

3-D Keyboard

Version 2.4 for United States

User's Guide

Fingertip Software

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Printing

This *User's Guide* was produced with Lotus Ami Pro. *3-D Keyboard* was used to type all special characters (of course).

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Revisions

This *User's Guide* for version 2.4 also applies to any software revisions numbered 2.41, 2.42, etc.

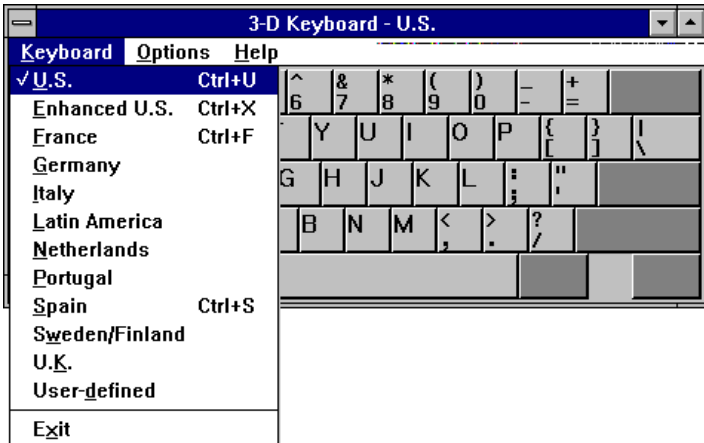
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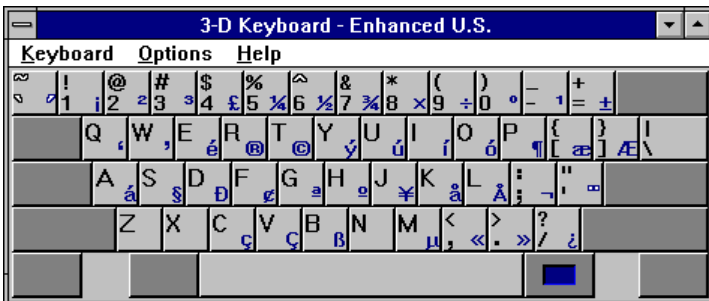
3-D Keyboard at a Glance

3-D Keyboard gives you an easy way to type all the interesting and useful characters in your fonts. While it is running you can switch between twelve different keyboard layouts simply by pressing a key or making a selection from the menu shown below.



For example, you can switch to the French layout simply by pressing “Ctrl+F” or choosing from the menu. This lets you easily type words like *tête-à-tête* or *fiancée*. You can then switch back to the standard U.S. keyboard (or to any other layout) by pressing another key or choosing from the menu again.

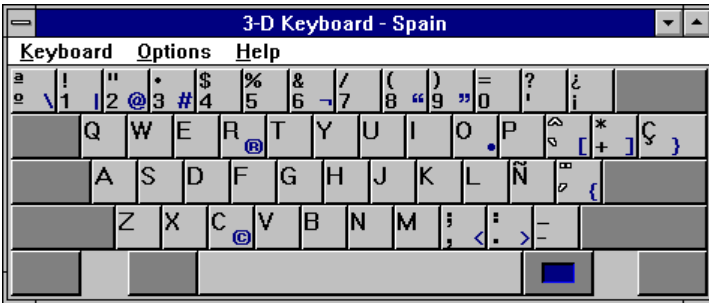
In addition to supporting foreign languages, *3-D Keyboard* provides an Enhanced U.S. keyboard layout which lets you easily type fractions, currency signs, typographical symbols, etc.



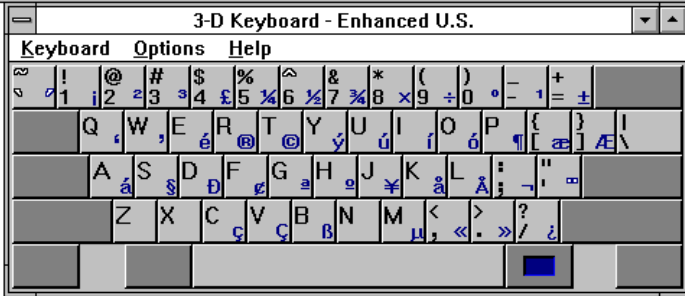
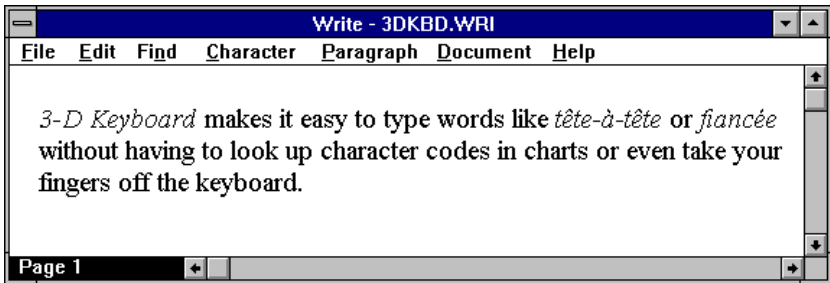
When *3-D Keyboard* is running, each alphanumeric key on your keyboard can type three symbols, not just two.

Our keyboard layouts follow the national standards — but *you* don't have to. *3-D Keyboard* lets you customize our layouts to your heart's content. For example, suppose you like the Spanish keyboard, but you wish it had the copyright symbol on the C key, in addition to C and c. And the registered trademark symbol on the R key. And perhaps the bullet on the O key. You might even like to type the typographical quotation marks...

With *3-D Keyboard* all this is a breeze. You can assign any character in the Windows ANSI character set to any key using a simple drag-and-drop procedure. It took only a few seconds to create the customized Spanish layout shown below.



3-D Keyboard cooperates with other Windows applications. If you want to see the current keyboard layout as you work on your documents, position the *3-D Keyboard* window next to (or even over) your application window. The *3-D Keyboard* window will show a map of the current keyboard layout.

