



Galileo Desktop Focalpoint 4.01

Quick Reference Card

FP 685/1.1

This Quick Reference was developed by Galileo International, Training and Development. For questions or comments, please send a message to training.development@galileo.com

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The Galileo Desktop

Focalpoint® Galileo® System Window Basics

The Galileo Desktop – Focalpoint® Galileo® functions, and the quickest way to perform them, are identified here.

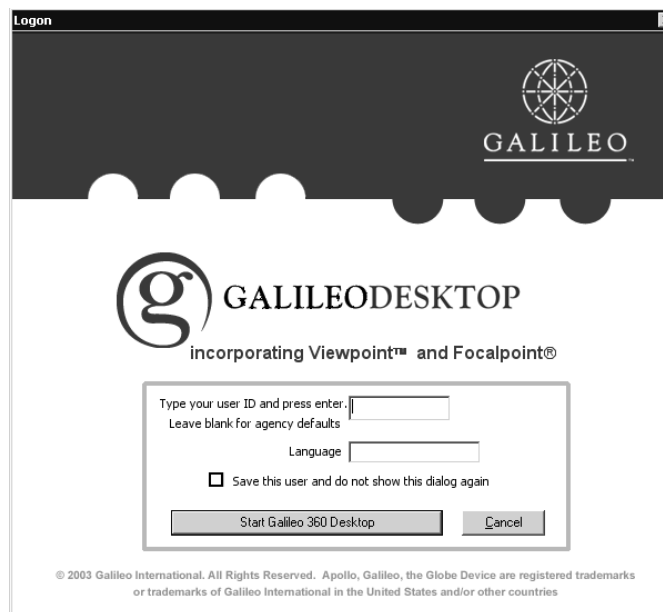
The Galileo Desktop was installed as Focalpoint® only, or Viewpoint™ with Focalpoint® visible at startup.

Starting the Galileo Desktop



Galileo
Desktop

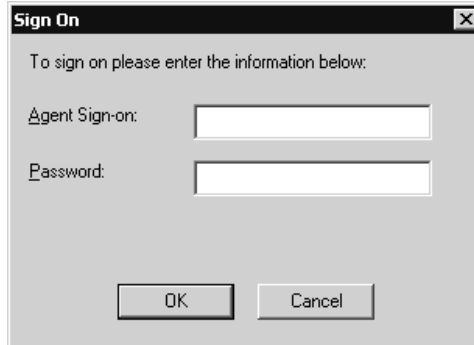
1. Click the Galileo Desktop icon.
2. The Logon screen appears.

A screenshot of the Galileo Desktop Logon window. The window has a dark header with the Galileo logo and the word 'GALILEO'. Below the header, the text 'GALILEODESKTOP' is displayed, followed by 'incorporating Viewpoint™ and Focalpoint®'. The main area contains a form with a text input field for the user ID, a 'Language' dropdown menu, and a checkbox labeled 'Save this user and do not show this dialog again'. At the bottom of the form are two buttons: 'Start Galileo 360 Desktop' and 'Cancel'. A copyright notice is visible at the very bottom of the window.

3. Type your user ID and press enter. Leave blank for agency defaults. Specify a language if you wish.

4. Click Start Galileo Desktop

The Sign On screen appears.



5. Type your Agent Sign-on and Password

6. Click OK.

Access Another Window

- Press Ctrl+Window number.

Zooming or Unzooming a Window

- Press the plus (+) or minus (-) on the numeric keypad.

Zoom size is determined by the number of font sizes available for the font used.

Move the Cursor

To:	Press:
Move one character at a time	Arrow
Move to beginning of line	Home
Move to end of line	End
Move to upper-left corner of window	Home Home
Move to last character of window	End End

Line Editing Shortcuts

To:	Press:
Insert blank line	Ctrl+A
Delete line	Ctrl+E
Delete to end of line	Ctrl+L

Command Shortcuts

To:	Press:
Move up (MU)	Page Up
Move down (MD)	Page Down
Redirect response to another window	Alt+Window number

Recall Previously Entered Commands

To:	Press:
Scroll through commands in reverse order	Ctrl+Up Arrow
Scroll through commands in the order entered into Apollo/Galileo	Ctrl+Down Arrow

Note: The default number of commands stored is 50, but may be expanded to 150. For steps on how to change the default, refer to the procedures in the “Replay” section of this guide.

Clear the Windows

To:	Press:
Clear active window	Ctrl+W
Clear all windows	Ctrl+S

Unlock (Resetting) the Keyboard

- Press Ctrl+R

Printing

To:	Press:
Print active window	Ctrl+B
Print all windows	Ctrl+P

Use Copy and Paste

1. Press Shift+Arrow to select the text you want to copy.
2. From the Edit menu, click Copy (Ctrl+C).
3. Position cursor in Apollo/Galileo window (or insertion point in other application) where you want to paste the text.
4. From the Edit menu, click Paste (Ctrl+V).

