zenon manual

Editor

v.7.00

COPA·DATA
do it your way

Contents

1. Welcome to COPA-DATA help

GENERAL HELP

If you miss any information in this help chapter or have any suggestions for additions, please feel free to contact us via e-mail: documentation@copadata.com (mailto:documentation@copadata.com).

PROJECT SUPPORT

If you have concrete questions relating to your project, please feel free to contact the support team via e-mail: support@copadata.com (mailto:support@copadata.com)

LICENSES AND MODULES

If you realize that you need additional licenses or modules, please feel free to contact the sales team via e-mail: sales@copadata.com (mailto:sales@copadata.com)

2. Editor

zenon consists of two main components; Editor and Runtime. Projects are created in the Editor, operation and monitoring is done in the Runtime. In the section `Editor` you get to know the the essential components of the Editor and information about dealing with the Project manager (on page 81), Tool bars (on page 26), Menus (on page 51) and Editor profiles (on page 72). You can find more information about the context menu of the elements in chapter Screens.

> **License information**
>
> *The zenon Editor must be licensed. The license is calculated according to the used TAGs or IOs. For details about licensing see chapter Licensing.*
>
> *The Editor is available as zenon Supervisor and as zenon Operator for >Embedded operating systems. The versions differ in their functionalities. For details see Restrictions for zenon Operator.*

SQL SERVER

zenon Editor works with an SQL database. This is also installed when zenon is installed. To make a connection, the Editor connects to the zenon database server (zenDBSrv.exe). This makes the connection to the SQL server.

MULTIPLE MONITOR OPERATION

If several monitors are in use on one PC, dialogs, toolbars etc. can be moved to other monitors. Their position is saved and retained for when the editor is next started.

> **Info**
>
> *If only the main monitor is available when the editor is restarted, elements that are moved may not be displayed in a visible area. To arrange all elements back on the main monitor again, activate the standard profile (on page 78). This can be used to revert the positions to the default values.*

3. Start editor

You have multiple options to start the Editor:

▸ Click on the zenon symbol on your desktop.

▸ Use the Windows menu *file -> COPA-DATA -> zenon Editor.*

- ▸ Start using the Startup Tool. This tool allows the administration of multiple versions of zenon and the configuration of the Editor and the Runtime before you start.

- ▸ Using Windows Autostart.

DIENST ZENADMINSRV

The `zenAdminSrv` service must be started to start the editor. If the service is not available, you will see the "Editor cannot be started because the 'zenAdminSrv' service cannot be located!" error message. Activate the service and restart the editor.

When starting using Windows Autostart, zenon tries to start the editor five times and then cancels this with the error message, stating that the service cannot be located.

4. Compatibility

The zenon Editor is fully backwards compatible. Projects that were created with an earlier version can be opened and edited at any time.

When opening a project with a lower version number:

- ▸ the project is automatically converted

- ▸ a backup of the project is automatically created

Attention: Converted projects can no longer be opened in an editor with a lower version number. The project backup created during conversion can still be opened and edited.

COMPATIBILITY BETWEEN THE EDITOR AND RUNTIME:

With the zenon Editor, Runtime files can be created for different versions of Runtime. The Runtime version therefore does not need to correspond to the Editor version. This backwards-compatibility is particularly suited for use of mixed systems. For example: A project that was planned with Editor 6.50 can also be started with Runtime 6.22.

> **⚠ Attention**
>
> *If, in a project with a later version of the Editor, properties are shown that are not available in the earlier version, these are not available. This can lead to unwanted results in Runtime.*

CREATING RUNTIME FILES

To create Runtime files in the editor for earlier versions:

1. Select the project in the project tree

2. Navigate to the `General` section in project properties

3. Open the `Create RT files for` property drop-down list

4. Select the desired version:

   - `Default`: The Runtime files are created for the current version of the editor
   - `6.20 SP4`: The Runtime files are created for version 6.20 Service Pack 4.
   - `6.21 SP0`: The Runtime files are created for version 6.21 Service Pack 0.
   - `6.21 SP1`: The Runtime files are created for version 6.21 Service Pack 1.
   - `6.22 SP0`: The Runtime files are created for version 6.22 Service Pack 0.
   - `6.22 SP1`: The Runtime files are created for version 6.22 Service Pack 1.
   - `6.50 SP0`: The Runtime files are created for version 6.50 Service Pack 0.
   - `6.51 SP0`: The Runtime files are created for version 6.51 Service Pack 0.

Attention: In order to ensure consistency of Runtime files, all Runtime files must be newly created each time this property is changed. The configurations for all drivers are converted. Settings that do not exist in the respective version are set to the default setting.

XML

Data exported in XML is then available for import into later Editor versions.

Exception: If data from the RGM is saved to Runtime directly as an XML file using the export function, this cannot be reimported.

5. User interface

The Editor´s user interface consists of different areas:

Element	Contents
01 - Toolbars:	A collection of Tool bars (on page 26) for the Editor and its modules. They are available for: ▸ Dockable (on page 29) windows ▸ Alignment (on page 30) ▸ Screens (on page 35) / Symbols (on page 36) ▸ Editor profiles (on page 38) ▸ Elements (on page 39) ▸ Menu bar (on page 36) ▸ Production & Facility Scheduler (on page 41) ▸ Remote Transport (on page 42) ▸ Report Generator (on page 44) ▸ Runtime Files (on page 45) ▸ Visibility levels (on page 46) ▸ VBA macros (on page 47)
02 - Project Manager:	Tree view of the Project Manager.
03 - Detail view of the Project Manager:	Details for the module selected in the Project Manager.
04 - Main window:	Main work space; here documents such as screens or reports are displayed.
05 - Toolbar elements:	Toolbar for screen elements - vector elements and dynamic elements.
06 - Properties	Displays the properties of a selected object. Three modes are availabe and can be selected from the Properties toolbar (on page 49).
07 - Properties help:	Displays short help messages for properties of screens, variables, functions and other elements which can be engineered.
08 - Output window	Messages are displyed here if projects are compiled and sent to the Runtime.
09 - Status bar:	Shows status information for Editor readiness and screens.

10 - Toolbar properties:	Defines display and sorting options of the properties, shows Properties help (on page 137).
11 - Cross-reference list:	

You choose which windows are shown:

▶ in the **Drop-down list** under **Options** or

The arrangement of the windows can be adjusted (on page 12)individually. Just the main window cannot be hidden.

5.1 Adapt view

All editor windows can be individually grouped. The properties for window grouping can be opened by right-clicking on the window border. Your own settings can be saved as Editor profiles (on page 72).

WINDOW CONTEXT MENU

Options	Status	Function
Unanchored	active	The selected window can be freely positioned on the desktop. It is shown in the main window. You can show multiple windows in the Main Window and switch between them. Double-clicking on the title bar switches between Unanchored and Dock.
	inactive (default)	The selected window is docked. The dock property is active.

Dock	active (default)	Windows can be moved anywhere you want while the left mouse button is pressed. When being moved, a Positioning aid (on page 14) shows the position where the window is to be inserted. On releasing the mouse button, the window is docked on to the surrounding windows. When switching from `Unanchored` to `Dock`, the window is inserted to its last docked position. Double-clicking on the title bar switches between `Unanchored` and `Dock`. Hint: If you want to move a window without docking it, hold `Ctrl` during moving. In this case, no positioning aid is displayed.
	inactive	Windows can be moved anywhere you want while the left mouse button is pressed. On releasing the button, they are shown on the relevant location in the foreground. The `Unanchored` property is `active`.
Switch in the main window	active	The window is displayed in the main window as a tab. All tabs are displayed in the main window. You change between the individual tabs by clicking on the window titles. To display a tab as a window again, open the context menu with a right click on the window title and switch the `Switch in main window` property to `Inactive`.
	inactive (default)	The window is displayed normally.
Fade out automatically	active	As soon as the window loses the mouse focus, it is placed into the background. The window title is displayed in the left border of the editor. To put the window back into the foreground, move the mouse over the window title.
	inactive (default)	The window is always displayed in the foreground.
Close		The selected window is closed. To show it again, choose *Menu bar -> Options > Window name*

5.2   Position window

POSITIONING

All windows in the zenon Editor can be positioned wherever you want on the desktop using:

▶ Drag & drop: Windows are dragged to the desired position and either placed freely (`unanchored`) or docked.

▶ Double-click on the title bar: switches between `Unanchored` and `Dock`.

POSITIONING AIDS

When moving windows from the Editor interface, positioning aids are displayed. These represent windows or their borders.

This element represents a window area in the Editor.

This element represents the border area of the Editor.

POSITION WINDOW

To position an element as docked:

1. Move the element with the mouse into the desired area

2. The positioning aid is displayed

3. This represents a window and its areas:

   a) Centre: Whole window

   b) top: upper half

   c) bottom: lower half

d) Right: Right half

e) Left: Left half

or the border of the Editor

4. Move the mouse to the central positioning aid or to a positioning aid on the border of the editor and from there to the desired area

5. The area in the Editor where the element was placed when the mouse button was released is colored in blue

6. Move the mouse within the positioning aid to the desired area that is displayed in blue

7. Let the mouse button go and the element is placed
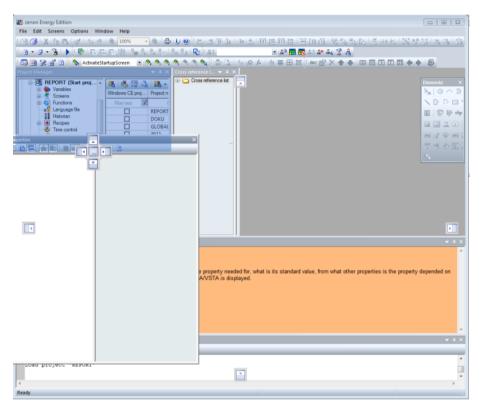
EXAMPLES

1. The **Properties** windows is moved to `Docked`.

2. In doing so, the positioning aids are displayed.

3. The mouse pointer is led over the upper arrow of the positioning aid.

4. The insertion area is marked in blue in the Editor.

5. The window is inserted at the highlighted point when the mouse button is released:

6. Now the mouse pointer is moved to above the upper border positioning aid.

7. The insertion area is again marked in blue in the Editor.

8. The window is inserted at the highlighted point when the mouse button is released:

5.3   Full screen mode

In the zenon Editor you can switch the main window to full-screen mode. For that

▸   use keyboard shortcut `Shift+F9`

    or

▸   select entry **Full-screen mode** in drop-down list **Window**

The full-screen hides all remaining windows and shows only the main window with all opened documents (screens, reports, ...) in full-screen mode.

The full-screen mode can be closed by:

▸   the displayed button for closing the full-screen mode

▸   the short key `Shift+F9`

▸   the key `Esc`

WORK IN FULL-SCREEN MODE

In full-screen mode a menu for closing the full-screen mode and for displaying certain windows and toolbars is displayed.

Parameters	Description
`Close full-screen`	Closes the full-screen mode. You can also use keyboard shortcut `Shift+F9` or **Esc**.
`Dockable windows`	Drop-down list for opening windows. ▸ Properties ▸ Properties help At the first use, windows are displayed at fixed defined position. Then they can be positioned freely and are displayed at the individually defined position when they are displayed again in full-screen mode.
`Toolbars`	Drop-down list for opening toolbars: ▸ Screens ▸ Alignment ▸ Visibility level ▸ Elements At the first use, toolbars are displayed at fixed defined position. Then they can be positioned freely and are displayed at the individually defined position when they are displayed again in full-screen mode.

5.4   Shortcuts

GENERAL

Command	Key combination
Open help	F1
Start/stop full screen mode	Shift+F9
Remote: Close full-screen mode	Ctrl+Alt+Shift+F
Start VSTA Editor	Alt+F10
Start VBA Editor	Alt+F11
Wizards: Open selection	Alt+F12
Open file explorer for current project with focus on SQL folder. Corresponds to: %ProgramData%\COPA-DATA\[SQL-Ordner]\[UID]\FILES	Ctrl+Alt+E
Open file explorer with focus on project files from the current project. Corresponds to: %CD_USERDATA% For example: C:\Users\Public\Documents\<CD_zenon_Projects	Ctrl+Alt+D

EDITOR PROFILES

Command	Key combination
Load Editor profile 1	Shift+F1
Load Editor profile 2	Shift+F2
Load Editor profile 3	Shift+F3
Load Editor profile 4	Shift+F4
Load Editor profile 5	Shift+F5
Load Editor profile 6	Shift+F6

Load Editor profile 7	`Shift+F7`
Load Editor profile 8	`Shift+F8`
save current Editor view as:	
Editor profile 1	`Ctrl+Shift +F1`
Editor profile 2	`Ctrl+Shift +F2`
Editor profile 3	`Ctrl+Shift +F3`
Editor profile 4	`Ctrl+Shift +F4`
Editor profile 5	`Ctrl+Shift +F5`
Editor profile 6	`Ctrl+Shift +F6`
Editor profile 7	`Ctrl+Shift +F7`
Editor profile 8	`Ctrl+Shift +F8`

GRAPHIC EDITOR:

Note for shortcuts: The plus sign (+) means that keys a pressed together.
For example:

 Ctrl+A means: Hold key `ctrl` and then press key `A`.

Ctrl++ means hold key `ctrl` and press key **+**.