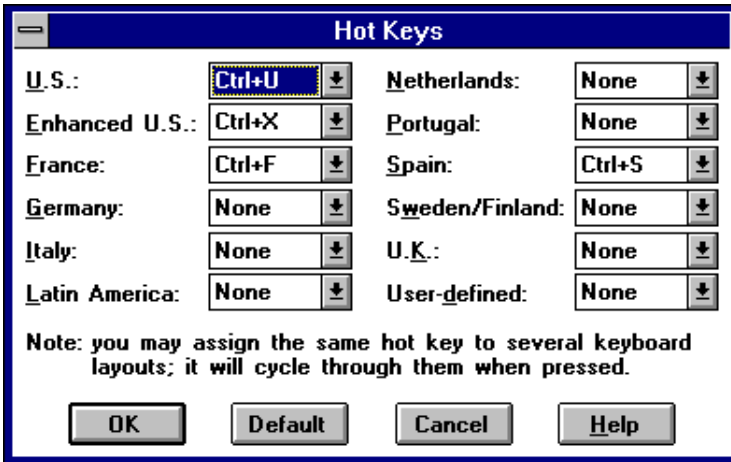


If you remember the layout and do not need a visual map of your keyboard, shrink the *3-D Keyboard* window to an icon. As you switch between layouts, the letters on the icon will remind you which layout is in effect.

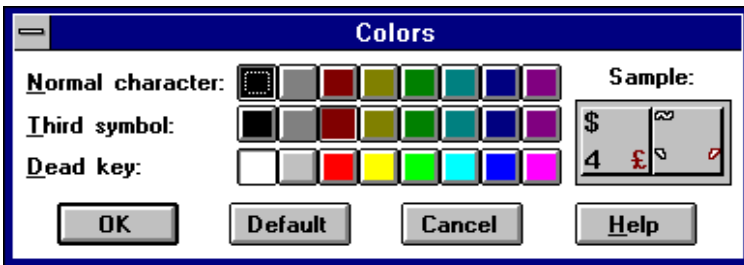
3-D Keyboard lets you customize almost every aspect of its operation. The Options menu, shown below, lets you choose the font size and colors used for drawing the keyboard display, whether to keep the *3-D Keyboard* window and icon on top of other windows at all times, etc.



Some items on this menu lead to dialog boxes where you enter your settings. The dialog box shown below lets you assign your own hot keys for switching between keyboard layouts.



Another dialog lets you change the colors used in the *3-D Keyboard* window.



An extensive context-sensitive Help system is always available when you are using *3-D Keyboard*.



You don't need any special fonts to type the characters supported by *3-D Keyboard*. The special symbols and foreign letters are all part of the ANSI character set used by Windows 3.1.

Most TrueType fonts included with Windows 3.1 are based on the ANSI set. Any other fonts that you may buy separately, be they TrueType, PostScript, or bitmapped fonts, will work with *3-D Keyboard*, if they are based on the ANSI character set. As long as you use such standard fonts, whether they are built into your printer, programmed on a cartridge, or downloaded from disk, you will be able to see all these special symbols and foreign letters on your screen and print them with your printer:

0123456789

!#\$%&'()*+,-./:;<>[\] ^ _

ABCDEFGHIJKLMN OPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

f†‡ˆ°˘ •ç£¥α|§™@©ªμ¶¹²³¼½¿

ÀÁÂÃÄÅ ÆÇÈÉÊËÌÍÎ ÏÐÑÒÓÔÕÖ ×ØÙÚÛÜÝ Þß

àáâãäå æçèéêëìíî ïðñòóôõ÷øùúûüýþÿŠšŒœ

System Requirements

This version of *3-D Keyboard*:

- Works with Microsoft Windows 3.1 or later and WIN-OS/2 (using OS/2 version 2.1 or later)
- Is compatible with all hardware and software supported by Microsoft Windows
- Uses approximately 140 Kilobytes of disk space and may be installed on a hard disk, a floppy disk, or a network drive
- Was not designed to work with DOS applications
- May have conflicts with some applications that communicate with the keyboard in unconventional ways; known incompatibilities of this kind are listed in the [Appendix](#) (p. 31)

Printer requirements are determined by your printing needs. *3-D Keyboard* lets you type any letters and symbols from the Windows ANSI character set. Your applications (i.e. your word processor, spreadsheet, database manager, etc.) control the way these letters and symbols are printed. Most applications can print all ANSI symbols if they exist in the printer font that you are using. Most TrueType and PostScript fonts include all ANSI symbols. See [Windows Fonts and 3-D Keyboard](#) (p. 28) for additional information.

Installation

Automatic Installation

An automatic installation program is included with *3-D Keyboard*. Follow the instructions below for starting this program, then follow its on-screen prompts. Context-sensitive help is available at every step of the installation. To use it, press the F1 key or click the Help button.

The installation program copies the required files to a directory that you specify and creates a Program Manager group with an icon for *3-D Keyboard*.

The installation program does not make any changes to AUTOEXEC.BAT, CONFIG.SYS, SYSTEM.INI, WIN.INI, or any other system files.

After installation, use the Help menu in the *3-D Keyboard* window for detailed information on using the program. You may also want to read [Getting Started](#) (p. 9), which has step-by-step instructions for new users of *3-D Keyboard*.

If you later decide to remove *3-D Keyboard* from your computer, consult [Files Used by 3-D Keyboard](#) (p. 25).

Starting the Installation Program

To start the installation program:

1. Turn on your computer and start Windows.
2. Insert the distribution diskette in drive A or B.
3. Choose the "Run" command from the File menu of Program Manager or File Manager.
4. Type a:\install or b:\install (depending on whether the diskette is in drive A or B).
5. Press Enter.

When asked to enter the directory where you want to install *3-D Keyboard*, type or edit the full path, e.g. C:\3DKBD or D:\UTIL\KEYBOARD. If the suggested path is acceptable, you may leave it as is.

If you have installed *3-D Keyboard* before, the installation program will tell you which version was installed and offer to let you overwrite it. If you do not want to overwrite it, you will need to type a different directory.

