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How to Customize: Overview

You can customize various settings to your own preferences, and these settings are preserved between sessions (except as explained below).   All user-configurable settings are accessible from the Configure menu, except for the Print Setup command, which is on the File menu. You can also configure properties for the active document by choosing the Properties command from the popup menu that is displayed when you right click in its window.

Some of the configuration dialogs (eg. Font) give you the option to have the settings apply to the active document only, or to all documents.   Only settings that are applied to all documents are preserved between sessions.

Click the Contents button to see the various options that can be customized, or the next item button (**>>**) to step through them one at a time.

How to Customize General Preferences

You can customize these general settings by choosing Preferences from the Configure menu:

Set this Option:	To Do This:
Save settings on exit	Save all settings between sessions.
Save the workspace	Save the state of open documents between sessions, so that you can continue from where you left off.
Allow multiple instances to run	Allow more than one instance of the program to run at a time. This is not possible for the 16-bit edition.
Use multiple selection Open File dialog box	Allow multiple files to be selected in the Open File dialog.
Working directory follows active document	Automatically change working directory, to match that of the active document.
Display startup logo	Suppress the "splash" logo window that is displayed whilst TextPad starts up.
Use OLE drag and drop	Enable the drag and drop capabilities. This setting can only be changed when no document windows are open, and OLE2 has been installed. **16-bit edition only**: uses non-OLE drag and drop when not set.
Display full path names on Window Selector	Display as much of the path as can be fitted in the Window Selector, otherwise omit the path and just display the file name.
Start with a new document	Open a new document, if no files are opened when TextPad is started..

How to Customize Binary Extensions

TextPad has a built-in list of file extensions that it associates with binary files, such as ".EXE".   If you open one of these files, it will be displayed in hexadecimal.   To modify the list:

1. Choose the Preferences command from the Configure menu.
2. Select the Binaries tab.
3. To delete an entry, select it from the list, and click Delete.
4. To add a new entry, type it in the New Extension box, and click Add.
5. To reinstate the defaults, click Set Defaults.
6. Click OK.

How to Customize Colors

The screen colors used for normal and selected text, bookmarks, and the left margin can be modified as follows:

1. Choose the Preferences command from the Configure menu.
2. Select the Colors tab on the Preferences dialog box.
3. Choose the item that you want to change the color of.
4. Select the required foreground and background colors.
5. Click OK or Apply.

Notes:

- The colors are initially "automatic".   This means that they automatically change to match the colors set for your Windows desktop.
- The background color of bookmarks is not used.
- The foreground and background colors of the left margin are used to differentiate the active and inactive parts of a split view.

How to Customize Document Preferences

You can customize these document settings by choosing Preferences from the Configure menu to change all documents, or by choosing Document Properties to change them for the active document:

Set this Option:	To Do This:
Word wrap long lines	Word-wrap lines that are wider than the view, or than the column specified for hard breaks.
Constrain the caret to the text	Restrict the position of the <u>caret</u> to the existing text. Otherwise it can be placed anywhere in the document window. In word-wrap mode, the caret is always constrained.
Maintain indentation	Automatically indent each new line by the same amount as the preceding line.
Automatically indent blocks	Indent a new line following a line ending with **{**, and unindent a **}** on a line on its own. Maintain Indentation must also be set.
Remove trailing spaces when saving	To strip trailing spaces and tabs from each line as the file is saved.
Clear undo buffer when saving.	Prevent edits from being undone, after a file has been saved. Also reduces the risk of memory overflows after a lot of edits.
Read only	Prevent the document from being edited. This cannot be set if the document has already been modified.
No breaks in lines	Save word-wrapped documents without actually breaking the lines as wrapped.
Hard breaks at column #	Insert new line characters at the specified column position, when saving word-wrapped documents.

How to Customize File Associations

Most applications are entirely responsible for the files that they manage (e.g. MS Word and its .DOC files), so they can register all file associations during the installation process, and guarantee that the associations are made correctly.   Text editors don't have that luxury.   They can be associated with all sorts of files, with scope for all sorts of problems (and support calls to us) if it's not done right.   It was easy on Windows 3.1: by adding an entry for TextPad to the registry, you could use File Manager's Associate command to correctly associate an extension with that entry.   If you do the same thing on Windows 95, you lose the correct description for the file, and any additional functionality that the original association may have had (e.g. with .BAT files, you can either edit or run them).   Hence TextPad provides its own way to make associations.