GENERAL

Command	Key combination
Main window: Scroll content with 'moving hand'	Press and hold `Space`
Close current screen	`Ctrl+F4`
Open properties	`Alt+Return`

SELECT

Command	Key combination
Select several objects	Press `Shift` or `Ctrl`
Deselect selected object during multi-select	`Ctrl+mouse click`
Selection: Change sort order. Defines the element on which all others realign	Press `Shift` during selection
Select hidden objects	1. `Press` *Alt* 2. *Click object and move it*
Select all elements of a screen.	`Ctrl+A`
Select next element according to the order of their creation	`Tab`
Select previous element according to the order of their creation	`Shift+Tab`

POSITIONING

Command	Key combination
Move selected object.	`Cursor keys`
Move by 10 pixels each time you press a cursor key	`Shift+arrow keys`
Move only horizontally or only vertically	Press `Shift` during moving
Centers the selected object in the working section	`H`

ACTIONS

Command	Key combination
Saves changes	`Ctrl+S`

Pastes element from the clipboard	`Ctrl+V`
	
	`Shift+Ins`

Inserts element from the clipboard at its original position; original and copy lie congruently on top of each user	`Ctrl+Shift+V`

Copies selected element.	`Ctrl+C`
	
	`Ctrl+Ins`

Copy instead of move	Press `Ctrl` during moving
Deletes selected element	`Del`

Cuts out the selected element	`Shift+Del`
	
	`Ctrl+X`

Undoes changes	`Ctrl+Z`
	
	`Alt+Backspace`

Add or delete node in the selected element. Add: Mouse cursor turns to plus symbol (+). Delete: Mouse cursor turns to minus symbol (-). Works for polylines, polygons and pipe elements.	`Ctrl+Shift`
Cancel drawing of polylines and polygons	`S`
Cancel drawing of polylines and polygons and delete the section which was drawn last	`Esc`
Move selected elements one level up	`+`
Move selected elements one level down	`−`
Move selected elements to the foreground	`Ctrl++`
Move selected elements to the background	`Ctrl+−`

SCALING

Command	Key combination

Change size	Move mouse cursor to the handle so that the mouse cursor changes to an arrow. After that you can position accurate to the last pixel with the help of the **`Cursor keys`** or in steps of 10 pixels with the help of the `Cursor keys+Shift`. Note: If an angel dissimilar to `0` via property `Rotation angle [°]` was defined for an element, scaling via arrow keys is not possible.
Scaling object around the center	Press `Alt` during scaling.
Proportional scaling	Press `Shift` during scaling

DETAIL VIEW

Command	Key combination
Create a new element for the respective module	`Ins`
Edit the selected column	`F2`
Copy a selected list element	`Ctrl+C`
Insert a list element which was copied beforehand	`Ctrl+V`
Delete a selected list element	`Del`
Scroll up several elements in the list	`Pg up`
Scroll down several elements in the list	`Pg down`
Navigate in the list	`Arrow key`

RUNTIME

Command	Key combination
Start Runtime; create changed Runtime files beforehand.	`F5`
Create changed Runtime files.	`F7`

Browse through open Window windows.	`Alt+Tab`
Stopping the Runtime.	`Alt+F4`
Open Windows Explorer with focus on the Runtime files folder. You must select the project in the project tree.	Ctrl+Alt+D
Open Windows Explorer with focus on the Runtime project folder. You must select the project in the project tree.	Ctrl+Alt+R

6. Toolbars

The main toolbars are per default positioned below the `Menu bar`. - With the exception of the `Elements` toolbar, which is displayed to the right of the `Main window`. When you move the mouse arrow over a symbol, information about the function of the symbol is displayed in the status line.

The following main toolbars are available:

- ▶ Dockable (on page 29) windows

- ▶ Alignment (on page 30)

- ▶ Screens (on page 35) / Symbols (on page 36)

- ▶ Editor profiles (on page 38)

- ▶ Elements (on page 39)

- ▶ Menu bar (on page 36)

- ▶ Production & Facility Scheduler (on page 41)

- ▶ Remote Transport (on page 42)

- ▶ Report Generator (on page 44)

- ▶ Runtime Files (on page 45)

- ▶ Visibility levels (on page 46)

- ▶ VBA macros (on page 47)

The following windows have unique toolbars that are displayed in the upper part of the screen:

▶ Details workspace (on page 48)

▶ Properties (on page 49)

> 💡 **Info**
>
> *The titles of the toolbars always correspond to the language that was activated in the Editor when the toolbar was displayed for the first time. For example: If you used the toolbar* `Screens` *for the first time in German, the name will be retained even when you switch the Editor later to English.*
>
> *If you want to switch the names to another language, you have to delete first all Editor profiles, then start the Editor in the desired language and activate the toolbars.*
>
> *Editor profiles are not deleted in zenon, but on file system level. For details see chapter Deletion of Editor profiles (on page 80).*

ACTIONS WITH SYMBOLS AND TOOLBARS

Options for toolbars can be changed in: `Options -> Settings -> Toolbar tab` (on page 72)

Actions for toolbars:

▶ position anywhere on-screen

▶ close

▶ open

Actions for symbols:

▶ Delete

▶ Add:

POSITION TOOLBAR

1. left-click on a free area of the toolbar

2. and move the toolbar to the desired location on the screen.

3. a rectangle shows where and how the toolbar is inserted

4. release the mouse button to position the toolbar

Hint: Toolbar which include drop-down lists can only be positioned horizontally.

CLOSE TOOLBAR

You can close toolbars either via the drop-down list `Options` or the `Settings` under options.

DROP-DOWN LIST: FASTEST WAY IN ORDER TO CLOSE A TOOLBAR

1. click on drop-down list `Options`

2. navigate to Toolbars

3. click on the entry for the toolbar you want to close

SETTINGS: MAKES IT POSSIBLE TO CLOSE SEVERAL TOOLBARS AT ONCE

1. Open the menu `Options -> Settings -> Tab: Toolbar (on page 72)`

2. Remove the check mark next to the desired toolbar

3. confirm this with `OK`.

OPEN TOOLBAR

You can open toolbars either via the drop-down list `Options` or the `Settings` under options.

DROP-DOWN LIST: FASTEST WAY IN ORDER TO OPEN A TOOLBAR

1. click on drop-down list `Options`

2. navigate to Toolbars

3. click on the entry for the toolbar you want to open

SETTINGS: MAKES IT POSSIBLE TO OPEN SEVERAL TOOLBARS AT ONCE

1. Open the menu `Options -> Settings -> Tab: Toolbar (on page 72)`

2. set the check mark next to the desired toolbar
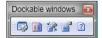
3. confirm this with **OK**.

ADD SYMBOLS

1. Open the menu **Options -> Settings -> Tab: Commands** (on page 70)

2. Choose a category from the left window

3. Click on the desired symbol in the right window with the left mouse button

4. Hold down the left mouse button and drag the symbol to the desired position in the toolbar

DELETE SYMBOLS

1. Open the menu **Options -> Settings -> Tab: Toolbar** (on page 72)

2. All symbols in all toolbars in the editor are activated

3. Click with the left mouse button on the symbol

4. move the symbol away from the toolbar and release the mouse button

6.1 Toolbar dockable windows

The following hidden or closed windows can be reactivated with the help of toolbar **Dockable windows.**

Symbol (from left to right)	Function
`Project Manager`	Activates the Project Manager.
`Output window`	Activates the output window.
`Cross reference list`	Activates the cross reference list.
`Properties window`	Activates the properties window .
`Properties help`	Activates the property help window.
Symbol bar options	Clicking on the arrow opens the submenu: Active: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.2 Toolbar alignment

no.	Symbol	Function
01	align left	Aligns all elements with the left margin of the element that was marked first.
02	align right	Aligns all elements with the right margin of the element that was marked first.
03	align up	Aligns all elements with the upper margin of the element that was marked first.
04	align down	Aligns all elements with the bottom margin of the element that was marked first.
05	Horizontal center	Aligns the marked element with the horizontal screen center. If multiple elements were selected, all elements are aligned according to the one selected first.
06	Vertical center	Aligns the marked element with the vertical screen center. If multiple elements were selected, all elements are aligned according to the one selected first.
07	Same x-distance	Lines the selected elements in the order of selection up on the x-axis. The first two elements determine the distance.
08	Same y-distance	Lines the selected elements up in the order of selection on the y-axis. The first two elements determine the distance.
09	Same x-distribution:	Distributes all selected elements along the x-axis between the two elements that were selected first. For this option, at least three elements must be selected.
10	Same y-distribution:	Distributes all selected elements along the y-axis between the two elements that were selected first. For this option, at least three elements must be selected.
11	Same width	Marked elements are adjusted to the width of the first chosen element. Note: Adjustment is according to optical coordinates. For details, see the explanation under this table.
12	Same height	Marked elements are adjusted to the height of the first chosen element. Note: Adjustment is according to optical coordinates. For details, see the explanation under this table.
13	Same size	Marked elements are adjusted to the width and height of the first

		chosen element.
		Note: Adjustment is according to optical coordinates. For details, see the explanation under this table.
14	Window to foreground	Moves selected elements into foreground
15	One level forward	Moves selected elements one level forward.
16	One level back	Moves selected elements one level back.
17	Window to the background	Moves selected elements to the background.
18	Flip horizontally	Flips the selected element on a horizontal axis.
19	Flip vertically	Flips the selected element on a vertical axis.
20	flip 90º	Turns the selected item 90º CCW.
21	Create symbol	Creates a new symbol from all chosen elements.
22	Break up symbol	The symbol is broken up into its source elements; it exists no longer.
23	Single edit mode symbols / elements	Enables you to edit individual elements of a symbol. Button switches between individual editing mode and symbol editing mode.
24	Insert into existing symbol	Opens the toolbar to insert the active symbol in a symbol from the list.
25	Remove from symbol	removes the selected element from the active symbol. After this action the element no longer belongs to the symbol.
26	Replacing links	Opens the dialog for replacing variables or functions which are linked to dynamic elements. Details: see chapter Replacing variables in dynamic elements.Process variables in dynamic elements. Process variables in dynamic elements. Process variables in dynamic elements. Process variables in dynamic elements. Process variables in dynamic elements.
27	Transfer properties	Transfers the properties of a selected element to another

one / multiple elements.

▶ Transfer to an element:

Click on element with original properties -> click symbol transfer properties -> click target element: Properties are transferred

▶ Transfer to multiple elements:

Choose source element -> choose target elements while holding the Ctrl-key (Source and target elements are selected, the source element is highlighted by black handling points) -> click symbol transfer properties. The source element´s properties are transferred to the target elements.

Source and target object determine which properties are transferred. Normally; colors, font, text alignment and borders are transferred.

If several elements were chosen as source, the properties of the first selected element are transferred.

28	`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

ADAPTATION OF THE SAME WIDTH/HEIGHT/SIZE
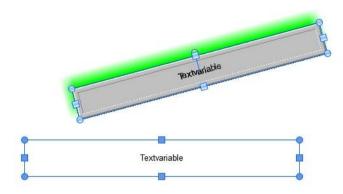
The adaptation of size of rotated and non-rotated elements orientates itself to the visual coordinates, not the logical ones. The stretching of rotated elements is understood as a surface of the rectangle within which the lines of the rotated element are located (bounding rectangle).
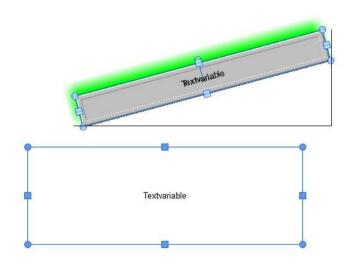
FOR EXAMPLE

Two elements before adaptation:

After adaptation using `Same height`:

6.3   Toolbar screens

A toolbar is available for editing screens. Per default, it is displayed below the menu bar.

Symbol (from left to right)	Function
`Save screen`	Save the current screen.
`Save all`	Saves all changed screens.
`Cut`	Cuts the selected element and stores it in the clipboard; works across projects, too. Only available if an element has been selected.
`Copy`	Saves a copy of the current screen to the clipboard. Only available if an element has been selected.
`Paste`	Inserts (i.e. pastes) a screen from the clipboard. Only available if the clipboard contains data.
`Redraw screen`	Refreshes the display.
`Edit mode`	Switches from **`Zoom`** to **`Edit mode`**.
`Undo`	Allows undoing up to 100 actions. By default, 10 actions can be undone. Define the number of actions: *Options -> Settings ->Settings -> number of undoable actions*. Enter a number between 1 and 100.
`Zoom`	Provides two zoom modes: - Variable zoom: A predefined value can be selected from the combobox, or you can directly enter any value between 15% and 400%. - Zoom tool: You can zoom directly in the screen with the two magnifier symbols (**+** and **−**). The `CTRL` key switches between the different modes. The defined zoom is saved for each single screen. Close zoom mode: Click on the **`Edit mode`** symbol in the **`Elements`** toolbar.
`Print`	The whole screen content is printed on the default printer. Set printer

	properties via *File -> Standard configuration -> standard.*
`Help`	Opens the online help
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.4 Toolbar symbols

The symbol library can be operated from the context menu or the toolbar:

COMMANDS IN THE CONTEXT MENU AND TOOLBAR

Toolbar	Context menu	Function
1	`Symbol new`	Creates a new symbol.
3	`Open symbol`	Opens the symbol in the symbol editor for editing purposes.
2	`Symbol group new`	A new symbol group is created and can be filled with selected symbols from the library or with self-defined symbols. (Copy and Paste). Only available in the global symbol library.
4	`Insert symbol as embedded symbol in the screen`	Embeds the symbol in a screen (for details, see subchapter Embedded symbols).
5	`Insert symbol as linked symbol in the screen`	Links the symbol in a screen (for details, see subchapter Linked symbols).