Click the **Begin** button to begin installation, or the **Cancel** button if you do not wish to install *3-D Keyboard* right now.

Asking for Help

To read instructions and explanations in the on-screen Help system of the installation program:

- Press F1 or click the Help button in the installation program window or in any dialog box that displays a message

Interrupting the Installation

To abort the installation after it starts:

- Press Esc or Enter, or click the Cancel button

Getting Started

Starting 3-D Keyboard

You can start *3-D Keyboard* the same way you start other Windows applications:

- From its Program Manager group — open the group, then double-click the *3-D Keyboard* icon (a group for *3-D Keyboard* is created by the installation program)
- From a File Manager directory window — double-click 3DKBD.EXE or highlight it and press Enter
- By using the “Run” command on the File menu of File Manager or Program Manager — choose Run, type 3DKBD.EXE and press Enter; if the file is not in your current directory, add the full path, e.g. D:\UTIL\KEYBOARD\3DKBD.EXE.

Typing With a Different Keyboard Layout

3-D Keyboard provides a slow way and a quick way to switch keyboard layouts. This section describes the slow way — choosing a layout from the Keyboard menu.

1. Open the *3-D Keyboard* group in Program Manager and start *3-D Keyboard*.
2. Start Windows Write.
3. Arrange the Write window and the *3-D Keyboard* window so that both are visible.
4. Type some text in English.
5. Choose France from the Keyboard menu in the *3-D Keyboard* window.
6. Click anywhere in the Write window.
7. Press the keys that type Q and W on the U.S. keyboard; you should see that you have typed A and Z; glance at the keyboard map in the *3-D Keyboard* window if you are not familiar with the French keyboard layout.
8. Press the key that types [on the U.S. keyboard (i.e. the key to the right of P); on the French keyboard this is a “dead key” for circumflex; dead keys don’t type any letters; note that the keyboard map in the *3-D Keyboard* window now shows only circumflex letters.
9. Press the key that types Q on the U.S. keyboard and A on the French keyboard; you should see that you have typed â (or Â if you also pressed Shift); note that the keyboard map no longer shows the circumflex vowels; if you want to type another letter with a

circumflex (or any other diacritic available on the French keyboard), you need to press a dead key again.

10. Look at the *3-D Keyboard* window and note which of the Alt¹ keys is marked with a colored (or shaded, on monochrome screens) rectangle; this is the so-called “Third symbol key.”
11. Note also that most of the keys in the top row have a third symbol shown in the same color (or shading) as the Third symbol key; e.g., the 5 key has a [as its third symbol.
12. Press and hold your Third symbol key and press the 5 key; then release both keys; you should see that you have typed [.
13. Choose U.S. from the Keyboard menu in the *3-D Keyboard* window.
14. Click anywhere in the Write window.
15. Type some text using the standard U.S. keyboard.

Choosing Hot Keys

There is a quicker and easier way to use *3-D Keyboard*. It is not necessary to have the *3-D Keyboard* window visible at all times, nor is it necessary to use the Keyboard menu for layout selection. If you assign mnemonic “hot key” combinations to the keyboard layouts that you intend to use often, switching between languages can be done with one keystroke.

1. Click anywhere in the *3-D Keyboard* window.
2. Choose the “Hot keys...” command from the Options menu.
3. Click on the down arrow icon to the right of the list box for “U.S.”; you should see a list of hot key combinations, e.g. Ctrl+A, Ctrl+B, etc.
4. Choose “Ctrl+U” (U for U.S.); the list should close, and the box for U.S. should show “Ctrl+U.”
5. Click on the down arrow icon to the right of the list box for “France”; you should see a list of hot key combinations, e.g. Ctrl+A, Ctrl+B, etc.
6. Scroll down the list and choose “Ctrl+F” (F for France); the list should close, and the box for France should show “Ctrl+F.”
7. Click the OK button.
8. Click the down arrow icon in the top right corner of the *3-D Keyboard* window; the window should disappear (you have “minimized” it), and the *3-D Keyboard* icon should appear at the bottom of your screen.

¹On most keyboards sold in Europe, this key is called Alt Gr; on PS/1 computers sold in Europe, it is called Alt Car.

Changing Keyboard Layouts with Hot Keys

Now that you have defined hot keys for the U.S. and France keyboard layouts, you can switch between them without leaving the Write window or using any menus:

1. Hold down the Ctrl key and press U, then release both keys; you will see “US” in the *3-D Keyboard* icon; when you start typing, you will type with the U.S. keyboard.
2. Hold down the Ctrl key and press F, then release both keys; you will see “Fr” in the *3-D Keyboard* icon; when you start typing, you will type with the French keyboard.
3. While using the French keyboard, press the key to the right of P; you will see a circumflex in the *3-D Keyboard* icon; if you press the key that types a, you will type â.

Unless you decide to use a different set of hot key combinations, you will not have to repeat the steps shown above under Choosing Hot Keys. The next time you want to use French, start *3-D Keyboard* and use Ctrl+U and Ctrl+F to switch between the U.S. and France keyboard layouts. You can do this in any application without leaving its window.

Refer to [Using 3-D Keyboard](#) (p. 12) or to the Help system of *3-D Keyboard* for instructions on all other operations.

Using 3-D Keyboard

3-D Keyboard works only with applications written for Microsoft Windows. When you temporarily leave Windows to work with a DOS program, or when you exit Windows, the standard keyboard¹ for your country is activated, and the additional layouts become unavailable until you return to Windows.

General Comments

Please read these comments if you sometimes prefer using the keyboard rather than the mouse for choosing commands and other items in Windows menus and dialog boxes.

Windows programs use two types of keyboard commands as an alternative to using a mouse: normal key presses, and Alt or Ctrl key combinations.

To select a menu item which contains an underlined letter, you can simply type that letter. For example, many File menus contain the item Save As... To select this menu item while using *3-D Keyboard*, you should press the key that is assigned to the letter A in your current keyboard layout. In the U.S. keyboard layout, this will be the leftmost key in the third row, but with the French layout selected, this will be the leftmost key in the second row.

