to manage shortcuts:

1. View All Shortcuts: Creates a file All.Shortcuts.tab containing all shortcuts (System + User). Opens it in Notepad
2. View Custom Shortcuts: Creates a file User.Shortcuts.tab containing user shortcuts. Opens it in Notepad
3. Load Custom Shortcuts: Prompts for a Custom Shortcuts file
4. Reset Shortcuts: Option to keep user shortcuts or reset all
5. Customize: Show the Customize Dialog

Customizing Shortcuts

To enter Customize mode, show the Customize Dialog:
(Tools > Keyboard Shortcuts > Customize or right-click on a toolbar > Customize)
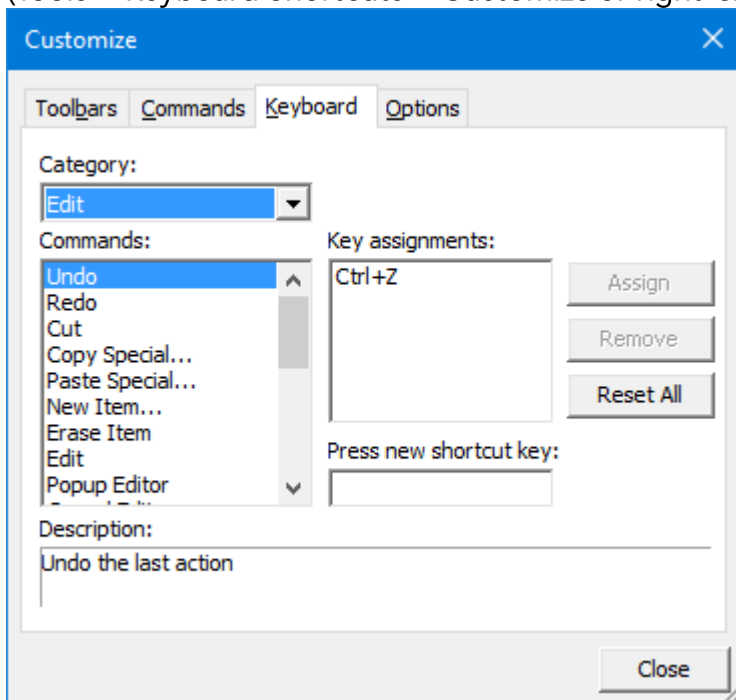
Notes:

- If a system shortcut is not working do Tools > Keyboard Shortcuts > Reset Shortcuts > 1- Reset System Shortcuts
- Another reason a shortcut may not be working is that the same shortcut was assigned to something else. Use View All Shortcuts to find what it is assigned to
- The Customize dialog is not fully modal. That is, you can click on menus and toolbars to re-arrange / customize these. Move, delete, copy (hold Ctrl key) commands can be done directly by drag-drop

- There are 2 menu systems in IQ. The main one and the one for the Doc pane. Each are customized separately
- The toolbar shown on Item Editors is not customizable
- Some commands don't show in this dialog (split buttons for example). To assign a shortcut to these, enter Customize mode and right-click directly on the button and enter the shortcut there. Use Ctrl+Shift+C for example:
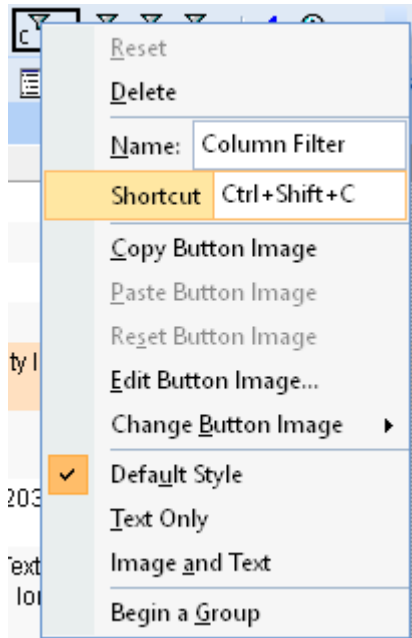
- The process of assigning a shortcut is different in the dialog and in the context menu:
  - Dialog: Click in the 'Press new shortcut key' text box and press the actual shortcut keys you want to use (i.e. press the Ctrl key plus the A key to set Ctrl+A as the shortcut
  - Context menu: Click the 'Shortcut' text box and type the shortcut as text (i.e. type Ctrl+A)
- The process is very similar to MS Office (pre-ribbon versions, such as XP, 2003).
- To quit the Customize mode, close the Customize dialog

IQ Calendar command buttons

The IQ Calendar has a series of command buttons at the top of the form. These can be customized using the same dialog as other command buttons
The commands are in two categories:

- Calendar
- DateFilter

Pierre_Admin 2008/11/23 16:21

- 26 views

Doc Pane keyboard shortcuts

Doc Pane keyboard shortcuts
HTML Pane Keyboard Shortcuts

	Shortcut	Comments
File		
Save	Ctrl+S	
Print preview	Ctrl+P	
Navigating in the grid	F7, F8	Previous item, Next item
Edit item name	F2	Hit enter to save. Grid will update
Delete item	Ctrl+D	Same shortcut as in the grid.
Edit		
Undo	Ctrl+Z	
Redo	Ctrl+Y	
Cut	Ctrl+X	
Copy	Ctrl+C	
Paste	Ctrl+V	
Paste Special...	Ctrl+Shift+V	
Select All	Ctrl+A	
Find	Ctrl+F	
Replace	Ctrl+Shift+F	
Open in MS Word	Ctrl+W	Edit (MHT) in MS Word or other word processor. You may have to add path to the word processor .exe file under "Menu>Tools>Otions>Other>MS Word path"
Open in [Blocknote]	Ctrl+Shift+W	Edit (MHT) in Blocknote - a free WYSIWYG MHT editor. You may have to add path to the word processor .exe file under "Menu>Tools>Otions>Other>MS Word path"
Format		
Bold	Ctrl+B	
Italic	Ctrl+I	
Underline	Ctrl+U	