13	`Flat view`	Arranges all symbols in a flat view. Facilitates the search for certain symbols. Hint: In this view, you can´t create nor delete symbols and it is also impossible to copy or insert symbols from the clipboard.
14	`Hierarchical view`	Sorts all symbols hierarchical in subgroups and shows dependencies.
6	`Copy`	Copies the selected symbol to the clipboard (only hierarchical view).
7	`Paste`	Inserts the copied symbol in the active group (only hierarchical view).
8	`Delete`	Deletes the selected symbol or symbol group (only hierarchical view). Attention:Deletion cannot be undone!
9	`Edit selected cell`	Enables editing of the selected cell´s contents.
10	`Replace text in selected cell`	Opens the dialog for automatic replacement of texts (only available if cells that can contain text were selected).
11	`Properties`	Opens the window `Properties` for the selected symbol.
12	`Expand/reduce nodes`	Allows expansion/reduction of the selected node or all nodes in the hierarchical view.
15	`Export selected XML`	Opens the dialog for XML-export of the selected symbols. (For details, see chapter Import/Export of symbols.)
16	`Import XML`	Imports symbols from an XML-file (see chapter Import/Export of symbols).
18	`Remove all filters`	Deletes all filters in the column title.
19	`Help`	Opens the help file for the context menu.
17	-	Jumps back to the starting element (only toolbar).
	`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.5 Toolbar Editor profiles

Editor profiles can be administrated easily via the relevant toolbar.

Symbol (from left to right)	Function
Load selected Editor profile	Loads the profile selected in **Select Editor profile**.
Select Editor profile	Drop-down list (on page 81) with 10 profiles.
load default profile	Resets all settings for display and position of windows and content and display of tool bars to the delivery conditions and loads the zenon standard profile.
Load predefined profiles (on page 73)	Loads the profiles predefined by >CD_COMPANYNAME< to the first three storage locations and links them with the modules. Already existing profiles are overwritten.
Remove profile allocations (on page 73)	Removes all links of the predefined profiles to the modules.
Automatic saving of the Editor profiles	Active: Changes to the current profile are saved automatically if another profile is called. Inactive: Changes are not saved when another profile is called; when the profile is called the next time, the original positions are restored.
Save selected Editor profile	Saves the current window settings to the profile which is displayed in **Select Editor profile**.
Assign individual names to Editor profile.	Opens a Dialog (on page 81) in which you can give Editor profiles individual names.
Symbol bar options	Clicking on the arrow opens the submenu: Active: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.6 Toolbar Elements

no.	Symbol	Function
01	Rectangle	With frame and fill color, type of frame and fill pattern
02	Line	With definable line thickness, color and type
03	Rounded rectangle	Rectangle with freely definable rounded corners
04	Ellipse/Circle	With frame and fill color, type of frame and fill pattern (circle)
05	Polygon	With frame and fill color, type of frame and fill pattern
06	Polyline	With line type and color (also filling pattern and color for an area description)
07	Arc of a circle	With definable line thickness, color and type
08	Segment of a circle	draw circle segment with an opening angle of 180º (changeable), definable line thickness, color and type
10	Static text	With font color and selection of the type of font
09	Tube	With frame and fill color, type of frame and fill pattern
11	Bar Graph	Display values as bar graph
12	Numerical value	Display values numerically
13	Dynamic Text	Display limit value texts
14	Trend Element	Simple line graphics
15	Indicating instrument	Value in instrument display
16	Status Element	Take colors from status configuration
17	Button	Operating field in button display
18	Switch	Simple command initiation or set value input element
19	Multi-binary element	Display several variables in one screen point in color and symbol (string)
20	Screen Alarm Button	Only available with a license for SICAM 230
21	Message element	Display texts from a text table
22	Clock	Date and time

23	`Command Input Element`	Only available with a license for SICAM 230
24	`Combined element`	Display one or more variables in color or symbol (chained characters)
25	`Screen alarming`	Only available with a license for SICAM 230
26	`ActiveX element`	Insert ActiveX control
27	`Universal slider`	Slider control
28	`Combo/List boxes`	Link values of variables with text messages
29	`WPF Element`	Displays valid WPF XAML files.
30	`Edit mode`	Switches from zoom mode to edit mode
	`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.7 Toolbar Production and Facility Scheduler

The Production Facility Scheduler can be edited via a toolbar, too.

Symbol (from left to right)	Function
Rename	Enables renaming of equipment.
Properties	Opens a window with the properties of the equipment.
Delete	Deletes the selected equipment after a confirmation.
Sort ascending	Sorts the selected table / column ascending.
Sort descending	Sorts the selected table / column descending.
Change date	Opens the dialog where a date is entered; switches to this date.
Show today	Switches from the shown date to the current date.
Day view	Shows a day in the calendar.
Week view	Displays a week in the calendar.
Month view	Displays a month in the calendar.
Previous element	Goes one element back in the calendar according to the entered value (one day, one week or one month).
Next element	Goes one element forward in the calendar according to the entered value (one day, one week or one month).
Switching points preview	Opens the switching points preview.
Symbol bar options	Clicking on the arrow opens the submenu: Active: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.8   Toolbar Remote Transport

A development computer can set up remote connections to other stations. The `Remote transport` toolbar provides functions for the transfer and request of data.

Symbol (from left to right)	Function
`Remote Transport: Establishing a connection`	Sets up a connection with the target computer.
`Remote Transport: Connection settings`	Opens dialog to configure the connection.
`Remote: Transport changed Runtime files`	Transports all Runtime files that were changed on the development computer to the target computer.
`Remote: Restore all Runtime files`	Loads all files that can be edited in the Runtime (like recipes or user administration) to the development computer.
`Remote: Setting the start project`	Set start project for target station.
`Remote: Start Runtime`	Starts the Runtime on the target station
`Remote: Stop Runtime`	Stops the Runtime on the target station.
`Remote: Reload project`	Executes the function `reload` on the target computer.
`Remote: Start desktop connection`	Starts a connection to operate the target computer using Remote Desktop.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.
Further symbols can be added using the toolbar options (on page 70):	
`Transport all Runtime files`	Transfers all Runtime files to the target system.
`Restart the operating system`	Starts the operating system of the target computer after confirmation. Under Windows CE this option is not supported.
`Determine system status`	Determines system status of the target computer and writes data to the output window. The following are determined: ▸ Computer name

	▸ Operating system
	▸ Runtime active/not active
	▸ Start project
	▸ Real memory
	▸ Drives
	▸ Remote serial number
	▸ Remote activation number
	▸ Remote zenon version
`Change password and display licensing`	Opens dialog for connection establishing. Enables: ▸ Changing the password for the connection establishment ▸ Display and change of the licensing of the target computer ▸ Configuration of the encryption at the target computer ▸

Note: All commands for Remote Transport are available in the project's context menu.

6.9   Toolbar Report Generator

A toolbar is available in the Editor for the Report Generator. If it is not displayed yet, you can load it:

1. Open the menu `Options -> Settings -> Tab: Toolbar` (on page 72)

2. Tick the checkbox next to Report Generator

3. confirm this with ᴏᴋ.

Symbol	Function
(from left to right)	
`Print report`	Prints the report on the default printer.
`Report - Page view`	Opens the report in a preview. The report can be enlarged or minimized in the preview (zoom), you can leaf through it and it is printable.
`Redraw report`	Refreshes the display.
`Recalculate functions`	Recalculates the formulas in the report.
`Function assistant`	Opens a dialog that helps with the configuration of functions.
`Font`	Opens the dialog for cell formatting - focused on the **Font** tab.
`Text alignment`	Opens the dialog for cell formatting - focused on the **Alignment** tab.
`Frame`	Opens the dialog for cell formatting, with focus on the tab **Frames**.
`Pattern`	Opens the dialog for cell formatting - focused on the **Pattern** tab.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.10 Toolbar Runtime files

A toolbar is available to transfer files from the Editor to the Runtime or vice versa:

Symbol (from left to right)	Function
`Create changed Runtime files`	Creates Runtime files of all files that were changed in the Editor. The drop-down menu allows to choose whether Runtime files of the active project or of all loaded projects shall be created.
`Create all Runtime Files`	Creates Runtime files of all files that are available in the Editor. The drop-down menu allows to choose whether Runtime files of the active project or of all loaded projects shall be created.
`Import Runtime files`	Files that can be changed in the Runtime (like recipes or user administration) are imported from the Runtime in the Editor.
`Files that can be changed in Runtime`	Opens the dialog to administer files that can be changed in Runtime.
`Start Runtime`	Starts Runtime.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

6.11   Toolbar visibility levels

Similar to CAD programs, you can define visibility levels in the Editor and allocate them with unique elements. That way you can easily hide unused elements in complex images and show them again anytime. 15 visibility levels are available. Levels are allocated using the properties `Visibility level` in the node `General`. Unique levels can be activated and deactivated using the buttons of the toolbar **`Visibility levels`**:

Symbol (from left to right)	Function
`Show all visibility levels`	Shows all levels.
`Hide all visibility levels`	Hides all levels.
`Visibility level<No.>`	Shows / hides the relevant visibility level.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

Info

Visibility levels only apply to the Editor and have no effect in Runtime.

Note on control elements:Control elements are always displayed at the uppermost position. That also applies if they are covered by other elements in the Editor. This ensures that they can always be reached.

6.12   Toolbar VBA macros

Macros that were created with VBA can be administrated via toolbar-item **VBA**.

Symbol (from left to right)	Function
`Reload list of VBA macros`	Loads all `Public Sub Name ()` macros that are included in `myWorkspace` and in modules to the drop-down list of the toolbar.
`Drop-down list macros`	Contains all loaded macros for selection.
`Execute selected macro`	Executes the macro selected in the drop-down list.
`execute allocated macro #<x>`	Executes the macro allocated with the symbol.
`Allocate macros`	Opens the allocation dialog for macros. Up to 5 macros can be allocated with the symbols 1 to 5.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active`: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

Info

If the macro assignment dialog does not list all macros from `myWorkspace`, execute the function `Reload list of VBA macros` in the toolbar.

6.13 Toolbar detail view

The project manager detail view shows matching toolbars depending on the active node. These correspond with the contents of the relevant context menu. You can find help for the unique toolbars in the relevant chapter, for example: Variable detail view toolbar.

6.14   Toolbar properties

The properties of an object are shown and can be edited in the properties-window. A toolbar is available for administration of the properties screen.

Symbol (from left to right)	Function
`Grouped view` (on page 134) `(default)`	All properties of the selected object are logically grouped; the groups can be sorted alphabetically or logically. With the context menu, properties can be added to or removed from the Favorites. Standard for manual: Manual hints regarding the properties are always based on the grouped view. The contents of the groups are the same as in the `dialog view`.
`All properties:` (on page 135)	All properties of the selected object are displayed in a list. With the context menu, properties can be added to or removed from the Favorites.
`Dialog view` (on page 135)	All properties are grouped logically like in the `Grouped view`, the groups are displayed sorted by application priority in dialog form. In this view, no favorites can be defined.
`Show/hide favorites` (on page 136)	Shows / hides the node **Favorites** in the top spot of the views **Grouped view** or **All settings** . In this node, the most frequently used properties are collected. Default favorites are proposed. Add / remove entries to the favorites: You can do this either by using the context menu **Add to favorites** or by moving the desired properties to the favorites toolbar using Drag&Drop. The order of the properties in the favorites is determined by the sorting criterion (ascending, descending, logic). In the **Dialog view** favorites cannot be created.
`Show/hide all properties`	Shows / hides all nodes in the views **Grouped** and **All Properties**.

`Sorted logically`
 	
`(default)`
	Displays the properties logically sorted according to application frequency instead of alphabetically sorted in the views **Grouped** and **All properties**.

`Sort ascending/descending`	Displays the properties either in ascending or descending alphabetical order in the views **Grouped** and **All properties**.
`Open/close all sections`	Shows / hides all nodes in the views **Grouped** and **All Properties**. Exception: The node of the current property is not closed, if **Close all nodes** is selected.

Display properties help (on page 137)	Displays the integrated help for the properties (properties help).
Release property	Symbols: Releases the selected property.
Symbol bar options	Clicking on the arrow opens the submenu: Active: Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

7. Menu bar

The menu bar contains - depending on the selected module and element - drop-down lists for the following elements.

BASIC

| File | Edit | Options | Window | Help |

- ▶ File
- ▶ Edit
- ▶ Screens
- ▶ Options
- ▶ Windows
- ▶ Help

SCREENS AND SYMBOLS

If a screen is opened, new menu items are added to the bar:

| File | Edit | Screens | Elements | Control elements | Options | Window | Help |

- ▶ Elements

- ▶ Control elements

If the `Global symbol library` is activated, the menu item `Screens` is replaced with the menu item `Symbols`.