Alt or Ctrl key combinations are shown on the screen and in manuals with a plus between them, e.g., Ctrl+A. These are sometimes called shortcuts.

The letter in the shortcut notation (e.g., A in Ctrl+A) is the one that is printed on the key cap of your physical keyboard, not the one that may be assigned to the key in a particular keyboard layout. For example, the French keyboard layout has A in the second row while the physical keyboard made for the U.S. market has A in the third row. To use the shortcut command Ctrl+A, press the leftmost key in the third row while holding down Ctrl, regardless of whether the U.S. or the French keyboard layout is currently selected.

The key combination assigned to a layout as its hot key² is not available as a shortcut in any application. For example, if Ctrl+U is the hot key for the U.S. keyboard layout, you cannot use this key combination as a shortcut for the “Underline” command in your word processor. You will have to use a menu or a button for the “Underline” command. Alternatively, you

¹The standard layout is the one that is specified by accessing the International icon in Windows Control Panel. It is usually selected when Microsoft Windows is installed.

²Some terms used in this manual are explained in the [Glossary](#) (p. 30).

may set the hot key for the U.S. layout to a different key combination, e.g. Ctrl+A.

Hot key settings may be changed by choosing the “Hot keys...” command from the Options menu. See [Customizing the Hot Keys](#) (p. 18) for details.

The *3-D Keyboard* Window and Icon

If you do not want to see the *3-D Keyboard* window with the current keyboard layout, you may shrink it to an icon. The appearance of the *3-D Keyboard* icon changes to indicate the currently selected layout or the recently pressed dead key.

If the “Always on top” command on the Options menu is checked, the *3-D Keyboard* icon will always be visible, even when some other window on your screen is maximized.

Customizing the colors used by *3-D Keyboard* does not change the colors used in its icon.

Selecting a Keyboard Layout

To select a keyboard layout, choose it from the Keyboard menu by using the mouse or a keyboard command, or use a hot key combination (explained below). Notice that the title bar or icon of *3-D Keyboard* changes when you select a different keyboard layout.

Menu

Switch to the *3-D Keyboard* window. Choose the desired layout from the Keyboard menu. Then switch back to your application window and return to your work.

Hot key

Without leaving your application, press the hot key combination. Hot key combinations are shown on the Keyboard menu next to the layout names. If no hot key is shown for a given layout, use the “Hot keys...” command on the Options menu to select one. See [Customizing the Hot Keys](#) (p. 18) for details.

Typing Letters With Diacritics

Most letters with diacritics are typed using the dead key method, though some are assigned to regular keys. In the *3-D Keyboard* window, dead keys are marked by diacritics in an outline font.

Press a dead key. If the *3-D Keyboard* window is visible, note the changed letters on the key caps. Only those keys that can now type a letter with a diacritic are marked. The available dead keys are also marked. If the *3-D Keyboard* window is minimized, pressing a dead key changes the appearance of the *3-D Keyboard* icon.

Press any letter key to type a letter with a diacritic. Use the Shift keys as you normally do when typing upper case letters. Press the space bar to type the diacritic by itself. Press another dead key (if available) to see letters with other diacritics. Press any other key to return the keyboard to its normal state.

Typing the Third Symbol Assigned to Some Keys

Most keyboard layouts have keys that can produce three symbols, typed by:

- *First symbol:* Press the key alone
- *Second symbol:* Press the key with Shift held down
- *Third symbol:* Press the key with the “Third symbol key” held down (explained below)

The first two symbols are typically lower and upper case letters, or a digit and a punctuation mark, etc. The third symbol, if available, is shown in the bottom right corner of the key cap in the *3-D Keyboard* window. It is usually displayed in a color that is not used for any other purpose.

The Third symbol key is marked by a rectangle of the same color as all third symbols on the key caps.

If you have an IBM AT style keyboard, the Third symbol key will be Alt; if you have an enhanced keyboard, the Third symbol key may be Left Alt, Right Alt or either of the Alt keys. Choose the “Third symbol key” command from the Options menu to customize this setting. See [Customizing the Third Symbol Key](#) (p. 21) for details.

Menus

The menu commands available in *3-D Keyboard* are briefly described below. See the corresponding sections of [Using 3-D Keyboard](#) (p. 12) and [Customizing 3-D Keyboard](#) (p. 18) for details.

Keyboard Menu

Keyboard Layouts

Use these commands to select a keyboard layout. The key combinations shown next to the layout names are the currently enabled hot keys. If a layout is shown without a hot key combination, there is currently no hot key for this layout. Hot keys may be enabled, disabled, and customized by choosing the “Hot keys...” command from the Options menu. See [Customizing the Hot Keys](#) (p. 18) for details.

Pressing a hot key is a convenient alternative to using this menu, especially when the *3-D Keyboard* window is minimized or hidden by other windows. Hot keys work only while you are using Windows applications. They cease to be active after you exit *3-D Keyboard*.

If several layouts have the same hot key assigned to them, pressing this hot key repeatedly will cycle through these layouts.

Exit

Use this command when you no longer need the additional keyboard layouts provided by *3-D Keyboard*. After you exit, the standard keyboard layout¹ for your country is activated, and the additional layouts become unavailable until you restart *3-D Keyboard*.

If you do want to use the additional layouts, but do not want to see the *3-D Keyboard* window on your screen, minimize the window by clicking the down arrow in the top right corner. The *3-D Keyboard* icon will appear at the bottom of your screen. This icon will indicate your currently selected keyboard layout and the availability of the symbols typed after a dead key.

¹The standard layout is the one that is specified by accessing the International icon in Windows Control Panel. It is usually selected when Microsoft Windows is installed.

Options Menu

Hot keys...

Use this command to enable, disable, or customize the hot keys. Hot keys are a convenient alternative to using the **Keyboard** menu for selecting keyboard layouts, especially when the *3-D Keyboard* window is minimized or hidden by other windows. [See p. 18 for details.](#)

Colors...