Restoring Focalpoint® Window Settings

Restore and Revert are used to return to previous settings.

Restore settings to the last saved customization default

- From the File menu, click Restore.

Revert settings to the original Focalpoint® default

Note: Any workstation settings associated with the last saved customization default (such as the automatic loading of your Programmable Keys file) will no longer apply. To re-customize your workstation settings, follow the procedures in the “Setting Workstation Defaults” section of this guide.

1. From the File menu, click Revert.
The original Focalpoint default settings are reloaded.
2. To save the newly restored settings as your current default, click Save As from the File menu. Then click OK to accept the default file name of FOCALPOINT.CONFIG.XML
3. When prompted to overwrite the existing FOCALPOINT.CONFIG.XML file, click OK.

Focalpoint® Options

These options allow you to customize your Focalpoint workstation, increase your Galileo® productivity, and simplify Copy and Paste.

Change Window Colors

1. Click anywhere inside the Galileo® window where you want to change the color.
2. From the Options menu, click Edit Colors.
3. Click the background button, click on a color to select it, then click OK.
4. Click the foreground button, click on a color to select it, then click OK.
5. Click OK.
6. Repeat steps 1-5 for each window.
7. From the File menu, click Save to store your color changes.

Setting (Workstation) Defaults

This dialog allows you to:

- Specify which file is loaded when using Programmable Keys or the Focalpoint Replay application.
- Set Type Ahead (keystroke buffering) options.

Set Workstation Defaults

1. Select Set defaults from the Options menu.
2. Select PKeys or Replay.

The current default directory and file are shown in the Default Programmable Keys text box adjacent to the Browse button.

3. Over-type the current default, or use the browse button select another default file.
4. Repeat the above steps for the other application.
5. Place a check in the Enable Type Ahead box if you want this facility to be active.
6. Click Choose Default Font to select a default font for PKeys or Replay, if desired.
7. Click OK to accept new defaults, or click Cancel to abandon changes.

Add or change defaults

1. From the Options menu, click Set Defaults.
2. Click the companion (Pkeys or Replay), and then click Browse.
3. Click to select a file from the list provided.
4. Click OK.

Enable keystroke buffering

1. From the Options menu, click Set Defaults.
2. Click to place a check mark in the Enable Type Ahead box.
3. Click OK to close the Set Workstation Defaults screen.
4. From the Focalpoint® File menu, click Save to store the default changes.

Remove defaults

1. From the Options menu, click Set Defaults.
2. To remove a companion file, click the appropriate companion to be removed
3. Double click to highlight the file name in the Browse text box
4. To disable keystroke buffering altogether, click to uncheck the Enable Type Ahead box.
5. Click OK to close the Set Workstation Defaults screen.
6. From the File menu, click Save to store the default changes.

Configuring the Toolbar

Display or remove the Toolbar

- From the Options menu, click Toolbar.

Add items to the toolbar

1. From the Options menu, click Configure Toolbar.

The Configure Toolbar dialog box appears.
2. Click New Button.

The new button is added to the list with a default name (e.g. Button26).
3. From the list of toolbar options in the left pane, click to select the new button you want to work with.
4. From Button Image Bitmap File, click browse and select an image that will apply to this new button.
5. Click in the text box under Tool Tip for this Button and type a tool tip.
6. Click to select a Button Type from the list.

Depending on your selection, you are presented with options in a drop-down list, or you must browse for the type of action you want to associate with the new button.
7. When you have made your selection, click OK to accept the changes.

Save changes in the active Custom Settings (.CONFIG) file

- From the File menu, click Save or Save As.
- or,
- When closing Focalpoint®, from the Save Settings prompt, click Yes.

Change the order of items in the toolbar

The toolbar items in the left pane are displayed in the order in which the items appear on the toolbar (left to right).

1. From the Options menu, click Configure Toolbar.

The Configure Toolbar dialog box appears.

2. Click to highlight the item you want to move.
3. Click the Move Up or Move Down button to move the item up or down.
4. Continue this process for each item until all items in the list appear in the order you want.
5. When finished, click OK.

Move a Window

- Drag the title bar of the window to the desired screen location and release the mouse.

Use Record and Playback

This function records Galileo commands that you can immediately play back.

1. Press Ctrl+O to start recording.
2. Enter the command(s) to be recorded.
3. Press Ctrl+O again to stop recording.
4. Press Ctrl+K to start playback.

Use Response Copy

This function redirects a Galileo system response to Clipboard or to a file. You can paste the response to a different window or application. For example, if you want the response sent to a clipboard, you can go into Word and use the Clipboard option or Ctrl+V, to paste it into a document.