REPORT

File   Edit   Report   Format   Options   Window   Help

When a report is opened:

- ▶ The `Screens` menu is replaced with `Report`

- ▶ The `Format` menu is added

- ▶ The commands in the `Edit` (on page 54) menu are replaced

7.1 File

Possible actions are:

Menu item	Action
`Project`	Opens the dialog for creating a new project.
`Insert project into workspace`	Opens the dialog to insert an existing project into the Editor.
`Insert project 5.50`	Opens the dialog to insert a project created with Editor 5.50.
`Restore project backup`	Opens the dialog to load the last version of a project saved in a project backup.
`Workspace`	
`new`	Opens the dialog for creating a new workspace.
`open`	Opens the dialog for creating an existing workspace.
`save`	Saves the current workspace.
`save as ...`	Saves the current workspace. Name and desired storage place can be chosen.
`close`	Closes the current workspace
`Create backup`	Opens the dialog for the backup of all current workspace projects. The backup is stored in a compressed *.wsb-file.
`Load backup`	Opens the dialog for loading the projects that were saved during a backup of the workspace.
`Standard Configuration`	
`License product`	Opens the dialog License product for entering the serial number and the activation number or for requesting a softlicence.
`Standard`	Opens the dialog for configuration of standard settings for the save location and the printer for ▸ AML ▸ CEL ▸ Values ▸ Protocols

	▸ Screenshots
	▸ Notebook
`Control Panel`	Opens the control panel of the operating system.
`Print screenshot`	The whole screen content is printed on the standard printer. Set printer properties via File -> Standard configuration -> standard. In a configuration with multiple monitors, screen 1 is printed.
`Visual Basic Editor`	Opens the Visual Basic Editor Info: This menu item is only available if you have activated VBA VSTA in the file zenon6.ini. Activate VBA by checking that the entry EIN=1 is available in area [VBA].
`Wizards`	Opens the dialog for selecting an assistant. Info: This menu item is only available if you have activated VBA VSTA in the file zenon6.ini. Activate VBA by checking that the entry EIN=1 is available in area [VBA].
`Update Wizards`	Opens the dialog for an update of the wizard. For details see chapter Wizards section Update wizards. Info: This menu item is only available if you have activated VBA VSTA in the file zenon6.ini. Activate VBA by checking that the entry EIN=1 is available in area [VBA].
`Existing workspaces`	Lists existing workspaces. The last five chosen settings are shown.
`Exit`	Terminates the zenon Editor

7.2 Edit

SCREENS AND SYMBOLS

When selecting a screen or symbol, the `Edit` menu provides special functions.

Possible actions are:

Menu item	Action
Undo	Undoes the last action. The number of actions that can be undone is defined in *Options -> Settings* **Attention:** It is not possible to undo action in the Frame Editor.
Cut	Cuts the selected objects and stores them in the clipboard.
Copy	Copies the selected objects and stores them in the clipboard.
Paste	Pastes copied or cut objects from the clipboard. Elements are always pasted centered in the editing area. If there are multiple objects, their positions in relation to each other are retained.
Paste in same position	The copy of the object is pasted in the same position as the original.
Delete	Deletes marked objects
Mark all	Marks all objects in the main window.
Properties	Opens the properties window.
Replacing links	Opens the dialog for replacing variables or functions which are linked to dynamic elements. Details: see chapter Replacing variables in dynamic elements.
Element position	Changes the position of marked elements `ALT + left-click` selects elements from deeper levels.
Foreground	Moves selected elements into foreground
Background	Moves selected elements to the background.
Forward	Moves selected elements one level forward.
Backward	Moves selected elements one level back.
Align	Repositions selected elements.

Left	Moves selected element left
Right	Moves selected element right
Top	Moves selected elements upwards
Bottom	Moves selected elements downwards
Arrange	Rearranges elements. Starting point is the first marked element.

Same width	Marked elements are adjusted to the width of the first chosen element. **Note:** With rotated elements, the width is orientated to optical coordinates, not to logical coordinates. For details, see the Toolbar orientation (on page 30) chapter.
Same height	Marked elements are adjusted to the height of the first chosen element. **Note:** With rotated elements, the height is orientated to optical coordinates, not to logical coordinates. For details, see the Toolbar orientation (on page 30) chapter.
Same size	Marked elements are adjusted to the width and height of the first chosen element. **Note:** With rotated elements, the size is orientated to optical coordinates, not to logical coordinates. For details, see the Toolbar orientation (on page 30) chapter.
Horizontal center	Moves marked elements in the horizontal center of the first selected element.
Vertical center	Moves marked elements in the vertical center of the first selected element.
Same x- distance	Marked elements are grouped in a way that the distance on the X-axis is the same between them. The first two elements determine the distance.
Same y- distance	Marked elements are grouped in a way that the distance on the y-axis is the same between them. The first two elements determine the distance.
Same x- distribution:	Distributes all marked elements along the x-axis between the two elements that were first selected. For this option, at least three elements must be selected.
Same y- distribution:	distributes all marked elements along the y-axis between the two elements that were first marked. For this option, at least three elements must be selected.

Flip horizontally	Flips the selected element on a horizontal axis.
Flip vertically	Flips the selected element on a vertical axis.
flip 90°	Turns the selected item 90º CCW.
Key order left/right	Shows a frame which defines the horizontal sequence in which the screen elements are selected with the function `Set focus`
Key order up/down	Shows a frame which defines the vertical sequence in which the screen elements are selected with the function `Set focus`
Symbol	
Create	Creates a new symbol from all chosen elements.
Break up	The symbol is broken up into its source elements; it exists no longer.
Single edit mode symbols / elements	Enables you to edit individual elements of a symbol. Switches between individual editing mode and symbol editing mode.
Insert in existing symbol	Opens the toolbar to insert the active symbol in a symbol from the list.
Remove from symbol	Deletes the selected element from the active symbol. After this action the element no longer belongs to the symbol.
Convert linked symbol to embedded symbol	Converts the selected linked symbol in an embedded symbol. The symbol is disconnected from the original symbol in the library and can only be changed locally. This conversion cannot be undone.
List of symbols	Opens a list of all symbols, used in the current screen. For each symbol its graphical components are listed.
Change order for focus	Opens drop-down list for definition of horizontal or vertical order for Keyboard operation.
Order for left/right	Determines the horizontal order.
Order for up/down	Determines the vertical order.

REPORTS

For reports, the `Edit` menu provides the following entries:

Command	Description
Cut	Cuts out highlighted area and copies it to the clipboard.
Copy	Pastes the contents of the clipboard.
Paste	Copies highlighted areas to the clipboard.
Advanced paste	Provides advanced paste options for cell operations:
▸ All	Inserts everything from the clipboard.
▸ Formulas	Only inserts formulas
▸ Value	Only inserts values. The relationship to formulas is lost.
▸ Format	Only accepts the format.
Fill	Copies the content of the first cell of a marking and transfers it to all further marked cells.
▸ Down	Filling is carried out in a downward direction.
▸ To the right	Filling is carried out from left to right.
Remove	Removes from highlighted cells:
▸ All	Everything.
▸ Contents	Contents only.
▸ Format	Formats only.
Delete column/row	Deletes highlighted columns or rows.
Insert column/row	Inserts new columns or rows. Insertion is carried out above the row or to the left of the column. As many rows/columns are inserted as are highlighted in the worksheet.
Search/replace	Opens the dialog for searching and replacing in a worksheet.

7.3 Screens

Possible actions are:

Menu item	Action
Save screen	Saves the current screen.
Save all screens	Saves all screens.
Redraw screen	Refreshes the display.
Display grid	Switches the grid on or off.
Use grid	Switches usage of the grid on or off. On: All objects are automatically aligned with the grid.
Use magnetic points	Switches magnetic points on or off. Use: If you move an object near the handling point of another object, it snaps in place at the handling point.
Zooming	Changes the resolution in fixed steps between 15% and 400%.
Screenshot print current screen.	The current screen is printed on the standard printer. Set printer properties via *File -> Standard configuration -> standard.*
Insert vector graphics	Opens the dialog for inserting an external vector graphic.

Info

As soon as a screen element is active, the menu `Elements` is displayed. It offers all `vector elements` and `dynamic elements` analog to the tool bar elements for selection. When you select special screen types the menu `Control elements` is displayed in addition. It offers predefined control elements in accordance with the selected screen type.

7.4   Symbol

Possible actions are:

Menu item	Action
Save symbol	Saves the current symbol.
Save all symbols	Saves all symbols.
Change symbol size / background color	Opens the dialog for configuration of symbol size and background color. **Note:** Changes to the background color always affect all symbols in the global system library.
List of symbols	Opens a list of all symbols, used in the current screen. For each symbol its graphical components are listed.
Full screen mode	The full-screen hides all remaining windows and shows only the main window with all opened documents (screens, reports, ...) in full-screen mode. The full-screen mode can be closed by: ▸ the displayed button for closing the full-screen mode ▸ the short key `Shift+F9` ▸ the key `Esc`
Redraw symbol	Refreshes the display.
Display grid	Switches the grid on or off.
Use grid	Switches usage of the grid on or off. On: All objects are automatically aligned with the grid.
Use magnetic points	Switches magnetic points on or off. Use: If you move an object near the handling point of another object, it snaps in place at the handling point.
Change order for focus	Opens drop-down list for definition of horizontal or vertical order for Keyboard operation. `Order for left/right:` Determines the horizontal order. `Order for up/down:` Determines the vertical order.

Zooming	Changes the resolution in fixed steps between 15% and 400%.
Screenshot print current symbol	The current symbol is printed on the default printer. Set printer properties via *File -> Standard configuration -> standard.*
Insert vector graphics	Opens the dialog for inserting an external vector graphic.

7.5   Windows

Possible actions are:

Menu item	Action
Full screen mode	The full-screen hides all remaining windows and shows only the main window with all opened documents (screens, reports, ...) in full-screen mode. The full-screen mode can be closed by: ▸ the displayed button for closing the full-screen mode ▸ the short key Shift+F9 ▸ the key Esc
Close	Closes the active window
Divide	Divides the main window and positions the active windows accordingly.
List of windows	Displays open windows. A maximum of 9 windows are listed.
Windows	Opens the dialog to administer windows open in the main window: ▸ activate ▸ save (multiple selection is possible) ▸ close (multiple selection is possible) The active window is preselected.

7.6 Help

Possible actions are:

Menu item	Action
Info about	Opens a window with information on zenon:
	▸ Serial Number
	▸ Activation number:
	▸ Licensed tags/IOs
	▸ Licensed module
	A slider can be used for navigation in the information window. Clicking in the window or pressing the Esc key closes the info window.
Getting Started	Calls up the section **Tutorials** in the online help.
Help	Opens the online help

7.7 Options

Possible actions are:

Menu item	Action
`Settings`	Opens the dialog for configuration of the basic settings (on page 65), Menus (on page 68), Toolbars (on page 72) and Commands (on page 70).
`Editor administration of editor profiles`	Opens the Submenu (on page 78) for administration of the Editor profiles.
`Main window with tabs`	Switches the multiple screen view in the main window on and off via tabs .
`Status Line`	Shows / hides the Editor `Status line`. Which is not identical with the status line of the Project Manager in the Detail view (on page 84).
`Project Manager`	Shows the window `Project Manager` (on page 81) .
`Output`	Shows the `Outpout window` (on page 138) .
`Cross reference list`	Shows the `Cross reference list` .
`Property Window`	Shows the `Properties window` (on page 131) .
`Properties help`	Shows the window Properties help (on page 137)
`Toolbars`	Drop-down list for displaying and hiding tool bars.
`Update of the Windows CE Runtime`	Opens the software for updating a Windows CE Runtime.
`Define new menu entry`	Opens the dialog to implement external programs with their own menu entry. Hint: If you already created another menu entry it is shown in this place. New and additional menu items are created using *Options -> Settings -> Menu tools (on page 68).*

7.7.1   Settings

Define the basic settings for zenon in the dialog `Settings` .

Option	Action
<u>Editor and Runtime</u>	
selected language	Choose the language for the Editor´s user interface. The Editor must be closed and started again for a language change. The default language of the Editor is English.
Borders around dynamical elements	`Active:` Shows dynamical elements with a position border. You can differentiate between Editor and Runtime.
Do not send the bug report to Microsoft	`Active:` Prevents transmission of a bug report to Microsoft if a program crashes.
<u>Editor options</u>	
Load last active workspace	`Active:` The last active workspaces are loaded and displayed in the project tree when the editor is started (default) `Inactive:` No workspace is loaded when the editor is started. Existing projects and workspaces can be opened and new ones can be

	created using the context-sensitive menu.
The filter in the detail view is case sensitive.	Active: The filter in the list view is case sensitive. Inactive: The filter in the list view makes no difference between capital and small letters (default).
Logical sorting of texts in the detail view	Active: File names containing numbers are sorted logically in the list view, e.g. 1, 2, 10, 11 inactive: File names containing numbers are sorted alphabetically in the list view, e.g. 1, 10, 11, 2
Use assistant	Active: If you want to create **Archives**, **Combined elements** and **Universal sliders**, the help of an assistant is offered automatically. Inactive: **Archives**, **Combined elements** and **Universal sliders** are configured manually.
<u>Screen editing</u>	
Input properties after creating objects	Active: If you create a dynamic element, the dialog boxes for detailed settings, like for example variable selection, open automatically. Inactive: The dynamical element is drawn; related properties must be defined seperately.
"Adjust links" dialog on inserting symbols	Active: On inserting a symbol in a screen, the dialog **Adjust link** is opened. Inactive: The dialog is not opened. Links can be substituted anytime using the command **Replace link** in the context menu.
Pixel distance until position change	Prevents unwanted moving of elements Before an element is really moved, it has to be moved at least by the stated number of pixels.
Number of undo actions	Allows undoing up to 100 actions. By default, 10 actions can be undone. Enter a number between 1 and 100.
<u>Grid settings</u>	
Display grid	Active: Shows the grid that can be defined in the main window under Grid type. Inactive: Grid is not displayed.
Position in grid	Active: Screen elements are automatically aligned with the grid. This function is independent from the option Display grid.
Grid color	Defines the grid color. The windows color palette is used for selection.