Use this command to customize the colors used in the *3-D Keyboard* window. [See p. 19 for details.](#)

Edit keyboard layout...

Use this command to assign letters and symbols to different keys in the currently selected keyboard layout. [See p. 19 for details.](#)

Third symbol key

Use this command to customize the Third symbol key. [See p. 21 for details.](#)

Font size

Use this command to change the size of the letters and symbols that are used to mark key caps in the *3-D Keyboard* window. [See p. 22 for details.](#)

Physical keyboard

Use this command to tell *3-D Keyboard* what type of keyboard is attached to your computer. In most cases this should not be necessary, because the program normally detects this information automatically. [See p. 22 for details.](#)

Startup preferences...

Use this command to change the defaults for the keyboard layout and window position on the screen. [See p. 23 for details.](#)

Always on top

When this option is checked, the *3-D Keyboard* window is always displayed on top of other windows. [See p. 24 for details.](#)

Help Menu

Contents

This command displays a list of topics in the Help system, organized by subject.

Search for help on...

This command lets you enter a keyword to search for in the Help system.

How to use help

This command displays instructions for using the Help system. These instructions are part of Microsoft Windows.

About 3-D Keyboard...

This command displays information about *3-D Keyboard*: the version number, your serial number, a copyright notice, and the address, telephone number, and e-mail addresses of Fingertip Software.

Customizing 3-D Keyboard

The term customizing does not refer to any irreversible changes in *3-D Keyboard*. All changes made through the menus of this program may be canceled at any time by any user. These changes are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all changes are canceled.

Customizing the Hot Keys

The key combinations shown next to the layout names on the Keyboard menu are hot keys. Pressing a hot key is the easiest way to select a keyboard layout; you can do this even when the *3-D Keyboard* window is minimized or hidden by other windows. These hot keys work only in Windows applications.

Hot keys may be customized by choosing the “Hot keys...” command from the Options menu.

You may wish to customize the hot key settings if:

- You want to set up hot keys that are mnemonic for you
- You want to assign one hot key to several layouts; then you can cycle through these layouts by repeatedly pressing this one hot key
- Your current hot key combinations are used in your applications for other purposes (e.g., Ctrl+U may be used for the “Underline” command, in which case you would not want Ctrl+U as a hot key)

To customize a hot key setting:

1. Choose the “Hot keys...” command from the Options menu.
2. Click the down arrow in the box next to the layout of interest.
3. Scroll through the list of available key combinations and select the one that you like best.
4. Repeat this for all layouts that you plan to use.
5. Select None for any layout that you do not plan to use.
6. Click OK (or click Cancel to cancel all your changes).

When you select None instead of a key combination, the layout will have no hot key assigned to it. It may still be selected from the Keyboard menu. Remember that the key combinations assigned as hot keys in *3-D Keyboard* are not available as shortcuts in other applications. By selecting None for some layouts you maximize the number of available shortcuts.

If you click the Default button, all hot keys will be returned to their default settings.

The customized settings are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Customizing the Colors

The *3-D Keyboard* window uses three different colors on the key caps for:

- Symbols typed by a key alone and by a key with Shift held down
- The symbol typed by a key with the Third symbol key¹ held down; the same color marks the Third symbol key
- Dead keys

On monochrome screens, shading may be used in place of colors.

To change the current color or shading scheme, choose the “Colors...” command from the Options menu, then select the colors you want to try.

If you click the Default button, the colors will be set to their default values.

The customized settings are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Editing the Keyboard Layout

The keyboard layouts used in *3-D Keyboard* are based on the standards for personal computers as described in DOS manuals. If you want to move some of the letters and symbols to different keys, select the layout that you want to customize, then choose the “Edit keyboard layout...” command from the Options menu.

When the Edit Keyboard Layout dialog box opens, you can use the keyboard, the mouse, or both for selecting letters and symbols from the character chart and assigning them to keys.

Keyboard Only

Press the Tab key until the character chart is active (you will see a double border around it). Press the arrow keys to highlight the desired character. Press the key you want to use when typing this character. To assign the highlighted character to a shifted key, press the key while holding down

¹See [Typing the Third Symbol Assigned to Some Keys](#) (p. 14) for details.

Shift. To assign it as the third symbol on a key, press the key while holding down the Third symbol key.

Keyboard and Mouse

Move the mouse pointer over the character chart. Click the character that you want to move to a different key. Press the key you want to use when typing this character. To assign the highlighted character to a shifted key, press the key while holding down Shift. To assign it as the third symbol on a key, press the key while holding down the Third symbol key.

Mouse Only

Move the mouse pointer over the character that you want to assign to a different key. Press and hold the left mouse button. Drag the mouse pointer over the key you want to use when typing the selected character. Note that the mouse pointer changes shape and that the highlight on the key cap indicates whether the key will be pressed by itself, with Shift, or with the Third symbol key when typing the new character. Release the button.

Check the customized key in the *3-D Keyboard* window; the symbol on the key cap should immediately reflect your change. Repeat these steps for each key you want to customize, then click the OK button to finalize your changes. If you want to edit another keyboard layout, select it and repeat these steps. If you close the Edit Keyboard Layout dialog box by using its Control menu, your changes will be canceled.

Use the Undo button to cancel your latest change. Use the Cancel button to cancel all changes made since you opened the Edit Keyboard Layout dialog box. The Default button will be enabled if you have made any changes to the default key assignments for this layout. Use this button to return all key assignments to their defaults. Use the Help button to display Help text.

Third symbols may be erased from keys by using the eraser in the bottom right corner of the character chart. Choose the eraser, then drop it onto the key or press the key while holding down the Third symbol key.

If you assign the same dead key symbol to two or more keys, only one of these keys will be “dead.” The other key(s) will simply type the diacritic.

Letters with diacritics (normally available after a dead key is pressed) are assigned automatically when you assign the corresponding letters without diacritics. A letter with a diacritic may also be assigned directly to any key. You may wish to do this if you want to avoid using dead keys.