By associating TextPad with file extensions, Explorer or File Manager will know to start TextPad when you want to edit such a file.   Change the associations as follows:

1. From the Configure menu, choose Preferences.   The Preferences dialog box is displayed.
2. Choose the Associations tab.
3. Type an extension in the New Extension box, or choose one from the drop-down list.
4. Type the description of such files in the Description box.
5. Click the Add button.
6. Repeat steps 3-5 for each new extension.
7. Click OK or Apply.

To revert an association back to its default:

1. Select the extension from the list box.
2. Click Delete.
3. Repeat steps 1-2 for each extension to delete.
4. Click OK or Apply.

Notes:

📄   Clicking Cancel will leave your current associations intact.

📄   If you have associated extensions with releases of TextPad earlier than 1.31, they will not show up in the list initially.   You must remake the associations to get them in the list.   The uninstall program uses this list to reinstate the default associations.

How to Customize File Backups

When you save a file, you can keep a backup copy of the original.   To customize the settings, choose Preferences from the Configure menu and select the Backup tab on the Preferences dialog box:

Set this Option:	To Do This:
Preserve original file creator when saving changes	For safety, TextPad (32-bit only) normally saves changes to a temporary file, before deleting the original. This loses the original file creator. By checking this option, the original file is overwritten, which preserves the creator, at the risk of losing the original file if the save operation fails. This setting is ignored for FAT file systems, which have no concept of a file creator.
Backup files before saving changes	Copy the original file to a backup with one of the following names, before saving changes.
FILE.BAK	Backup FILE.EXT as FILE.BAK
FILE.BAK.EXT	Backup FILE.EXT as FILE.BAK.EXT
FILE.EXT.BAK	Backup FILE.EXT as FILE.EXT.BAK
FILE.EXT in folder	Backup FILE.EXT with the same name in the specified folder.

Notes:

On file systems that do not support long file names, FILE.EXT will always be backed up as FILE.BAK (unless a backup folder is given).

Only a single backup copy is kept, which is overwritten on each file save.

How to Customize File Filters

File filters are the list of wild cards in the List Files of Type box on the File Open dialog box.   You can add to the default list as follows:

1. From the Configure menu, choose Preferences.   The Preferences dialog box is displayed.
2. Select the Filters tab and Click New.   The word `New` is displayed in the Filters and Descriptions boxes.
3. Replace this word in the Description box with the text that you would like to describe the filter.   eg. `Assembler Files (*.asm, *.inc).`
4. In the Wild Cards box, type the corresponding list of wild cards, separated by semicolons.   eg. `*.asm;*.inc.`
5. Click Move Up or Move Down to change the position of this filter in the list.   The first entry in the list will normally be used as the default each time TextPad starts up.   However, if TextPad loaded a workspace when it started, the initial filter will be set to the last one used.
6. Click OK.

How to Customize File Preferences

You can customize these file settings by choosing Preferences from the Configure menu:

Set this Option:	To Do This:
Number of recent files on File menu	Set the number of most recently used files on the File menu to between 1 and 16.
Default file extension	If you open or save a file using the File Open or Save As dialog boxes, and do not specify a file extension, this string will be used. It must not include spaces or dots.
Treat Ctrl+Z as end of file marker.	Prevent TextPad from reading any characters after a Ctrl+Z (hex 1A) in a file.
Work on <u>DOS</u> files in the ANSI code set.	Files that you open as DOS will be converted to ANSI when opened, and back to DOS when saved if you check this box.
When files are modified by another process: Prompt, Auto-Reload or Ignore	If an open file is modified by another process: **Prompt** will ask if it's OK to reload it; **Auto-Reload** will reload it automatically, unless it's been modified; **Ignore** will ignore the change.
Default code set: ANSI or DOS	Set the default code set used. Click **DOS** if you want to use most of your text files with DOS applications, otherwise click **ANSI**. This setting is used for dropped files, and files opened by double clicking, but can be overridden for individual files on the Open File dialog box.
Create new files as: PC, UNIX or MAC	Choose the option for the default end of line characters saved with new files.
Use simple file I/O	**32-bit only:** If you have problems editing files on a file server, try checking this box.

How to Customize Hypertext Expressions

You can change the regular expression used in hypertext jumps from the Command Output window as follows:

1. From the Configure menu, choose Preferences.   The Preferences dialog box is displayed.
2. Choose the Jumps tab.
3. Clear the Use Defaults check box.
4. In the Regular Expression box, type the regular expression that matches the text in the Command Output window.   This must include at least two tagged expressions for the filename and line number, and optionally a third for the column number.   It must also match the start of the line.   Up to 10 such expressions are saved in the drop-down list.
5. In the Register boxes, set the indexes corresponding to the tagged expressions defined in the last step.
6. Check Use Defaults, if you want to revert to the default expression.
7. Click OK.

