



## Notebook

Notebook is a text editor with very similar capabilities to the "Notepad" program that ships with "Windows 3.1". It does have six major enhancements, however, and several minor ones.

1. Notebook will open **very** large files.
2. Notebook offers full font selection capabilities, and will save your settings.
3. Notebook features a toolbar, complete with help balloons.
4. Notebook supports **drag and drop** text editing. Selected text can be moved by holding the left mouse button down on the selection, and dragging it to its new location. The text can be copied by holding the CONTROL key down before dragging.
5. Notebook supports overtype mode, as well as insert mode. Pressing the insert key will enable this feature.
6. Notebook will allow you to both print and save to a file **selected** text only, if desired.

### Menu Commands

### Registration



# Menu Commands

**File Menu Commands**

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## **Notebook V1.6**

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## File Menu

### **New**

Opens a new document. When you choose New, you can save changes to the document you have been working on.

### **Open**

Opens a file. When you choose Open, you can save changes to the document you have been working on.

### **Insert**

Adds a file to the current document. This is much like the Edit/Paste command; the difference being that Insert allows you to paste a file instead of the clipboard contents. Insert will paste the file at the insertion point or replace selected text.

### **Save**

Saves changes to the document you have been working on. When you choose Save, the document remains open so you can continue working on it.

### **Save As**

Saves a new or existing document. You can name a new document or save an existing document under a new name. The original document remains unchanged. **If any text is selected before calling Save As, only the selected text will be saved, so be careful not to accidentally overwrite the file.** When you choose Save As, the document remains open so you can continue working on it.

### **Print**

If no text is selected, prints one copy of the document. If the file is very large, it can take a while for Notebook to format the text for printing, so be patient. **If you select some of the text with the cursor, only the selected text will be printed.**

### **Print Setup**

Selects a printer and sets printing options. The available options depend on the type of printer selected.

### **Page Setup**

Sets the margins, and adds headers and footers to the printed document. If you do not care for the default settings, you can change and **save** them if you like - the settings can always be restored by clicking on the DEFAULT button. If you wish to eliminate any of the margins you must enter 0 in the appropriate field - you must not simply leave the field blank. The default header is the filename of the file you are printing, and the default footer is the page number.

### **Exit**

Closes the document you have been working on and quits Notebook. You can save the file before quitting.



## Edit Menu

### **Undo**

Undoes your last editing or formatting action, including cut and paste actions. If an action cannot be undone, Undo appears dimmed on the Edit menu.

### **Redo**

Will redo your last undo operation. If an action cannot be redone, Redo appears dimmed on the Edit menu.

### **Delete**

Deletes selected text from a document, but does not place the text onto the Clipboard. Use Delete when you want to delete text from the current Notepad document but you have text on the Clipboard that you want to keep.

### **Cut**

Deletes text from a document and places it onto the Clipboard, replacing the previous Clipboard contents.

### **Copy**

Copies text from a document onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

### **Paste**

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a document.

### **Select All**

Selects all the text in a document at once. You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

### **Clear All**

Clears all the text in the document at once.

### **Time/Date**

Adds the current time and date to a document.



## Search Menu

### **Find**

Searches for characters or words in a document. You can match upper and lower case letters and search forward or backward from the insertion point.

### **Find Next**

Repeats the last search without opening the Find dialog box.

### **Replace**

Replaces characters or words in a document. You can match upper and lower case letters and replace either one instance or all instances of the item you want replaced.

### **Replace Next**

Repeats the last replace operation without opening the Replace dialog box.

### **Word Count**

Returns the number of words in a document. This can be an extremely time consuming function if the document is large, so be patient.



# Options Menu

## **Toolbar Visible**

If the Toolbar Visible menu item is checked, clicking on it will uncheck it, making the toolbar disappear. If it is unchecked, clicking on it will make it reappear.

## **Toolbar Help Balloons**

If this menu item is checked, help balloons will appear when the mouse is parked over any of the toolbar buttons, indicating the function of the button. If unchecked, the help balloons are disabled.

## **Status Bar**

If the Status Bar menu item is checked, clicking on it will uncheck it, making the status bar disappear. If it is unchecked, clicking on it will make it reappear.

## **Fonts**

Allows you to select all font characteristics for both your display and your printer. The settings selected including font name, size, style and color will be saved upon exiting the program.

## **Color**

Allows you to choose the background color . The color setting will be saved upon exiting the program. To change the text color, choose the Fonts menu item.

## **Color Print**

Enabling this menu item will result in a document printed with text the same color as the text color on your display. Do not enable this feature if you do not have a color printer, as it may result in inferior print quality.

## **Tab Set**

This will set the tab and save your settings.

## **Word Wrap**

Wraps text in a document. The Word Wrap setting (checked or unchecked) will be saved upon exiting the program.



# Registration

This program was written by:

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This program is shareware, and, as such, may be used freely for a period of 30 days. If, after the 30 day evaluation period expires, you find this nifty little utility useful, and plan to continue using it, you are required to register the program.

By supporting the shareware concept you are helping to ensure its continuation, which, I think you'll agree, will benefit us all.

If you wish to register the program, please send a check in the amount of \$10.00 to the above address. Be sure to include your name, address, and the name of the program, so that we can immediately send you a copy of the latest version.

If you are a CompuServe subscriber, the program can be registered on-line (Go SWREG - registration # 6592).

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