Notes on the Character Chart

Some symbols on the chart look like a thick vertical bar. These character positions are not used in Windows 3.1. In addition, some other characters in the chart may not be available in fonts with smaller character sets. See [Windows Fonts and 3-D Keyboard](#) (p. 28) for more details.

The first character in the fifth row is the so-called non-breakable space. It is used by some programs to indicate a space between words that should not be split across lines.

The fourteenth character in the fifth row is the so-called soft hyphen. It is used by some programs to indicate a hyphen that should be displayed and printed only if the word is split between two lines at this point. Other programs may use it for different purposes, e.g. to display a non-breakable hyphen.

Warning

To finish editing the current keyboard layout, you must close the Edit Keyboard Layout dialog box. This is done by clicking OK or Cancel, or by using the Control menu (also called the System menu). If you close this dialog box by clicking Cancel or by using its Control menu, your changes will be canceled.

While it is possible to switch to another program without closing the dialog box, *3-D Keyboard* will not translate keystrokes until the Edit Keyboard Layout box is closed.

The changes made in the keyboard layouts are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Customizing the Third Symbol Key

Depending on the type of keyboard attached to your computer, you may designate either one or both of the Alt keys for typing the third symbol assigned to some keys. The current Third symbol key is marked with a colored rectangle in the *3-D Keyboard* window. If your physical keyboard has only one Alt key, you cannot customize the Third symbol key setting.

To customize this setting, choose the “Third symbol key” command from the Options menu, then choose Left Alt, Right Alt, or Either Alt.

One reason for customizing the Third symbol key is to avoid certain conflicts in the following functions of the Alt keys:

Activating the Menu Bar

In Microsoft Windows, pressing and releasing an Alt key activates the menu bar in the current window. This function is still available when the Either Alt option is selected. When only one of the two Alt keys is set to be the Third symbol key, this Alt key does not activate the menu bar.

Using Alt+Function Key

Some programs use combinations of Alt and function keys as shortcuts, e.g. Alt+F4 for the “Exit” command in many Windows applications. This function is still available when the Either Alt option is selected. If only one of the two Alt keys is set to be the Third symbol key, this Alt key cannot be used for such shortcuts.

Using Other Shortcuts with Alt

Some programs use the Alt key in menus and dialog boxes; pressing Alt with an alphanumeric key selects an option. This function is still available when the Either Alt option is selected, but only for alphanumeric keys which do not have a third symbol on them. If only one of the two Alt keys is set to be the Third symbol key, this Alt key cannot be used for such shortcuts.

The customized setting is recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Selecting the Font Size

The characters that are used to mark key caps in the *3-D Keyboard* window may seem too large or too small on your screen. To change their size, choose the “Font size” command from the Options menu, then choose the desired size.

The new font size is recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Selecting the Physical Keyboard

In most cases, this operation is unnecessary, because *3-D Keyboard* automatically identifies the type of keyboard attached to your computer (e.g., the IBM AT keyboard, the IBM PS/2 keyboard, etc.). Should you suspect that your keyboard has not been identified correctly, choose the “Physical keyboard” command from the Options menu and select the model that matches your keyboard. Be careful not to misuse this command, or the layout displayed in the *3-D Keyboard* window will not match your physical keyboard.

If you try to select another physical keyboard, and find that the menu option you desire is disabled (i.e. shown in gray rather than black), you should run Windows Setup and make sure that Windows itself has the correct information about your keyboard.

This version of *3-D Keyboard* will work with the enhanced 102-key keyboard found on computers sold outside the U.S., but since the 102-key keyboard has more keys and a somewhat different layout, the layout displayed in the *3-D Keyboard* window will not match the actual keyboard. Non-U.S. versions of *3-D Keyboard* support the 102-key keyboard; these may be purchased from Fingertip Software.

The physical keyboard selection is recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Selecting the Startup Preferences

You can specify a keyboard layout and window position that will be used whenever *3-D Keyboard* is started. To do this, choose the “Startup preferences...” command from the Options menu, and make your selections in the Startup Preferences dialog box which appears.

It is convenient to select the keyboard layout that is most useful to you as the initial layout. To do so, select the desired layout in the drop-down “Keyboard layout” list box.

To specify whether the *3-D Keyboard* window opens in the top left, bottom left, top right, or bottom right corner of the screen, check the corresponding radio button.

If you check the box “Remember icon position from last session,” then the position of the keyboard icon on your screen will be recorded each time *3-D Keyboard* exits, and the next time you start and minimize the program, the icon will be placed in the same position on the screen.

If you click the Default button, all startup preferences will be returned to their default settings.

The new startup preferences are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Always on Top

When this option is checked on the Options menu, the *3-D Keyboard* window is always displayed on top of all other windows. In other words, it may block other windows, but it will not be blocked by them. Similarly, the *3-D Keyboard* icon is displayed on top of other windows and icons and is always visible, even when the window of some other application is maximized. This may be convenient if you want to see the keyboard layout or the icon while working with other applications whose windows are very large or maximized.

The setting for this option is recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all settings are returned to their defaults.

Additional Information

Most users should never have a reason to use the information provided below. We include it here for those who like to know technical details.

Files Used by 3-D Keyboard

The four distribution files described below must be located in the same directory; the installation program for *3-D Keyboard* places these files in the directory that you specify. The initialization file, also described below, is not distributed with *3-D Keyboard*; it is created in the Windows directory during installation and updated as you customize various options of the program.

3DKBD.EXE is the executable program file. Its name, together with the directory name, should be used when creating a Program Manager item for *3-D Keyboard*. The installation program for *3-D Keyboard* normally does this for you.

3DKBD.DLL is an auxiliary file that is required for operation of the program.

3DKANSI.FON contains the 3-D Key Caps screen fonts. They are used only in the *3-D Keyboard* window.

3DKBD.HLP contains the help system for the program.

3DKBD.INI is the initialization file that is read by *3-D Keyboard* when the program starts. This file is created in your Windows directory when you install *3-D Keyboard*. It is updated whenever you customize any option of the program. If this file is deleted, all settings are returned to their defaults.