More Information:

The Command Output window is used to capture the output from the Run command, or from tools added to the Tools menu.   If the output is from a compiler, or Grep type of program, it can be used to jump directly to the corresponding source line using left double-click.   Built-in support is provided for output from Microsoft and Symantec (Zortech) compilers, in the form:

```
filename(line): message
```

If this default is not suitable, it will be necessary to specify an alternative hypertext jump regular expression.   For example:

1. **Microsoft and Symantec (Zortech) C/C++**
   Expression = `^\([^(]+\)(\([0-9]+\))`
   File Register = 1
   Line Register = 2
2. **Borland C/C++**
   Expression = `^[WE][a-z]+ \([^ ]+\) \([0-9]+\):`
   File Register = 1
   Line Register = 2
3. **Java**
   Expression = `^\([^:]+\):\([0-9]+\)`
   File Register = 1
   Line Register = 2
4. **Keil C51**
   Expression = `^.+ IN LINE \([0-9]+\) OF \([^:]+\):`
   File Register = 2
   Line Register = 1
5. **IAR Assembler**
   Expression = `"\([^"]+\)",\([0-9]+\)`
   File Register = 1
   Line Register = 2
6. **PowerBASIC**
   Expression = `^Error [0-9]+ in \([^(]+\)(\([0-9]+\):\([0-9]+\)`
   File Register = 1
   Line Register = 2
   Column Register = 3
7. **Perl for Windows 95**
   Expression = `^.+at \(.+\) line \([0-9]+\),`
   File Register = 1
   Line Register = 2
8. **Generic filename(line,column)**
   Expression = `^\([^(]+\)(\([0-9]+\),\([0-9]+\))`

File Register = 1
Line Register = 2
Column Register = 3

How to Customize the Language

To choose a language for the user interface:

1. From the Configure menu, choose Preferences.   The Preferences dialog box is displayed.
2. Choose the Language tab.
3. Select a language from the list box.
4. Click OK.

Notes:

This effects the language used for menus, dialog boxes, etc, but not the on-line help.

You have to restart TextPad after changing the language, before the change takes effect.

English is always available, but other languages are stored in DLL's with names of the form "TXP32???.DLL" and "TXP16???.DLL".   Initially, only German is available, where "???" is "DEU".

How to Customize the Printer

To choose a particular printer, or to set up the printed page layout and font:

1. From the File menu, choose Print Setup.   The Configure Printing dialog appears.
2. To change the printer, click the Printer button and the standard Print Setup dialog is displayed.   Click its OK button when you have made your selection.
3. To change the font, click the Font button and the standard Font dialog is displayed.   Click its OK button when you have made your selection.   Note that this selection only applies to the printer, not the <u>screen font</u>.
4. To add a header and/or footer to each printed page, type the required text in the Header and Footer boxes.   You can also use <u>header macros</u> to get the file name, date and time:
5. If you want the times in the header and footer to correspond to the creation time of the file being printed, click File Time, else click Print Time.
6. To set the page margins, fill in the Left, Right, Top and Bottom boxes.   Note that if you set these to less than the minimum that the printer allows, the settings are ignored.
7. If you want lines that are too long for the page width to be wrapped on to the next line, click the Word Wrap Long Lines box.   Otherwise lines that are too long will be truncated.
8. Click OK when you have completed your changes.

Tip:

To save on paper, use the Print Preview command on the File menu to check that your printer settings are satisfactory.

How to Customize the Screen Font

Only fixed width fonts are allowed on the screen, so the screen font is set independently of the <u>printer font</u>.

1. From the Configure menu, choose Screen Font.   The Font dialog is displayed.
2. In the Font box, choose from the list of fixed width fonts.
3. In the Font Style box, choose from the list of styles.
4. In the Size box, choose from the list of font point sizes.
5. In the Scope box, select Make Default, if you want these settings to be applied to all documents, otherwise select Active Document to make a temporary change to the active document only.
6. Check Use on Printer if you want to print with this font as well.
7. Verify that the text displayed in the Sample box is satisfactory.
8. Click OK.

How to Customize Tab Stops

Tab stops and indentation can be set at regular intervals as follows:

1. To change the default settings for all documents, choose Preferences from the Configure menu, and the Preferences dialog box will be displayed.   To make changes for the active document only, choose Document Properties from the Configure menu, and the Properties For ... dialog box will be displayed.