Grid type	Defines the type of grid : solid, dotted or intersections.
Grid pitch [in pixels]	Defines the horizontal and vertical distance between unique marker points. Therefore, it also defines how finely scaled element sized can be displayed. Recommended grid distance: 10 pixels horizontally and vertically.
<u>Magnetic points</u>	
Use magnetic points	Elements have magnetic points. If you move an element and its selection marker comes near the selection marker of another element, the selection marker of the selected element is locked there and aligns itself on it.
Size of magic points for screens	Defines the size of the magic area in pixels (square selection markers). Enter a number between 1 and 20.
Size of connection points in the frame editor	Defines the size of the connection area in pixels (square selection markers) for the positioning of frames in relation to other frames or screen borders. Enter a number between 1 and 40.
<u>Corner points</u>	
Invert background	Active: Corner points are shown inverted to the background.
Size of corner points	Defines the size of the square corner points for handling elements in pixels. Enter a number between 1 and 20.

7.7.2 Menu Tools

In the dialog `Menu tools` you implement external programs in the Editor´s menu structure. Individually implemented programs are shown at the end of menu item `Options` .

Options	Action
Menu contents	Lists all already integrated external prgrams.
New	Adds a new menu item.
Delete	Deletes an existing entry from the menu.
Up	Moves the selected menu item upwards in the list and in the menu.
Down	Moves the selected menu item downwards in the list and in the menu.
Menu text	Name under which the new menu is displayed in the options.
File	Name and path of the external program (*.exe-file) that shall be called up.
Parameters	Additional switches for calling up programs, for example file names.

> 📇 **Example**
>
> *Menu text: Text editor*
>
> *File: C:\Windows\notepad.exe*
>
> *Parameter: C:\test.txt*
>
> *Calls up Notepad and opens the file test.exe. If this file is not available, you can create it.*

7.7.3 Color scheme

You define the color scheme for the Editor in this tab.

Parameters	Description
`Color scheme for the Editor`	Clicking on the drop-down list opens the list where it can be selected.
Preview	Changes the color scheme of the Editor. The dialog window remains open.
OK	Discards changes and closes dialog.
Cancel.	Discards changes and closes dialog.

7.7.4   Commands

In the dialog **Commands** you define, which commands are available in the toolbars.

Options	Action
`Categories`	Select the category that includes the desired command.
Commands	List of available commands.
`Description`	Text for tooltip If you move the mouse pointer over the button, the description is shown as tooltip.

ADD SYMBOLS

1. Open the menu `Options -> Settings -> Tab: Commands` (on page 70)

2. Choose a category from the left window

3. Click on the desired symbol in the right window with the left mouse button

4. Hold down the left mouse button and drag the symbol to the desired position in the toolbar

DELETE SYMBOLS

1. Open the menu `Options -> Settings -> Tab: Toolbar` (on page 72)

2. All symbols in all toolbars in the editor are activated

3. Click with the left mouse button on the symbol

4. move the symbol away from the toolbar and release the mouse button

> ♀ **Info**
>
> *To undo changes to a tool bar and to restore the delivery conditions, change to tab `Tool bar`. Select the appropriate toolbar and click on the `Reset` button or on `Reset all`, to return all toolbars to the original state.*

7.7.5 Toolbars

You can define the look and visibility of toolbars in the dialog `Toolbars`.

Options	Action
`Toolbars`	Checkbox active: The toolbar is shown in the Editor.
`Reset`	Reverts to initial state for the marked toolbar.
`Reset all`	Reverts to initial state for all toolbars.

8. Editorprofile

The Editor starts with default settings with predefined windows. You can group windows and activate them to your liking. You can find details in chapter Adjust view (on page 12). Your personal settings are administrated in profiles. These can be reached via

▸ the task bar `Editor profiles`

(see: Administrate Editor profiles with the task bar (on page 77))

▶ the sub item `administrate Editor profiles` in the `Options` of the task bar

(see Administrate Editor profiles via menu (on page 78))

▶ with keyboard shortcuts

(see administrate Editor profiles with keyboard shortcuts (on page 79))

You can also allocate single modules to editor profiles using the context menu (see Choose Editor profiles from the context-sensitive menu (on page 80)) or you can use predefined profiles (on page 73).

💡 Info

For divided windows - as in the Project Manager with main view and detail view - the width definition always applies to the whole window. The correct relationship of the window elements is defined when starting and closing the Editor.

If the ratio of the window elements to one another is changed, calling up a profile only leads to the complete window being set to the defined values. The ratio of, for example, the main view and detail view to one another is not changed.

8.1 Predefined profiles

In zenon three predefined profiles are available. You optimize the layout of the Editor at a resolution of 1280 x 1024 for:

▶ Variables and list view: Profile 1 on storage location P1:

▶ Screens: Profile 2 on storage location P2:

▶ Default for general tasks: Profile 3 on storage location P3:

SELECT PREDEFINED PROFILE

You can either activate or deactivate these profiles. For this you either use the Symbols (on page 77) in the tool bar for editor profiles or:

1. open the menu `Options`

2. click on `Administrate Editor profiles`

- **Load predefined profiles**: loads the predefined profiles to the first three storage locations and links them with the modules. Already existing profiles are overwritten.
- **Remove profile allocations**: Removes all links of the predefined profiles to the modules.

To use the profiles select *Editor profile -> [Profile number]* at the desired module

ERROR MESSAGE WHEN DISPLAYING PREDEFINED PROFILES

If you receive an error message mentioning the **zenAdminSrv** when selecting a predefined profile, this can have to reasons:

1. Service **zenAdminSrv** runs with a lower version number as the current Editor.
   Solution: Update the service.

2. The profiles were removed from the default folder:
   Solution: Copy file **Predefined Editor Profiles.epf** to folder `C:\ProgramData\COPA-DATA\zenonxxx\EdProfiles` (xxx equals the current zenon version number).

PROFILES

PROFILE 1: VARIABLES

Optimized display for editing variables and list views.

PROFILE 2: SCREENS

Optimized display for editing screens.

PROFILE 3: STANDARD

Default view, optimized for modules which are not based in lists.

8.2   Administrate Editor profiles with the task bar

The task bar for the Editor profiles is shown by default in the middle of the second line of symbols. If it was deactiveated, right-click next to the task bars and choose `Editor profiles`. You get the following task bar:

Symbol (from left to right)	Function
`Load selected Editor profile`	Loads the profile selected in **`Select Editor profile`**.
`Select Editor profile`	Drop-down list (on page 81) with 10 profiles.
`load default profile`	Resets all settings for display and position of windows and content and display of tool bars to the delivery conditions and loads the zenon standard profile.
`Load predefined profiles` (on page 73)	Loads the profiles predefined by >CD_COMPANYNAME< to the first three storage locations and links them with the modules. Already existing profiles are overwritten.
`Remove profile allocations` (on page 73)	Removes all links of the predefined profiles to the modules.
`Automatic saving of the Editor profiles`	`Active:` Changes to the current profile are saved automatically if another profile is called. `Inactive:` Changes are not saved when another profile is called; when the profile is called the next time, the original positions are restored.
`Save selected Editor profile`	Saves the current window settings to the profile which is displayed in **`Select Editor profile`**.
`Assign individual names to Editor profile.`	Opens a Dialog (on page 81) in which you can give Editor profiles individual names.
`Symbol bar options`	Clicking on the arrow opens the submenu: `Active:` Toolbar is displayed. If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

To export or import Editor profiles, choose the relevant option in the Main menu (on page 78) under `Options -> Editor adminstrate Editor profiles.`

8.3 Administrate Editor profiles via menu

In the menu, choose *Options -> Editor administrate Editor profile* for the administration of your Editor profiles.

You have the following options:

Options	Function
`Name`	Opens a Dialog (on page 81) where you can give profiles individual names.
`load default profile`	Resets all window setting to the factory default settings and loads the zenon standard profile.
`Export`	Opens the file manager and saves the settings as a zip-file in any location.
`Import`	Opens the file manager to import the saved settings as a zip-file from any location.

To choose or save individual Editor profiles use the relevant functions in the Toolbar (on page 77) or Keyboard shortcuts (on page 79).

8.4   Administrate Editor profiles with the task bar

Possible actions are:

Command	Key combination
Load Editor profile 1	`Shift+F1`
Load Editor profile 2	`Shift+F2`
Load Editor profile 3	`Shift+F3`
Load Editor profile 4	`Shift+F4`
Load Editor profile 5	`Shift+F5`
Load Editor profile 6	`Shift+F6`
Load Editor profile 7	`Shift+F7`
Load Editor profile 8	`Shift+F8`

save current Editor view as:	
Editor profile 1	`Ctrl+Shift +F1`
Editor profile 2	`Ctrl+Shift +F2`
Editor profile 3	`Ctrl+Shift +F3`
Editor profile 4	`Ctrl+Shift +F4`
Editor profile 5	`Ctrl+Shift +F5`
Editor profile 6	`Ctrl+Shift +F6`
Editor profile 7	`Ctrl+Shift +F7`
Editor profile 8	`Ctrl+Shift +F8`

8.5   Choose Editor profiles from the context-sensitive menu

In the Project Manager, you can choose and permanently allocate Editor profiles with each project and sub-project: *Right-click on the branch -> Editor profiles -> choose*.

You can cancel an allocation by choosing `'none'` in the context-sensitive menu.

This preselection is possible for all branches and modules with the exception of `Energy Management System` and `Global symbol library`.

8.6   Delete Editor profiles

The Editor profiles are stored in a seperate INI-file. To reset your profile data, you should delete the folder that contains the profile settings:

Delete the folder `Editor`. Depending on the operating system, the folder is located:

Windows Vista, Windows 7: `C:\Users\USERNAME\AppData\Local\COPA-DATA\zenon\Editor`

Windows XP: `C:\Documents and settings\USERNAME\local settings\application data\COPA-DATA\zenon\Editor`

Hint: USERNAME   must be replaced by the username of the logged in Windows user.

8.7   Dialog for names of the editor profiles

You can provide editor profiles with individual names: directly in the Toolbar (on page 77), with a Keyboard shortcut (on page 79) or a dialog. The dialog can be reached via:

▶   Toolbar, symbol **Provide individual names for editor profiles** or

▶   *Menu -> Options -> Editor manage editor profiles -> name*

Enter individual names in the fields after the editor profile short description. You can call up the first 8 editor profiles in the Editor anytime with the keyboard shortcuts Shift +F1 to Shift+F8. Or you choose the desired editor profile with the respective symbol in the Tool bar (on page 77).

9. Project manager

The Project Manager is per default located on the left side of the screen directly below the toolbars. It can be displayed in two views:

▶   Project tree

▶   Network topology

PROJECT TREE

The project tree contains:

▶ The `workspace` on the left side with the projects and the `global symbol library`:

- All loaded projects with their variables, functions, screens etc are available in the workspace.

- The global symbol library contains predefined graphics and offers the possibility to create new graphics.

▶ a detail view on the right side:

This lists all elements and settings for the section selected in the tree view.

NETWORK TOPOLOGY

The network topology view displays all projects in the workspace topologically and enables all network components involved to be tested, as well as testing remote transport of the Runtime files to the respective computer.

You can read details about this in the network section in the Testing network topology for validity chapter.

9.1   Workspace

In the workspace, the following components of a project are administrated:

▶ Variables
- Drivers
- Data types
- Reaction matrix
- Allocations
- Alarm
- Units

▶ Screens
- Frames

- Fonts
- Color palettes
- Project symbols

▶ Functions

- Scripts

▶ Language file

▶ Historian

▶ Recipes

- Standard recipes
- Recipegroup Manager

▶ Time control

▶ Programming interfaces

- Process Control Engine (PCE)
- VBA macros
- VSTA

▶ zenon Logic is an IEC 61131-3 programming environment.

▶ Production and Facility Scheduler (PFS)

▶ Interlockings

▶ Command input

▶ Energy Management System

▶ Message Control

▶ Menus

▶ Report Generator

▶ User administration

▶ SAP interface

▶ Files: Inserts external files. Drivers are not directly integrated in zenon, they are implemented via an external program.

- Graphics

- Language tables

- Help

- Multimedia

- Lists

- Drivers

- Others

▶ History of changes

▶ Project backups

The availability of unique components is subject to the chosen license. You can see which modules your license includes by clicking *Help -> Info about ...*

If you want to buy additional licenses, contact your distributor or sales@copadata.com.

> **Info**
>
> *Unique elements of the Project Manager like variables or functions can be shown in an extra window. To do so, click Open in new window in the context menu. This way, you can simultaneously edit for example variables and functions.*

9.2   Detail view of the Project Manager

If an element is chosen in the tree view of the Project Manager, the detail view shows all included objects and their properties.

in tabular view, you can:

| Action	Course of action
free to choose columns:	*Right-click on a column title -> context-sensitive menu -> column choice*
Change column width:	▸ Move the mouse on the column title seperator until the mouse pointer changes to a cross ▸ keep the left mouse button pressed ▸ Stretch column to desired width
Sort columns:	Clicking on the colum title changes the sorting order of the list (ascending / descending).
Format column	*Right-click on a column title -> context-sensitive menu -> format column*
Group properties	*Right click on a column title -> context-sensitive menu -> group according to that column or:* *Right-click on a column title -> context-sensitive menu -> cancel grouping*
Adjust display to window width	*Right-click on a column title -> context-sensitive menu -> adjust size to window width*
Remove columns	*Right-click on a column title -> context-sensitive menu -> remove this column*
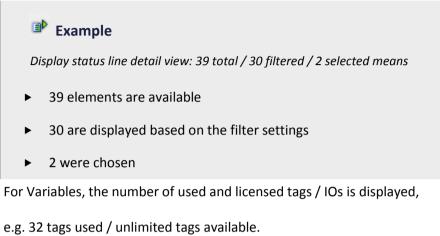
CONTEXT MENU

Command	Action
`Ascending`	sorts the column in ascending order
`Descending`	sorts the column in descending order
`Group according to this column`	Groups elements according to this column
`Cancel grouping`	Cancels existing grouping
`Column choice...`	a dialog for choosing the columns which shall be displayed is opened
`Format column...`	Opens a dialog for formatting the column
`Adjust to window width`	all columns are distributed in the whole window
`Remove this column`	removes column from the view

STATUS LINE

In lists, the status line of the detail view shows information about available, filtered and chosen elements.