Set the response copy location

1. From the Options menu, point to Response Copy Options, and then click the Response Copy location.

Note: If you copy the response to a file, the default directory is C:\FP\DATADIR\RESPONSE. You may change the default directory by clicking Response File Directory.

2. If you want to retain the location setting for the next time Focalpoint® is started, click Save from the File menu.

Copy a response

- Type a Galileo® system format and press Alt+0 (redirect to Window 0), instead of the Enter key, to copy the response.

This sends the Galileo system response to the current window as well as the selected copy location.

View a response

If response was copied to Clipboard:

1. Move cursor to location in a document or application.
2. From the Edit menu, click Paste, or Ctrl+V.

If response was copied to a file:

- From the Companions menu, click Notepad.
- From the File menu, click Open.

Note: Be sure to look in the proper directory. The default directory is C:\FP\DATADIR\RESPONSE.

Printer Setup

This utility allows you to change the Windows default printer, modify the printer settings, and select a default printer for Focalpoint®.

1. From the File menu, click Printer Setup.
2. Decide whether any changes you make to this screen should apply to printing only in Focalpoint®, or in all Windows applications:

If the changes will apply only for Focalpoint® printing, click to place a check mark in the Set Selected Printer as Focalpoint Default Printer box. All Focalpoint print functions will now be directed to this printer, while all other Windows applications continue to use the Windows default printer.

If you wish to have these changes affect all Windows print functions, leave this box unchecked. Any changes you make will apply to the Windows default printer.

3. To select a different printer, click to select another printer from the list in the Printer box.
4. To change the printer settings:
 - a. Click Setup.
 - b. Click the appropriate tab(s) and make any desired changes.
 - c. Click OK to store the changes.

Note: If you designated this printer to be the Focalpoint® default printer in step 2, changes to these settings will apply only for printing in Focalpoint and will not affect printing in other Windows applications.

5. Click OK to close the Focalpoint Printer Setup dialog box.

Focalpoint® Companions Basics

These functions can be used with most Focalpoint Companions.

Open a File

1. From the File menu, click Open.
2. Type the filename and then click OK.

Or,

Select from list:

- a. Double-click the folder that contains the file you want to open.
- b. Click the filename and then click OK.

Save an Existing File

- From the File menu, click Save.

Save a New File

1. From the File menu, click Save As.
2. Type a name in the File Name box.
3. To change the file type, click the arrow next to the Save File As Type box, and click the type you want.
4. To save to a different folder, double-click the folder where you want the file to be saved.
5. Click OK.

Select Text

1. Drag mouse over text to be selected.
- Or,
2. Position cursor at beginning of text, and then press Shift+Arrow.

Select the Entire Document

1. Press Ctrl+Home to go to the beginning of the document.
2. Press Shift+Ctrl+End to select the entire document.

Note: With some applications, you can click Select All from the Edit menu, or Ctrl+A.

Cancel Text Selection

- Press any Arrow key.

Undo Your Last Action

- From the Edit menu, click Undo.

Delete Text

- Press the Delete or Backspace key.

Print Text

- From the File menu, select Print.

Use *Copy* and Paste

1. Select text by pressing Shift+Arrow or dragging the mouse.
2. From the Edit menu, click Copy (Ctrl+C).
3. Move cursor to a location in the document or application where you want to insert text.
4. From the Edit menu, click Paste (Ctrl+V).

Using *Cut* and Paste

1. Select text by pressing Shift+Arrow or dragging the mouse.
2. From the Edit menu, click Cut.
3. Move cursor to a location in the document or application.
4. From the Edit menu, click Paste.

The Focalpoint® Companions

Focalpoint® Companions include:

- Calculator
- Month View
- Programmable Keys
- Replay
- Windows® Notepad

Basic procedures for each companion are identified. For additional information on any companion, open that companion and access the Help menu.

Calculator

1. From the Companions menu, click Calculator.
2. Use the keyboard or keypad to type calculation.

Note: When using the keypad, *make sure Num Lock is on.*

3. Click the Close button to close Calculator.

Month View

Open Month View

From the Companions menu, click Month View.

To display:	Press:
Next day	Right Arrow
Previous day	Left Arrow
Next week	Down Arrow
Previous week	Up Arrow
Next month	Page Down
Previous month	Page Up
Today's date	Ctrl+D

Copy Highlighted date

- Press Ctrl+O.

Change the number of months displayed

- From the Display menu, click Show (1, 2, 3) Months.

Change the layout of months displayed

- From the Display menu, click Horizontal or Vertical.

Display a specific date

1. Press F4.
2. If necessary, change the date that displays.
3. If you wish to add or subtract days from the displayed date:
 - a. Under Offset, click + or –.
 - b. Type the number of days in the Days box.
4. Click OK.