The Initialization File

The initialization file, **3DKBD.INI**, is created in the Windows directory when you install *3-D Keyboard*. It is updated whenever you customize any option of the program.

If the initialization file is deleted, all settings are returned to their defaults.

You should not need to edit this file; all settings are recorded automatically by *3-D Keyboard* as you make changes via the Options menu. The file format is explained below for those who like to know such things.

The following is an example of the entire contents of an initialization file:

```
[Colors]
NormalCharacter=128 0 0
ThirdSymbol=0 128 0
DeadKey=255 255 0

[Hot Keys]
EnhancedUS=48
France=112
Germany=189
Italy=191
LatinAmerica=0
US=65

[Keyboard Layouts]
EnhancedUS=12...1;'!\z...m,./!!@#$$%^&*...1

[Settings]
SymbolKey=3
PhysicalKeyboard=4
FontSize=1
AlwaysOnTop=1
Directory=C:\3DKBD
Version=2.4
Password=#####

[Startup Preferences]
KeyboardLayout=Enhanced U.S.
WindowPosition=3
IconX=465
IconY=0
```

; End of this 3DKBD.INI file.

A semicolon may be used to introduce a comment line; all text on a line that begins with a semicolon is ignored by *3-D Keyboard*.

The Colors Section

The names are the same as in the Colors dialog box in *3-D Keyboard*, with spaces and punctuation removed. The numbers are the decimal values for the red, green, and blue components, in that order. These values must be between 0 and 255. The following combination, for example, defines pure

¹Only part of this line is shown here; ellipses indicate the omitted parts. The actual line contains up to 282 characters.

red: 255 0 0. Windows Paintbrush shows these numbers when you use the “Edit Colors...” command on its Options menu.

The Hot Keys Section

The names of those layouts whose hot keys have been customized are listed here. All spaces and punctuation are removed from the layout names. The numbers to the right of the equal sign are the virtual key codes used by Windows programmers; they are published in Microsoft technical reference manuals. For letters and digits these are the same as ASCII codes.

The Keyboard Layouts Section

Only those layouts that have been customized appear in this section. The names for the layouts are the same as in the Hot Keys section. The characters to the right of the equal sign show the current key assignments; they roughly follow the order of the keys on the keyboard; more precisely, they follow the order of scan codes. An exclamation point precedes every dead key. An exclamation point that does not mark a dead key is shown twice. Do not edit this section of the initialization file; any key assignments may be done with more precision and ease by using the “Edit keyboard layout...” command.

The Settings Section

SymbolKey defines the setting for the Third symbol key: 1 stands for Left Alt, 2 for Right Alt, 3 for Either Alt.

FontSize defines the setting for the size of the font used to mark key caps in the *3-D Keyboard* window: 1 stands for Small, 2 for Large.

PhysicalKeyboard defines the setting for the Physical keyboard: 2 stands for AT, 3 for 101-key Enhanced, 4 for 101-key with L-shaped Enter.

AlwaysOnTop defines whether or not the *3-D Keyboard* window and icon will always stay on top of other windows on your screen: 1 stands for Yes, 0 for No.

Directory is the directory where *3-D Keyboard* was most recently installed.

Version is the version number of *3-D Keyboard* that was most recently installed.

Password is your password (an encoded form of your serial number).

[Startup Preferences]

KeyboardLayout defines the setting for the default keyboard layout.

WindowPosition defines the initial position of the *3-D Keyboard* window on the screen: 1 stands for the top left corner, 2 for the bottom left corner, 3 for the top right corner, and 4 for the bottom right corner.

IconX and *IconY* are the screen coordinates, in pixels, of the *3-D Keyboard* icon when the program last exited. These lines appear in the INI file only if the box “Remember last icon position” is checked in the Startup Preferences dialog box.

Control Panel and *3-D Keyboard*

Control Panel is a program that is included with Microsoft Windows. It lets you change the configuration of your system, including the keyboard layout. This version of *3-D Keyboard* requires that the keyboard layout in Control Panel be set to “US.” If *3-D Keyboard* detects that another layout is selected, it will instruct you to start Control Panel, choose the “International” icon, and reset the keyboard layout.

This requirement does not impair any flexibility of Windows, since *3-D Keyboard* provides an easy way to switch between keyboard layouts.

The rest of the settings, e.g. the date and currency format, may be selected as desired.

The *3-D Key Caps* Font

While *3-D Keyboard* is running, some applications may include the *3-D Key Caps* (ANSI) font in the list of available fonts. This is the font that is used in the *3-D Keyboard* window. Avoid using this font in your documents, because it has a very limited range of point sizes and was not designed for printing text.

Windows Fonts and *3-D Keyboard*

ANSI Fonts

Most Windows applications use the ANSI character set in their fonts. *3-D Keyboard* can be used with all ANSI fonts.

ANSI TrueType and PostScript fonts contain 22 characters that are not found in most other types of ANSI fonts. These characters include the large bullet, the trademark symbol, and the two daggers. *3-D Keyboard* allows you to type the full ANSI character set, including these 22 characters. However, you will be unable to see these characters when using fonts that lack them (e.g. Courier, MS Sans Serif, or MS Serif).

Non-ANSI Fonts

Most non-Windows programs for personal computers use the IBM PC extended character set. The authors of Microsoft Windows refer to it as the OEM character set. Windows includes one OEM font called Terminal. Do

not use this font with *3-D Keyboard*. When using the Windows Terminal program, select some other font from the Terminal Preferences options on the Settings menu.

In general, this version of *3-D Keyboard* is not very useful for typing characters in non-ANSI fonts such as Symbol, Terminal, or Wingdings.

Glossary

Below you will find a short glossary of terms used in this manual. Some of these terms are used in guides to Windows applications and in the User's Guide supplied with Microsoft Windows.