> ### Example
>
> *Display status line detail view: 39 total / 30 filtered / 2 selected means*
>
> ► 39 elements are available
>
> ► 30 are displayed based on the filter settings
>
> ► 2 were chosen

For Variables, the number of used and licensed tags / IOs is displayed,

e.g. 32 tags used / unlimited tags available.

> ### Info
>
> *Detailed information concerning editing and managing elements can be found in chapter* **Edit entries** *(on page 86)and in the description of the respective elements.*

9.2.1   Edit entries

You have multiple options to edit the entries:

Route	Course of actions
Tool bar in the detail view	▸ Select the cell you want to edit by left-clicking on it. ▸ Click on the buttons **Edit selected cell** in the tool bar.
Context menu	▸ Click on the desired cell with the right mouse button. ▸ In the context menu select the entry **Edit selected cell**.
Delayed double-click	▸ Mark the desired cell with a delayed-double click (click twice slowly).
Properties window	▸ Mark the desired element. ▸ Edit the desired entry in the window **Properties**.
F2 KEY	▸ Select the cell you want to edit by left-clicking on it. ▸ Press **F2**

💡 **Info**

The whole cell is marked if you click into a cell. You can see which cell you have selected by the binoculars symbol in the column title.

⚠ **Attention**

Exceptions

▸ You can change only properties in the detail view that are changeable in the properties window. For example, the name of a system variable cannot be edited.

▸ In the History of changes, it is not possible to make changes at all because of FDA rules.

▸ In project backups you can only edit the backup name.

9.2.2   Toolbar detail view

On the upper border of the detail view, there is a toolbar which offers you all the functions that you can also find in the context menu. Depending on what you selected in the project tree (e.g. screens, variables, symbols, etc.) you will see different buttons in the toolbar.

Buttons that cannot be used at the moment are grayed out.

TOOLBAR

no.	Symbol	Action
01	New `variable`	Opens the dialog for creating a new variable.
02	Copy	Copies selected entries to the clipboard.
03	Paste	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
04	Delete	Deletes selected entries.
05	Create standard function	Opens the wizard for selecting the variables and the set values and creates a matching function. The action is documented in the output window.
06	Edit selected cell	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
07	Replace text in selected column	Opens the dialog for searching and replacing texts.
08	Replace text in limits	Opens the dialog for selecting dynamic elements and after that the dialog for searching and replacing.
09	Properties	Opens the `Properties` window for the selected entry.
10	Expand all	Drop-down list in order to expand or to collapse all nodes or the selected nodes.
11	Activate	Activates the selected elements of a structure variable.
12	Deactivate	Deactivates the selected elements of a structure variable.
13	Activate all	Activates all inactive elements of a structure variable.
14	Export selected XML	Exports selected entries as an XML file.
15	Import XML	Imports XML files.
16	Import S7 project	Imports a Simatic S7 project.
17	Activate	Activates or deactivates the extended filter settings.
18	Jump back to starting element	If you entered the list via function `linked elements`, the symbol leads back to the start element. Only available in the context menu when all linked elements are opened.
19	Remove filter	Removes all filter settings.
20	Help	Opens online help.

CONTEXT MENU

Menu item	Action
Variable new	Opens the dialog for creating a new variable.
Copy	Copies selected entries to the clipboard.
Paste	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
Delete	Deletes selected entries.
Create standard function	Opens the dialog for selecting variables and set values.
Edit selected cell	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
Replace text in selected column	Opens the dialog for searching and replacing texts.
Replace text in limits	Opens the dialog for selecting dynamic elements and after that the dialog for searching and replacing.
Properties	Opens the **Properties** window for the selected entry.
Expand/reduce nodes	Opens a menu with which you can expand or collapse the nodes.
Activate all	Activates all inactive elements of a structure variable.
Activate	Activates the selected elements of a structure variable.
Deactivate	Deactivates the selected elements of a structure variable.
Export selected XML	Exports selected entries as an XML file.
Import XML	Imports from an XML file.
Extended import/export	Opens the menu for importing and exporting S7 projects, dBase and CSV.
Variable use	Creates a project analysis for selected variables in the current project and displays it as a result list in its own window.
Extended filter	Opens a menu for activating or deactivating filters or for removing all filter settings.
Linked elements	Shows the elements which are linked to the variable.
Help	Opens online help.

9.2.3   Navigation in the list view

To navigate in a list:

1. Click in the column to be searched.

2. Enter the first character to start the search. If no entry with this initial character exists, the search is immediately stopped.

3. The first found entry is selected. An input field is displayed. The first character of the column text is selected.
    Note: You can only enter search criteria in this field. It is not possible to change the element´s name.

4. Enter further characters to limit the search. If no matching entry is found, the entered character is rejected and the selection stays at the current position.

5. If more than one entry exists for the search criteria, the user can reach the other entries by pressing `Ctrl+up` or `Ctrl+down`.

6. With `Backspace` the last character of the search criteria is deleted and a new search with the remaining characters is initiated. The search can be stopped by deleting the last character.

SORTING

You can select multiple columns simultaneously for sorting the list view.

1. Click on the column heading of the column with the first sorting criteria

2. Hold down the shift key and click on the title with the second sorting criteria;

3. You can add as many columns as you like

For example: Sorting according to data block and offset then shows firstly all datablocks and all attendant addresses correctly sorted.

Hint: A second click on the column title changes the sorting order.

9.2.4   Filter list entries

Elements of the detail view can be filtered and sorted according to different criteria. All filter settings can be reset with the button `Remove all filters` in the detail view toolbar or with the command `Remove all filters` in the context menu.

Method	Course of actions
Alphabetic sorting	*Mouse click on a column title*: The list is sorted according to the according column. A second mouse-click on the column title inverts the sorting.
Entering filter criteria	Directly below the column title is the location of the **Field** for filter criteria. Here, criteria are entered. Now only elements are shown that are corresponding to the entered search criteria. To show all objects once again, you have to delete the filter criteria. If you click on the filter field, a drop-down list opens listing the last used filters of this column.
Filtering on checkboxes	Lists with checkboxes (e.g. templates) can be sorted and filtered according to active / inactive checkboxes. This works in the same way as alphabetic sorting. You can find a drop-down list for the filtering criteria with the selection for active, inactive or all checkboxes beneath the cell under the column title.
fill-in	There are several place holders available for filtering criteria: ▸ ***** replaces a character sequence. Example: ***1** filters for all elements that end with **1**, e.g. **variable1**. Wildcards can only be used as a prefix or suffix. ▸ **?** replaces a unique character Example: **Variable?** filters all elements that start with the character sequence **variable** and possess an additional character, e.g. **variable1**, **variable2**, **variable3** ...
Logical Link	Filter words can be linked with the logical expressions **AND** and **OR**. This also works in conjunction with wildcards (*****), but not with placeholders for an individual character (**?**).
Cell contents as filter criterion	Words or character sequences from a cell of the detail view can be defined as filters: ▸ Highlight the desired entry. ▸ Hold **ALT** and click on the cell. ▸ The entry is released in an editing field. ▸ Select any chain of characters with the mouse. ▸ Move the selected part with pressed left mouse button (**Drag&Drop**) on the filter row of the column head.

	▶ The chosen chain of characters becomes the new filter text.
Filter effect **linked elements**	Elements that are linked with the current element can be displayed using the option **linked elements** . If you reach an element in the detail view via this option, for example a variable, then this element is shown regardless of the current filter settings. If it is not available in the current filter, it is shown on the end of the list regardless and is selected automatically.
Change properties	After an object has been selected in the detail view or has been created via the context menu, its parameters can be defined and changed in the properties window. Multiple selection is allowed here. If multiple objects have been selected in parallel, you can change their properties together. Entries and changes in the properties window are valid for all selected objects. Existing entries are overwritten. The properties window provides now only properties that are valid for all selected objects.
Extended filters for variables	Especially for variables there is a dialog for refinement of the filters. You can reach it via: ▶ the symbol **activate extended filter** in the detail view toolbar or ▶ the command **Extended filter in the context menu** Thus, the standard filters are expanded with the elements **Data types, Selection flags**and **String filters** (variable name, identification, reaction matrix).

9.2.5   Replace text in selected column

zenon supports **search/replace** functionality for strings (e.g. screen names, variable names, variable identifications). You can replace texts in active columns and within limits.

⚠ **Attention**

Only texts are considered that are situated in open structures (variables or data types). Closed structures do not exist as a target for the editor and must be expanded before the search.

REPLACE TEXT IN SELECTED COLUMN:

1. Activate the dialog with the symbol `Replace text in selected column` or the relevant command in the context menu.

2. Define the parameters for 'search and replace' in the dialog.

3. The replacement takes place in the active column. You can indentify the active column by the `Binoculars` symbol beneath the column title.

> ⚠ **Attention**
>
> *If language switching is used for variable identification (recognizable from the key word @), the* `Display not translated keywords` *property must be activated for correct finding and replacing. To activate it:*
>
> ▸ navigate to the `Graphical design` node in properties
>
> ▸ Check the `Display not translated keywords` property checkbox

9.2.6   Replace text in limits

To replace text in limits:

▸ Activate the dialog with the symbol Replace text in limits or the relevant command in the context menu.

▸ Choose the desired dynamic property from the selection window.

▸ You are now in the dialog `Replace text in limits`.

> ⚠ **Attention**
>
> *Only texts are considered that are situated in open structures (variables or data types). Closed structures do not exist as a target for the editor and must be expanded before the search.*

9.2.7   Show/hide columns

You can show and hide the columns available in the detail view to your liking; you can sort them in any order you like. The following settings can be also be reached using screen switching dialogs for some screens.

SHOW / HIDE COLUMNS

1. Right-click on a column title.

2. Select `Select column` from the context menu.

3. In the following dialog, select or deselect columns:

   You can select multiple columns by holding `Shift` or `Ctrl` like you´re used to in your operating system.

4. `Available columns` lists all columns that are still available. `Selected columns` displays all active columns.

Button	Function
Add	Moves the selected column from the available ones to the selected items. After you confirm the dialog with OK, they are shown in the detail view.
Add all	Moves all available columns to the selected columns.
Remove	Removes the marked columns from the selected items and shows them in the list of available columns. After you confirm the dialog with OK, they are removed from the detail view.
Remove all	All columns are removed from the list of the selected columns.
Up	Moves the selected entry upward. This function is only available for unique entries, multiple selection is not possible.
Down	Moves the selected entry downward. This function is only available for unique entries, multiple selection is not possible.
OK	Applies settings and closes dialog.
Cancel	Discards settings and closes the dialog.
Help	Opens online help.

ARRANGE COLUMNS

The columns can be ordered according to your interests. There are two possibilities for doing so

1. In the dialog `Column settings` via buttons `up` and `down`.

2. In the detail view of the Project Manager by `dragging & dropping` with the mouse:
   - Click with the mouse on the desired column title.
   - Hold down the left mouse button
   - and move the column title to the desired location. Two red arrows mark the location where the column is inserted.
   - Place the column by releasing the mouse button.

9.2.8   Recipe selection

Parameters	Description
`Available columns`	List of columns available using `column selection`. The column selected here is configured using the settings in the `Parameters` section.
`Parameters`	Settings for selected column.
`Labeling`	Name for column title. The column title is online language switchable. For this you must enter character @ in front of the name.
`Width`	Width of the column in characters. Calculation: Number time average character width of the selected font.
`Alignment`	Alignment. Possible settings: ▸ Left-justified: Text is justified on the left edge of the column. ▸ Centered: Text is displayed centered in the column. ▸ Right-justified: Text is justified on the right edge of the column.
`Lock the column filter in the process screen`	`Active:` The filter for this column cannot be changed in Runtime. **Note:** Only available for: ▸ Batch Control ▸ Extended Trend ▸ Message Control ▸ Recipegroup Manager
`OK`	Applies settings and closes dialog.
`Cancel`	Discards settings and closes the dialog.
`Help`	Opens online help.

9.3   Files

External files can be integrated in a project in the Project Manager via the node `Files`. An external program has to be used to edit external files. This means: You can for example integrate a video clip. But you need the according software for editing it. zenon only manages these files.

The following external files are available for you:

SUB FOLDERS

You can create sub folders on the nodes `Help`, `Lists`, `Multimedia` and `Others`. Select the entry `New folder` in the context-menu. By using sub folders, you can change the language in Runtime for documents, too.

CONTEXT MENU

Menu item	Action
`Importing graphics file`	Opens the File Manager for selecting a file.
`Importing language table`	Opens the File Manager for selecting a file.
`Importing help file`	Opens the File Manager for selecting a file.
`Importing multimedia file`	Opens the File Manager for selecting a file.
`Importing list file`	Opens the File Manager for selecting a file.
`Importing driver data`	Opens the File Manager for selecting a file.
`Importing report template`	Opens the File Manager for selecting a file.
`Importing other file`	Opens the File Manager for selecting a file.
`Help`	Opens online help.