Close Month View

- Click the Close button in the upper-right corner of the window.

Programmable Keys

Use Programmable Keys (PKeys) to assign specific actions to function keys. You can include a date and time stamp as well as multiple transmissions within a PKey.

Six steps are used to set up Programmable Keys in Focalpoint®:

1. Open PKeys.
2. Create PKeys.
3. Save PKeys.
4. Close PKeys.
5. Set defaults.
6. Save changes in Focalpoint®.

Note: Use the following information to complete each of the above steps.

Step 1: Open PKeys:

- From the Companions menu, click Programmable Keys.

Step 2: Create new PKey:

1. Under Key List, click key to add.

Note: Keys labeled BF1 through BF12 may be accessed only by assigning them to the Toolbar.

2. Designate the type of PKey to be added:
 - To add a command PKey:

If you know the command

Click inside the Command box and type the appropriate command.

If you need to locate the command

- a. Click Find.
- b. Click the command you want, and then click OK.

- To add a HotKey:

If you know the application name

- a. Under Type, click HotKey.
- b. Click inside the Command box and type the name of the application.

If you need to locate the application

- a. Click Search.
- b. Click the companion you want, or click Other Apps.
- c. Once selection has been made, click OK.

- To add a script: (applies only if Scriptwriter Plus™ has been installed)

If you know the script name

- a. Under Type, click Script.
- b. Click inside the Command box and type the name of the script.

If you need to locate the script

- a. Click Search.
- b. Click the script you want, or click Other Scripts.
- c. Once selection has been made, click OK.

- To add a COM script: Use the same process as *To add a script*, above.
3. Type a description in the Description box (optional).
 4. Click Apply.

Step 3: Save PKeys:

1. Make sure the PKeys window is open.
2. From the File menu, click Save.

Step 4: Close PKeys:

- Click the Close button in the upper-right corner of the window.

Step 5: Set defaults:

1. From the Options menu, click Set Defaults.
2. Select PKeys.
3. Type the filename and then click OK.

Or,

Click Browse and select from list:

- a. Double-click the folder that contains the file you want to open.
 - b. Click the filename, and then click Open.
4. Click OK again to exit the utility.
 5. From the File menu, click Save to store the default changes.

Step 6: Save Changes in Focalpoint®

After you have exited the PKeys dialog:

1. Click File, save.
The Save dialog is displayed.
2. Type a File Name for the file and click OK to store the changes.

Other PKey Options

Change a PKey

1. Under Key List, click key to change.
2. Make appropriate changes.
3. Click Apply.

Print PKeys

1. Make sure the PKeys window is open.
2. From the File menu, click Print
3. Under Print, click the option to print either all keys or only programmed keys.
4. Under Include, click to place a check mark for any or all of the options you want to print.
5. Click OK.

Replay

Use Replay to run previously transmitted Galileo® system commands. You can change, add, or delete commands in Replay, and then save them to a file to be used later.

Open Replay

- From the Companions menu, click Focalpoint Replay.

Basic steps to use Replay

1. In a window, type a series of commands.
2. Open Replay.
3. If necessary, edit commands as follows.

To change a command:

- a. Under Stored Commands, double-click command to edit.
- b. Under Command, edit text and press Enter.

To insert a command:

- a. Press Insert to enter the insert mode.
- b. Type new command and press Enter.

To delete a command:

- a. Under Stored Commands, double-click command to be deleted.
- b. Press Delete.

4. Press Shift+Arrow or drag the mouse to select commands to run, or use Ctrl+click to select non-consecutive commands.
5. Run Replay commands as follows.

To run:

Selected commands

From selected command to end

All commands from start to end

From the Run Menu

Selected Return.

Run Selected to End (F8)

Start to End (F9)

Save a Replay file

- From the File menu, click Save for an existing file, or Save As for a new file.

Open a Replay file

- From the File menu, click Open, select a file.

Clear Commands and/or create new Replay file

- From the File menu, click New.

Stop Recording

1. Open Replay.
2. Press F7, or select Stop Recording from the File menu.

Note: This stops recording all Galileo® system commands. Therefore, commands will not be recorded for Replay or Recall until you start recording again.

Start Recording

1. Open Replay.
2. Press F6, or select Start Recording from the File menu.

Change Number of commands stored

1. Open Replay.
2. From the Options menu, click Display Number of Entries.
3. Type the number of commands you want to store (maximum 150).

Note: Increasing the number of commands uses more workstation memory.

4. Press Enter.

Close Replay

- Click the Close button in the upper-right corner.

Notepad

You can access and use Microsoft® Notepad in Focalpoint® to make notes.

Open Notepad

- From the Companions menu, click Notepad.

Print Notepad

1. Open Notepad.
2. From the File menu, click Print Notepad.

Close Notepad

- Click the Close button in the upper-right corner.