Indent	Alt+Right Arrow	
Unindent	Alt + Left Arrow	
Insert		
Hyperlink	Ctrl+K	
Other		
Indent	Tab	in HTML pane, tab indents, and shift-tab unindents. This works for regular text, numbered items and bulleted items.
Unindent	Shift+tab	
F6	F6	Open the HTML pane. Keeps the pane on autohide
Shift+F6	Shift+F6	Open the HTML pane. Does not keep the pane on autohide. You need to press Shift+F6 again to close it.

[Pierre_Admin](#) 2016/11/23 17:23

- 11 views

Grid/Items keyboard shortcuts

Grid/Items keyboard shortcuts

Grid/Items Keyboard Shortcuts

Operation	Shortcut(s)	Comments	Reference
Open a Grid	Ctrl+Shift+O	Shows list of Grids, type in first letter of grid - repeatedly if necessary - to find grid	
Select an item (fully, with all columns/fields)	left click on # field		
Select/deselect items (fully, with all columns/fields)	Ctrl + left click on # field		

Select/Deselect multiple items at once	Shift+left click on field/column	1- Shift+left click on one field AND 2- Shift+left click on the another fiel (use the # column to select/deslect full items)	
Select/Deselect fields/columns	Ctrl-**Right click** on column header	(very useful when exporting certain items + fields to HTML format)	
Expand/collapse items under a selected parent	Ctrl + (Expand) Ctrl - (Collapse)		
Expand/collapse items under a selected parent to level n	Ctrl+n	n=1 to 9. Expands only the current branch to level n. 0 to expand all	
Expand/collapse all items to level n	Ctrl+Shift+n	n=1 to 9. Expands the whole grid to level n. 0 to expand all. Windows may use Ctrl+Shift+0 to switch language. If so, this shortcut will not work. See this link on how to change this: https://groups.google.com/forum/#!topic/leo-editor/XqAQ48gE40Y	
New item	Ins (Insert key)	(top level, start of grid)	
New item (same level, under current item)	Enter	When item field has focus or when item is selected (in other fields Enter acts as F2 - toggles edit state of field)	
New sub-item (below current item	Ctrl+Enter	When item field has focus or when item is selected	
New sub-item (above current item)	Alt + Enter		
Edit / toggle edit states	F2	*Enter* also works in fields other than the Item Field	
When editing:	Ctrl + arrows		

Move left and right by word			
Move items up or down	Alt + up/down arrow		
Move items "up" or "down" the Hierarchy	Alt + left/right arrow	e.g. select item, ALT + Right Arrow key will make it a sub-item of the item above it in the grid	
Erase Item / remove from grid	Ctrl + E Delete (see comments *)	If the grid context allows to only "remove" the item(s) from the current Grid view (i.e., the item's field corresponding to the Grid's source will be erased) easily and without compromising user data, a second option is offered. Otherwise, it's only possible to permanently delete the item(s) from the database. * Delete will only work as CTRL + E if the full item is selected. Otherwise, it will delete the currently selected field's content	
Delete field's content	Delete	Focus has to be on the field(s) to be deleted (possible to select multiple fields with ctrl+click, shift-up/down arrows, etc. if the "multiple columns" selection mode is on). Important : if "full item" selection mode is on), delete will work as CTRL+E (erase item)	
Split item	Shift+Ctrl+S	Split an item into 2 (at the current cursor point), which is the same as in Ecco	
Join items	Shift+Ctrl+J	It prompts you for a delimiter to add when joining the item's text. Use "CR" to get line feeds. It joins the item text, but does not delete the merged items, so to not lose valuable field	

		values, if present. If desired, simply delete them.	
Popup multi line editor	Shift + F2		
Toggle case of text	Shift + F3	Will cycle through Caps possibilities (4 states): The brown cat > The Brown Cat > THE BROWN CAT > the brown cat	
Mark as done	Ctrl + M		
Switch grids with assigned Alt key + # (1 through 9)	Alt + 1...9	After assigning grid a shortcut per 6. Manage Grids Dialog you may switch to this grid with the assigned Alt+# key	6. Manage Grids Dialog #36

Pierre_Admin 2016/11/23 17:21

- 35 views

Properties pane keyboard shortcuts

Properties pane keyboard shortcuts

	Shortcut	Shortcut	Comments
Move to left / right column	Shift-tab		Useful when one needs to quickly move back to the left column to use the "search as you type" functionality
Expand properties pane section / move to right column	Right-arrow		The shortcut works differently depending on the cursor position in the properties pane
Collapse properties pane section / End field editing / move to left column	Left-arrow		Shortcut works differently depending on the cursor position in the properties pane
"Search as you type"	Any key while in left column		If in left column, typing a field name will find that field in the properties pane

Grid / properties pane : toggle focus	F4		Will also show the properties pane if it's hidden
Show / hide properties pane	Shift-F4		
Edit field/ End editing	F2		

- 7 views