9.3.1   Graphics

Graphics files for background graphics or dynamic elements. The following formats are available:

▶ *.bmp

▶ *.gif

▶ *.jpg

▶ *.png

▶ *.wmf

▶ *.XAML Note: Available only for WPF element! The XAML-files cannot be previewed in the detail view!

CONTEXT MENU

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`New folder`	Inserts a new sub-folder.
`Rename folder`	Enables renaming of self-created sub-folders.
`Delete folder`	Deletes the selected self-created folder after a confirmation message.
`Editor profile`	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
`Help`	Opens online help.

Graphics toolbar and context menus

CONTEXT MENU GRAPHICS

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`Process file externally`	Opens your operating system´s default program for editing the selected file.
`Process file externally with`	Opens a list of suitable programs for editing the selected file.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
`Delete`	Deletes selected entries.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the `Properties` window for the selected entry.
`Remove all filters`	Removes all filter settings.
`Help`	Opens online help.

9.3.2   Help

Folder for help files for the Runtime help of the project. They are saved in *.chm format.

CONTEXT MENU

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`New folder`	Inserts a new sub-folder.
`Rename folder`	Enables renaming of self-created sub-folders.
`Delete folder`	Deletes the selected self-created folder after a confirmation message.
`Editor profile`	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
`Help`	Opens online help.

Help toolbar and context menus

CONTEXT MENU HELP

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`Process file externally`	Opens your operating system´s default program for editing the selected file.
`Process file externally with`	Opens a list of suitable programs for editing the selected file.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
`Delete`	Deletes selected entries.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the `Properties` window for the selected entry.
`Remove all filters`	Removes all filter settings.
`Help`	Opens online help.

9.3.3 Multimedia

The following formats of audio- and video files can be implemented:

▶ *.avi

▶ *.mp3

▶ *.mpeg

▶ *.wav

Please mind that the specific codecs are required on the Runtime device for playback of audio and video files.

CONTEXT MENU

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`New folder`	Inserts a new sub-folder.
`Rename folder`	Enables renaming of self-created sub-folders.
`Delete folder`	Deletes the selected self-created folder after a confirmation message.
`Editor profile`	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
`Help`	Opens online help.

Multimedia toolbar and context menus

CONTEXT MENU MULTIMEDIA

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`Process file externally`	Opens your operating system´s default program for editing the selected file.
`Process file externally with`	Opens a list of suitable programs for editing the selected file.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
`Delete`	Deletes selected entries.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the `Properties` window for the selected entry.
`Remove all filters`	Removes all filter settings.
`Help`	Opens online help.

9.3.4   Texts and formats

Texts and formats are:

▶ Text files for display in the project

   file extension: `.txt`

▶ Format files for formatting printouts

   file extension: `.frm`

▶ HTML files that are shown in the HTML screen

   file extension: .htm or .html

CONTEXT MENU

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`New folder`	Inserts a new sub-folder.
`Rename folder`	Enables renaming of self-created sub-folders.
`Delete folder`	Deletes the selected self-created folder after a confirmation message.
`Editor profile`	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
`Help`	Opens online help.

Texts and formats toolbar ans context menu

CONTEXT MENU TEXTS AND FORMATS

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`Process file externally`	Opens your operating system´s default program for editing the selected file.
`Process file externally with`	Opens the selected file in the standard editor of the file format or offers a selection of suitable editors.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
`Delete`	Deletes selected entries.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the `Properties` window for the selected entry.
`Remove all filters`	Removes all filter settings.
`Help`	Opens online help.

9.3.5   Driver

Driver files can be implemented in the following formats:

- ▶ *.cfg

- ▶ *.iso

- ▶ *.tcp

- ▶ *.bur

- ▶ *.fms

- ▶ *.bec

- ▶ *.ovd

- ▶ *.nmp

- ▶ *.ini

- ▶ *.h11

- ▶ *.lst

- ▶ *.dde

- ▶ *.lon

- ▶ *.opc

- ▶ *.ecs

Usually you don´t need to enter them here. The files are automatically created when a driver is created and are saved here.

CONTEXT MENU

Menu item	Action
Add file	Opens the File Manager for selecting a file.
New folder	Inserts a new sub-folder.
Rename folder	Enables renaming of self-created sub-folders.
Delete folder	Deletes the selected self-created folder after a confirmation message.
Editor profile	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
Help	Opens online help.

Driver toolbar and context menu

CONTEXT MENU DRIVERS

Menu item	Action
Add file	Opens the File Manager for selecting a file.
Process file externally	Opens your operating system´s default program for editing the selected file.
Process file externally with	Opens a list of suitable programs for editing the selected file.
Copy	Copies selected entries to the clipboard.
Paste	Inserts the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
Delete	Deletes selected entries.
Edit selected cell	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
Replace text in selected column	Opens the dialog for searching and replacing texts.
Properties	Opens the window **Properties** for the selected entry.
Remove all filters	Removes all filter settings.
Help	Opens online help.

9.3.6   Report Viewer

Report templates are files in RDL 2.0 format, which can be opened, displayed and edited in the zenon Report Viewer.

CONTEXT MENU

Menu item	Action
`Add file`	Opens the file manager for selecting a `report definition file`.
`New folder`	Inserts a new sub-folder.
`Rename folder`	Enables renaming of self-created sub-folders.
`Delete folder`	Deletes the selected self-created folder after a confirmation message.
`Editor profile`	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
`Help`	Opens online help.

Note: Only present if Report Generator and Report Viewer are licensed.

Report Viewer toolbar and context menu

REPORT TEMPLATE CONTEXT MENU

Menu item	Action
`New report definition file`	Creates a new RDL file on the basis of the supplied `default.rdl`.
`Open report definition file`	Opens the software linked to the RFL files to edit an existing definition file. zenon first looks for MS Report Builder, then for MS Report Designer by default.
`Jump back to starting element`	With linked elements, jumps back to the element from which the report template was jumped to. Only present in the context menu if linked elements are present.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Pastes the contents of the clipboard. If an entry with the same name already exists, the content is pasted as "Copy of".
`Delete`	Deletes selected entries.
`Import existing report definition file`	Opens dialog to import existing report definition files. These must be of RDL 2.0 type.
`Remove all filters`	Removes all filter settings.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the `Properties` window for the selected entry.
`Help`	Opens online help.

9.3.7   Misc

Folder for storage of any file type.

CONTEXT MENU

Menu item	Action
Add file	Opens the File Manager for selecting a file.
New folder	Inserts a new sub-folder.
Rename folder	Enables renaming of self-created sub-folders.
Delete folder	Deletes the selected self-created folder after a confirmation message.
Editor profile	Opens the drop-down list that includes pre-defined editor profiles (on page 72).
Help	Opens online help.

Other toolbar and context menu

CONTEXT MENU OTHERS

Menu item	Action
`Add file`	Opens the File Manager for selecting a file.
`Process file externally`	Opens your operating system´s default program for editing the chosen file.
`Process file externally with`	Opens a list of suitable programs for editing the chosen file.
`Copy`	Copies selected entries to the clipboard.
`Paste`	Inserts the content of the clipboard. If an entry with the same name already exists, the content is inserted as "Copy of".
`Delete`	Deletes selected entries.
`Edit selected cell`	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a marked line.
`Replace text in selected column`	Opens the dialog for searching and replacing texts.
`Properties`	Opens the window `Properties` for the selected entry.
`Remove all filters`	Removes all filter settings.
`Help`	Opens online help.

9.4 Global system library

zenon provides its own, predefined graphics in the `Global symbol library`. The symbols in the folder `Screens` can only be used for the current screen; the symbols of the `Global symbol library` can be used in every project .

You can also create your own symbols as well as group symbols or link them. You can find details in chapter `Screens / symbols`.

The Editor saves the state of the symbol folder (open or closed), even after closing the symbol library or closing the Editor.

9.5 Selection dialogs

In zenon selected dialogs and filtered lists are available for the selection of specific elements. They are valid for the whole system and list the current projects and sub-projects. They are available for:

- ▶ Users
- ▶ Screens
- ▶ Files
- ▶ Data types
- ▶ Functions
- ▶ Frames
- ▶ Drivers
- ▶ Variables

Detailed information about the views can be found in chapter Detail view of the Project Manager (on page 84), detailed information about filtering of the lists can be found in the subchapter Filtering list entries (on page 92).

Detailed information about the selection dialogs for functions and variables and the replacement of chosen functions or variables can be found in the subchapters:

- ▶ Functions (on page 117)
- ▶ Variables (on page 118)

9.5.1   Functions Selection dialog

In order to select functions, a filtered dialog is opened:

Element	Description
Project tree	Definition of the project from which the function should be selected.
Selection window	Selection of the function.
No selection	Depending on the element: ▶ the dialog is canceled ▶ already linked functions are deleted

Hint:The size of this dialog can be adjusted. The dialog size and position are saved.

CHANGE LINKED FUNCTION

1.   manually

- in the Project Manager´s Detail view (on page 82) open the functions
- drag the desired function on the element while holding the left mouse button

- the previous function is substituted by the new one

2. automatic

- Select the entry Replace links from the context menu. For more details see chapter Substitution of variables and functions in dynamic elements.

9.5.2   Variable selection dialog

In order to select variables, a filtered dialog is displayed.

Hint: The size of this dialog can be adjusted. The dialog size and position are saved.

Variables can also be used throughout projects.

LINKING A VARIABLE

Elements that can only be linked with one unique variable open the following dialog:

Element	Description
Project tree	Definition of the project from which the variable shall be selected.
Selection window	Selection of the variable which shall be linked. It can be linked in two ways: ▶ By double-clicking on the desired variable: The dialog is closed automatically. ▶ By selecting the desired variable and subsequently clicking OK.
No selection	Depending on the element: ▶ the dialog is canceled ▶ Variables that are already linked are deleted (such as linked batch variables in the Historian)

Note: If the desired variable is not displayed, there can by several reasons for this:

▶ You have selected a filter and the desired variable does not match the filter: Check whether there is a filter active in the filter line. The information about filtered elements which is displayed at the bottom of the selection window also helps when checking for an active filter.

▶ The dialog is filtered by the Editor and the variable does not match the filter. The filtered display takes place when only special data types are allowed; e.g. for the dynamic element Numerical value no string variables can be linked.

▶ You have selected the wring project in the project tree.

⚠ **Attention**

The dialog generally allows the choice of multiple variables via the usual Windows keyboard shortcuts, but in this step only one can be linked. For multiple selection the first chosen variable is assigned to the element.

LINKING MULTIPLE VARIABLES:

Elements that can be linked with multiple variables open the following dialog:

Element	Description
Project tree	Definition of the project from which the variable shall be selected.
Selection window	Selection of the variables: ▸ Double click the selected variable in order to add it to the variable list. ▸ You can move the selected variable to the variable list via Drag&Drop ▸ Select the desired variable. With the help of `Ctrl` and/or `Shift` multi-selection is possible. By clicking **Add** the selected variables are added to the variable list.
Variable list	Lists all selected variables.
Add	Adds the currently selected variable of the selection window to the variable list.
Remove	Removes the variables which are selected in the variable list from the list.
No selection	Depending on the element: ▸ the dialog is canceled ▸ certain links such as batch variables in archiving can be released

Note: If the desired variable is not displayed, there can by several reasons for this:

▸ You have selected a filter and the desired variable does not match the filter: Check whether there is a filter active in the filter line. The information about filtered elements which is displayed at the bottom of the selection window also helps when checking for an active filter.

▸ The dialog is filtered by the Editor and the variable does not match the filter. The filtered display takes place when only special data types are allowed; e.g. for the dynamic element Numerical value no string variables can be linked.

▸ You have selected the wring project in the project tree.

▸

CHANGE LINKED VARIABLE

Select the entry Replace links from the element´s context menu. For more details see chapter Substitution of variables and functions in dynamic elements.

9.5.3   Frames

In the **Frame** selection dialog, frames can be selected for the execution of functions, from:

▶   Current project

▶   Subprojects

▶   All projects in the workspace with the **Keep project in memory** option active

Parameters	Description
`Project tree window`	Displays all projects in the workspace. Frames can be selected from the current project and from all projects with the `Keep project in memory` option active
`Frames window`	Selection of frame. If several frames are selected, the first selected frame is used for the execution of the function.
`Show this dialog in the Runtime`	Switches to this frame selection dialog when this function is executed in Runtime.
`No selection`	Has no function for this selection.
`Scroll to monitor`	`Active`: Scroll bars are shown in Runtime, which make it possible to scroll to the monitor. Only available with multi-monitor systems.
`Monitor`	Selection of the monitor from the drop-down list. This contains: ▸ `Current monitor` ▸ All virtual monitors defined in the monitor administration Optional: `All monitors` Only available with multi-monitor systems.
`OK`	Applies settings and closes dialog.
`Cancel`	Discards all changes and closes dialog.
`Help`	Opens online help.

9.5.4　Files

You can select files of the current project or sub-projects in a view that can be filtered in the file selection dialog:

▸ To select a file from a project, this must already be present in the `Files/graphics` (on page 100) node in the project manager.

▸ to select a file directly from any desired folder on the computer, the `Direct file selection` property must be activated.

