

Tips and Tricks IQ-Software

(updated for Windows 7)

Changing Fonts

Fonts used in the IQ-Software can be modified for the graphical representation of the tree structure, forms, notes, and much more via menu: Tools/Workstation Setting/ Fonts & Colors..

Highlighting colour

The colour used for highlighted elements (IQ-Objects) relate to a Windows setting. The colour combination of green text (Functions) within a blue background (Selected Elements) is inappropriate, so can be changed to 'yellow' and font colour 'black', by changing: Control Panel / Appearance and Personalization / Personalization/ Window Color & Appearance / Advanced appearance settings.

Date format

The date format of IQ-RM / IQ-FMEA corresponds to the Windows setting. For example, the format can be changed from 01.01.00 to 01.01.2000 by performing the command: Control Panel / Clock, Language, and Region / Change the date, time or number format.

Help function

The function key 'F1' commences the help function of IQ-RM / IQ-FMEA. It recognises the context (i.e. the Editor that is active) and starts the corresponding help page.

Removing columns

Columns in a form can be removed completely by setting the column width to '0'. This can be done by using the mouse to drag the column dividers, in the column header, or by using the corresponding setting via the menu: View / Display Options / Column Widths (This can be reset by selecting the button Get Default). In the Form Editor the contents of the column can also be hidden, if required e.g. to hide the RPN values.

Undoing incorrect entries

Incomplete actions can be broken off, in most Windows programs, by pressing the Esc key (press more than once if necessary). This key is a kind of emergency key, which can be especially useful with incorrect entries. For

example, IQ-Objects that were opened for editing (cells of the Form, Functions, failures...) can be closed again without applying a change.

Re-use of Team Members

- a) IQ-RM / IQ-FMEA stores responsible people within the file and it makes sense to be able to transfer all of these people into another document with one simple operation. To do this, the reference file is opened, then by using the menu command: `File / New` a new file is created and the teams / team members that you require can be copied across to the new file by multiple selection.
- b) IQ-RM / IQ-FMEA has a template file, which is generally used for company standards etc. The file is called Normal.FMT (normally in your workgroup directory) and contains a list of program settings and features, which can be seen and then modified by selecting the menu command: `Tools / Update Template...` This can also be applied to a file at any time by selecting: `Tools / Read Template...`

Risk factors

Your own Valuation Catalogues (S,O & D) can be modified within IQ-RM / IQ-FMEA. This can be found via the menu: `Administration / Valuation Catalogs`. There are a variety of pre-set catalogues available to make the default for your FMEA, alternatively you can copy these and adapt them to reflect your industry or product.

Multiple selection

In IQ-RM / IQ-FMEA, IQ-Objects that are to be changed are firstly highlighted, but you can also modify a number of IQ-Objects simultaneously by using the left mouse button, in combination with the `ctrl` key. Alternatively, a complete area can be selected by the using the mouse in conjunction with the `shift` key i.e. click the left mouse button at the beginning of your desired selection then depress the Shift key and select the last IQ-Object desired.

Re-ordering

Highlighted IQ-Objects can be re-ordered, as desired, by holding down the `ctrl` key then using the cursor keys (arrow keys) to re locate the IQ-Object. This works in Structures, Lists, and Tables, as long as it is appropriate.

Window pane division

Window panes size and orientation can be altered with the mouse (e.g. when viewing Two Panes). Move the mouse to the pane divider and drag left or right accordingly. If you click with the right mouse button, a vertical division becomes a horizontal one and vice versa.

Headers and footers

Each printout can be assigned comments in the Headers and Footers via the print menu. This is a useful place to put e.g. a copyright statement: `File / Print / Head/Foot...`

Switching languages

By double clicking the language in the status bar (displayed on the right) you can quickly switch / choose an alternative language to work with. This list will display all languages currently assigned to the document (the Reference Language is indicated with a '>'). Further Languages can be created via the menu: `Tools / Create a New Document Language.`

Making a case return within the cells

You can make paragraph breaks when inside a cell by using the `ctrl + Enter` keys. Doing this then allows you to insert bullet points, numbering or just plain blocks of text separated by empty lines.

Drag & Drop

IQ-Objects can be moved or copied to new locations using the mouse. By pressing the `ctrl` key at the same time, the IQ-Object type can be copied, i.e it increases in instances and inherits dependent IQ-Objects.