ANSI vs. OEM character sets

Most Windows fonts use the so called ANSI character set. ANSI stands for American National Standards Institute. Most non-Windows programs for personal computers use the so called IBM PC extended character set, which the authors of Microsoft Windows refer to as the OEM character set. Windows includes one OEM font called Terminal. Your manual for Microsoft Windows has charts for both of these character sets.

customization

Customization in this manual does not refer to any irreversible changes in *3-D Keyboard*. All changes made through the menus of this program may be canceled at any time by any user. These changes are recorded in the [initialization file](#) (see p. 25). If the initialization file is deleted, all changes are canceled.

dead keys

Dead keys, when pressed, do not type any letters or symbols. Their purpose is to make additional letters available, typically letters with diacritics. The letter with the diacritic will be typed when its key is pressed after the dead key. For example, to type Ö with the Enhanced U.S. keyboard, press the Umlaut dead key and then press O while holding down Shift.

diacritics

Diacritics are marks added to letters in order to distinguish them from other letters of similar form, e.g. the tilde over the Spanish letter ñ. In most keyboard layouts, letters with diacritics are typed using the dead key method.

hot keys

A hot key is a key combination which selects a certain keyboard layout when pressed. Hot keys are very convenient; they work even when the *3-D Keyboard* window is minimized or hidden by other windows, though they cease to be active when you switch to a DOS application or exit *3-D Keyboard*.

Your current hot keys are shown next to the layout names on the Keyboard menu. The letter in the hot key notation is the one that is printed on the key cap of your physical keyboard, not the one that may be assigned to the key in a particular keyboard layout. If no hot key is shown, then none has been assigned. See [Selecting a Keyboard Layout](#) (p. 13) and [Customizing the Hot Keys](#) (p. 18) for more details.

password

A password is a 12-character sequence which contains an encoded form of your serial number.

serial number

Your serial number uniquely identifies your copy of *3-D Keyboard*. You can see your serial number by choosing “About 3-D Keyboard...” on the Help menu. Note that you must include your serial number with all requests for technical support.

shortcuts

Shortcut key combinations are keyboard alternatives to using menus. For example, in many Windows applications, pressing C while holding down the Ctrl key is equivalent to choosing the “Copy” command from the Edit menu. Shortcuts are specific to applications and can be used only when the application window is active.

A shortcut key combination, if it exists, is shown on the menu next to the command. The notation Ctrl+C, for example, means “press C while holding down Ctrl.” The letter in the shortcut notation is the one that is printed on the key cap of your physical keyboard, not the one that may be assigned to the key in a particular keyboard layout.

Limitations of This Version

This version of *3-D Keyboard* has the following limitations:

ANSI Fonts

All keyboard layouts are designed to be used with ANSI fonts; *3-D Keyboard* does not work with the Symbol, Terminal, or Wingdings fonts, but it does work with the Terminal program when an ANSI font is selected. See [Windows Fonts and 3-D Keyboard](#) (p. 28) for more details.

After Dark

When using *3-D Keyboard* with *After Dark*, you should use the standard U.S. keyboard layout when setting the password. Before typing the password, press Caps Lock so that you type in upper case.

Claris Works 1.0

Because *Claris Works* 1.0 treats keyboard input in unconventional ways, some hot keys and third symbols do not work while certain Claris Works dialogs are open. To avoid this limitation, select hot keys other than “Ctrl+F1” or “Ctrl+Letter” (where “Letter” is any letter from A-Z), and set the Third Symbol Key to Right Alt or Left Alt instead of Either Alt. See [Customizing the Hot Keys](#) (p. 18) and [Customizing the Third Symbol Key](#) (p. 21) for more details.

Microsoft Windows Recorder

When using the Microsoft Windows Macro Recorder, do not assign your macros to Alt key combinations because they are not played back correctly while *3-D Keyboard* is running. Use Shift and/or Ctrl key combinations instead.

Microsoft Windows Calculator

3-D Keyboard does not translate keystrokes properly when used with the Microsoft Windows Calculator.

102-key Keyboards

This version of *3-D Keyboard* was written for computers sold in the US. It will work with the enhanced 102-key keyboard found on computers sold outside the US, but since the 102-key keyboard has more keys and a somewhat different layout, the layout displayed in the *3-D Keyboard* window will not match the actual keyboard. Non-US versions of *3-D Keyboard* support the 102-key keyboard; these may be purchased from Fingertip Software.

Future and Related Products

We welcome your suggestions for future versions of *3-D Keyboard*. Some features currently under consideration include:

- The capability to place 4 characters on each key
- Support for additional keyboard layouts
- Native versions for Windows 95 and OS/2 Warp

Sending Suggestions for Improvement

The creators of *3-D Keyboard*, Peter Cassetta and Slava Paperno, welcome any suggestions you might have for improving this product. They may be reached through Fingertip Software (see the [title page](#) for contact information).

Technical Support

Feel free to contact Fingertip Software as needed for technical support (see the title page for contact information). Note that you must include your serial number with all support requests.

Whenever possible, please use e-mail for technical support. Requests are normally answered within 24 hours. If your question is urgent, however, we will be glad to provide support over the telephone.

License Agreement

Grant of license. Under this license you may:

- a) Use *3-D Keyboard* (the “software”) on only one machine at a time, unless an agreement with Fingertip Software (“Fingertip”) specifies otherwise
- b) Copy the software for backup
- c) Transfer possession of the software to another party

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Limited warranty. Fingertip warrants that the software will perform substantially in accordance with the documentation in this User's Guide or the on-line Help system, and that any diskettes or printed documentation supplied will be free from defects for a period of ninety (90) days from the original purchase date.

Customer remedies. Fingertip's entire liability and your exclusive remedy shall be, at Fingertip's option, either a) refund of the price paid or b) repair or replacement of the software that does not meet Fingertip's Limited Warranty. Refunds shall require that any disks and printed documentation received be returned to Fingertip with a copy of your receipt or other proof of purchase. This Limited Warranty is void if failure of the software has resulted from accident, abuse, or misapplication.

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Fingertip Software, P.O. Box 2487, Universal City, TX 78148, USA, (210) 659-2532.

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