9.5.5   Screens

In the screens selection dialog, screens can be selected for the execution of functions from:

▸ Current project

▸ Subprojects

▸ All projects in the workspace with the **Keep project in memory** option active

Parameters	Description
`Project tree window`	Displays all projects in the workspace. Screens can be selected from the current project and from all projects with the `Keep project in memory` option active
`Screens window`	Selection of the screen. If several screens are selected, the first selected screen is used for the execution of the function.
`Show this dialog in the Runtime`	Switches to this screen selection dialog when this function is executed in Runtime.
`No selection`	Has no function for this screen selection.
`Scroll to monitor`	`Active`: Scroll bars are shown in Runtime, which make it possible to scroll to the monitor. Only available with multi-monitor systems.
`Monitor`	Selection of the monitor from the drop-down list. This contains: ▶ `Current monitor` ▶ All virtual monitors defined in the monitor administration ▶ optional: `All monitors` Only available with multi-monitor systems. Only available with multi-monitor systems.
`OK`	Applies settings and closes dialog.
`Cancel`	Discards all changes and closes dialog.
`Help`	Opens online help.

9.5.6 Filter screen

When screen switching on a screen with filter to other screens (AML filter, CEL filter), a dialog for screen selection is opened for:

▶ Calling screen

▶ Screens to be updated

SELECTION OF SCREEN TO BE CALLED UP

Parameters	Description
Project tree window	Displays the current project. Screens can only be selected from this project.
Screens window	Selection of the screen. If several screens are selected, the screen is switched to the first selected screen.
No selection	Has no function for this screen selection.
OK	Applies settings and closes dialog.
Cancel	Discards all changes and closes dialog.
Help	Opens online help.

SELECTION OF SCREEN TO BE UPDATED

Parameters	Description
Project tree window	Displays the current project. Screens can only be selected from this project.
Screens window	Selection of the screens. Multiple selection is possible. Add by double-clicking or using the **Add** button.
Window selection	Lists all selected screens.
Add	Adds the elements highlighted in the screens window to the selection window.
Remove	Deletes highlighted elements from the selection window.
No selection	Removes all currently-linked screens.
OK	Applies settings and closes dialog.
Cancel	Discards all changes and closes dialog.
Help	Opens online help.

9.5.7 Users

Selection of users of the active project, all sub-projects and the global project.

Parameters	Description
List workspace	Display and selection of the projects from which users can be selected.
List user	Display of the users of the selected projects. The list can be filtered.
No selection	An already selected user is deselected.
OK	Applies changes and closes dialog.
Cancel	Discards changes and closes dialog.
Help	Opens online help.

9.5.8 Drivers

In the selection dialog Drivers, the drivers of the current project or of the sub-projects can be selected in a filterable view.

9.5.9　Data types

In the selection dialog Data types, the data types of the current project or the sub-projects can be selected in a filterable view.

10. Main window

In the main window documents such as screens, reports, etc. are displayed and edited. The main window is the only window that cannot be hidden.

OPEN MULTIPLE DOCUMENTS PARALLEL.

You can display multiple screens in the main window at the same time. This function can be activated via: *Options -> main window with tabs* . The screens can be selected with tabs at the top of the main window and can be positioned via options in menu item `Windows`.

To close open screens, use the keyboard shortcuts `Ctrl+F4`, the context menu or the command *Window -> Close*.

CONTEXT MENU DOCUMENTS

Right-click on the tab of a document in order to open the context menu.

Parameters	Description
Save	Saves the document.
Close	Closes the document.
Close all others	Closes all other documents.

POSITION ELEMENTS IN THE SCREEN

Activate elements by clicking on the symbol in the Toolbar elements (on page 39) and open them with the mouse in the main window.

There are multiple possibilities for moving the elements:

▸ Move quickly: Click element and position it with the mouse

▶ Position exactly: Click element and position it with the arrow keys

▶ Turning: Turn element with the "handle" above the upper left corner as you like it.

11. Property window

The properties window displays parameters and properties of objects that were selected in the detail view of the Project Manager, or of elements that were selected in a screen. You enter values and parameters in the properties window or change them for marked objects and elements.

The settings for view, sorting and the favorites are saved for the next start of the Editor. When editing a property of an element in the property window, the last selected property is offered automatically, when another element is selected.

MULTISELECT

If you choose multiple objects at the same time (multiselect), all properties that are different in the chosen elements are shown with an orange background or are marked in red in the properties window. The properties of the last respective element selected are displayed. In the group view (on page 134) and All properties (on page 135), a selected property can then be transferred to all other highlighted objects by pressing the Return key. (not possible in the dialog view (on page 135).)

> **Example**
>
> *Several objects with different fill colors are highlighted. The last highlighted element has a* `green` *fill color. The* `Background color` *property is then displayed in* `green`, *the value* **#32CD32** *is highlighted in* `red`. *Clicking in the input field and pressing the* **Return** *key transfers the* `green` *property to all highlighted elements.*

KEYBOARD OPERATION

You can navigate in the properties, too, by using the keyboard:

Key	Function
`Tab` or `Up`	Switches to the next property.
`Shift+Tab` or `arrow down`	Changes to the preceding property.
`Enter` or `arrow right`	Opens a node.
`To the left`	Closes a node.
`Pos 1`	Jumps to the first node.
`Exit`	Jumps to the last node.

TOOLBAR

The properties of an object are shown and can be edited in the properties-window. A toolbar is available for administration of the properties screen.

Symbol (from left to right)	Function
`Grouped view` (on page 134) (default)	All properties of the selected object are logically grouped; the groups can be sorted alphabetically or logically. With the context menu, properties can be added to or removed from the Favorites. Standard for manual: Manual hints regarding the properties are always based on the grouped view. The contents of the groups are the same as in the `dialog view`.
`All properties:` (on page 135)	All properties of the selected object are displayed in a list. With the context menu, properties can be added to or removed from the Favorites.
`Dialog view` (on page 135)	All properties are grouped logically like in the `Grouped view`, the groups are displayed sorted by application priority in dialog form. In this view, no favorites can be defined.
`Show/hide favorites` (on page 136)	Shows / hides the node **Favorites** in the top spot of the views **Grouped view** or **All settings**. In this node, the most frequently used properties are collected. Default favorites are proposed. Add / remove entries to the favorites: You can do this either by using the context menu **Add to favorites** or by moving the desired properties to the favorites toolbar using Drag&Drop. The order of the properties in the favorites is determined by the sorting criterion (ascending, descending, logic). In the **Dialog view** favorites cannot be created.
`Show/hide all properties`	Shows / hides all nodes in the views **Grouped** and **All Properties**.
`Sorted logically` (default)	Displays the properties logically sorted according to application frequency instead of alphabetically sorted in the views **Grouped** and **All properties**.
`Sort ascending/descending`	Displays the properties either in ascending or descending alphabetical order in the views **Grouped** and **All properties**.
`Open/close all sections`	Shows / hides all nodes in the views **Grouped** and **All Properties**. Exception: The node of the current property is not closed, if **Close all nodes** is selected.

Display properties help (on page 137)	Displays the integrated help for the properties (properties help).
Release property	Symbols: Releases the selected property.
Symbol bar options	Clicking on the arrow opens the submenu:
	Active: Toolbar is displayed.
	If the toolbar is not displayed, it can be activated using the Menu *Options -> Toolbar*.

11.1 Grouped view

The `Grouped view` is active per default. It groups properties that logically belong together,

`All properties` can be hidden and shown using the toolbar.

> **Info**
>
> *Hints in the manual concerning the properties always use the `grouped view`. The contents of the groups are the same as in the `dialog view`.*

11.2 Dialog view

The `Dialog view` summarizes properties in groups and presents them in dialogs.

In the `Dialog view` it is not possible to create favorites and to hide properties.

11.3 All properties

`All properties` are displayed in an alphabetically ordered list.

`All properties` can be hidden and shown using the toolbar.

11.4 Favorites

The views `Grouped` and `All properties` have a node **Favorites** on the top position of the window. Here are properties shown that are used quite often.

Per default, favorites are proposed. To add own entries:

▶ Right-click on the desired property.

▶ In the context menu, choose **<Property> add to favorites**

▶ The order of the properties in the favorites is determined by the Sort key (on page 136) (ascending, descending, logic).

To remove entries:

▶ Right-click on the desired property.

▶ In the context menu, choose **<Property> remove from favorites**

Favorites can be shown or hidden using the appropriate button in the toolbar.
Attention: You can´t create favorites in the dialog view.

11.5 Sort properties

The sort key is defined with the buttons **Sorted logically**, **Sorted ascending** or **Sorted descending** in the toolbar. Per default the properties are sorted logically. They can be sorted alphabetically, too.

SORTED LOGICALLY

The properties are sorted logically according to the likeliness of usage. This is only possible in the views `Grouped` and `All Properties`.
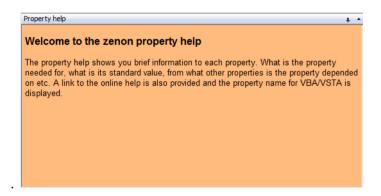
SORT ASCENDING / DESCENDING

Here, properties can be sorted alphabetically ascending or descending. These options are possible in the views `Grouped`, `All Properties` and **`Favorites`**.

CLOSE AND EXPAND NODES

It is possible to close all nodes and to expand them again in the views `Grouped` and `All properties` The node of the current property is not closed, if `Close all nodes` is selected.

12. Properties help

A window with the properties help can be shown below the properties.

To show the properties help:

▶ Choose the symbol **`Show properties help`** (far right) in the properties tool bar.

▶ Or choose the command **`Properties help`** from the menu **`Options`**.

▶ or right-click on any title bar and choose the command **`Properties help`** in the context-sensitive menu.

Close properties help:

▶ click the **x** on the right border of the title bar

Unlike the online help that can be called up pressing **F1**, this integrated properties help only describes the individually chosen property. You are provided with short information about the chosen property and a link to the more extensive online help.

The properties help can be undocked like other windows, you can position it anywhere you want on the screen.
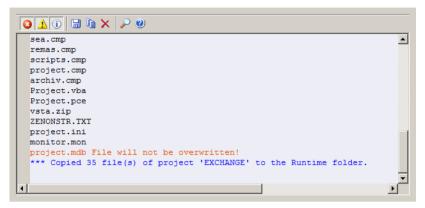

13. Output

The output window shows status information and error messages during startup of the Editor and during compilation and transfer of a project. The information is divided into different types:

▶ **Error**

▶ **Warnings**

▶   **Messages**

```
sea.cmp
remas.cmp
scripts.cmp
project.cmp
archiv.cmp
Project.vba
Project.pce
vsta.zip
ZENONSTR.TXT
project.ini
monitor.mon
project.mdb File will not be overwritten!
*** Copied 35 file(s) of project 'EXCHANGE' to the Runtime folder.
```

These information messages can be shown and hidden individually. The settings for information display are retained after the Editor is closed; they are also valid for the display of new information. But no information is lost, because the settings only affect the display and not the collection of information.

Example: If warnings are hidden, they are not displayed until the display is turned on again. From that point on, all warnings are displayed. The warnings that were accumulated in the meantime are also shown.

The blue information messages cannot be hidden, because they are project-related messages that must always be visible.

TOOLBAR AND CONTEXT MENU

Symbols and context menu offer the same options. The symbols´ meaning from left to right:

Symbol / entry context menu	Description
Display errors	`Active`: **Errors** are shown in red. `Inactive`: **Errors** are hidden. The chosen condition can be combined with **warnings** and **messages** and is retained when the editor is closed.
Display warnings	`Active`: **Warnings** are shown in orange. `Inactive`: **Warnings** are hidden. The chosen condition can be combined with **Errors** and **messages** and is retained when the editor is closed.
Show messages	`Active`: **Messages** are shown in black. `Inactive`: **Messages** are hidden. The chosen condition can be combined with **errors** and **messages** and is retained when the editor is closed.
Save	Saves the whole content of the output window to a LOG-file. You are free to choose storage location and file name.
Copy	Copies the selected list entry to the Windows Clipboard.
Delete	Deletes the whole contents of the output window. After this action is executed, it is not possible anymore to access the deleted contents of the output window.
Find	Opens the dialog for text search within the output window.
Help	Opens this help page.

Example

Delete the contents of the output window with the relevant symbol or the context menu, then generate the Runtime-files. The relevant information is provided in the output window. This information is enclosed by blue messages.

1. Click on the symbol **Messages**: The standard messages (black) are hidden.

2. Once again generate Runtime-files, the messages stay hidden.

3. Now, hide also the display of **errors** (red) and **warnings** (orange).

> 4. The blue project-related messages stay visible.
>
> 5. Generate again runtime-files, show the `messages` again. All messages generated since the output window was deleted are visible again.

14. Status Line

The Editor status bar provides information about (depending on the selected object):

> ▶ Disposition of the Editor:
>
> ▶ Function of the symbol over which the mouse pointer is located.
>
> ▶ Position of the mouse pointer in screens.
>
> ▶ Type and name of the active element in a screen.
>
> ▶ Starting point (x/y axis), width and height of the active element in a screen.
>   The 0/0 point of the axis is located in the upper left corner.

In reports, the status line has no function.

15. Closing the Editor

When closing the Editor or closing or switching the workspace, all projects are checked for changes. If there are projects whose latest Runtime files have not been created, they are listed in a dialog and offered for creation.

Parameters	Description
Yes	The Runtime files of all projects in the lists are created. Then the Editor is closed.
No	Runtime Files are not created. Then the Editor is closed.
Cancel	Runtime Files are not created. The Editor is not closed.