2. Select the Tabs tab.

3. In the Tab Size box, type the character spacing between tab stops.

4. In the Indent Size box, type the character spacing for each line indentation.   This is best set to the same value as tab stops, otherwise indentation will be made up of a mixture of spaces and tabs.

5. Check Convert New tabs to Spaces, if you want tabs converted to the equivalent number of spaces.

6. Check Convert Existing Tabs to Spaces When Saving Files, if you want existing tabs converted to the equivalent number of spaces.   This does not make any changes, until a document is saved.

7. Click OK.

How to Customize the Tools Menu

You can add up to 10 of your own commands to the tools menu as follows:

1. From the Configure menu, choose Preferences.   The Preferences dialog box is displayed.
2. Select the Tools tab.
3. Click New, and choose Command.   The Select File dialog is displayed.
4. Either use the Select File dialog to select an executable file and click OK, or click Cancel if you want to add a DOS internal command, such as DIR.
5. Make any necessary changes to the command in the Command box.   If you clicked Cancel in the previous step, this will have been initialized to `User Tool`, which must be changed.   Note that the command must include its full path name, unless it is on your search path.
6. Make any necessary changes to the text that will appear on the Tools menu in the Menu Text box. This box is initialized from the text in the Command box.
7. In the Parameters box, type any parameters required to run this tool.   You can include any tool macros here.
8. In the Initial Directory box, type the startup directory for the command.   This defaults to the directory containing the tool. You can include directory tool macros here.
9. Check Prompt for Parameters, if you want to supply different parameters each time you choose this tool.   The parameters you type in the Tool Parameters dialog at run time will be appended to those in the Parameters box.
10. Check Run Minimized, if you want the tool to run displayed as an icon.
11. Check Capture Output, if you want to see the output from the tool in the Command window.   This only applies to DOS or console commands.
12. Check DOS Command, if the tool is an internal DOS command, such as DIR or TYPE.
13. Click Move Up or Move Down to set the order of this tool on the Tools menu.
14. Click OK.

Examples:

1. Compiling the active file with the JAVA compiler:

Menu text:	Compile JAVA
Command:	JAVAC.EXE
Parameters:	$File
Initial directory:	$FileDir
Capture Output:	(x)

2. Viewing the active HTML document with Internet Explorer:

Menu text:	View HTML
Command:	IEXPLORE.EXE
Parameters:	-nohome file:$File

How to Customize View Preferences

You can customize these view settings by choosing Preferences from the Configure menu:

Set this Option:	To Do This:
Tool Bar	Display the tool bar at the top of the main window.
Status Bar	Display the status bar at the bottom of the main window.
Clock	Display the digital clock on the status bar.
Tool Bar popup tips	Display tool bar help by holding the cursor over a button.
Visible alerts	Flash the window whenever the beeper is sounded.
Stay on top of other windows	Keep the main window on top of all others, even when another application is active.
Visible spaces and tabs	In visible mode, spaces are shown as (▤) , tabs as (»), and line ends as (¶).
Block caret	Display the <u>caret</u> as a block, instead of a vertical bar. The caret is temporarily changed to the alternate form in overtype mode.
Vertical Splitter	Allow each view to be split vertically into two using the Split Window command on the Window menu. The default is for views to be split horizontally. This option is disabled if any windows are open.
Horizontal scroll bar	Display a horizontal scroll bar in each view. This option is checked and disabled if Vertical Splitter is checked.

How to Configure Document Properties

To configure properties for the active document, choose Document Properties from the Configure menu, then choose one of the following tabs from the dialog box:

<u>Document</u> for word-wrap and indentation settings.

<u>View</u> for scroll bars and visible spaces.

<u>Tabs</u> for tab settings.

<u>Statistics</u> for information about the document, such as its word count.

How to Configure View Properties

You can change these settings for the active view by choosing Document Properties from the Configure menu, and selecting the View tab:

Set this Option:	To Do This:
Horizontal scroll bar	Display a horizontal scroll bar in each view. This option is checked and disabled if Vertical Splitter is checked on the <u>View</u> tab of the Preferences dialog box.
Visible spaces and tabs	In visible mode, spaces are shown as (▤) , tabs as (»), and line ends as (¶).

How to View Document Statistics

You can view these properties of the active document by choosing Document Properties from the Configure menu, and selecting the Statistics tab:

Property:	Notes:
Full name	Shows the fully qualified file name. You may need to scroll to the end if the name is longer than the available display space.
Last saved at	Shows the date and time that the document was last written to its disk file.
Character count	Shows the number of characters in the document.
Line count	Shows the number of lines in the document. Note that a word-wrapped line is counted as a single line.
Word count	Shows the number of words in the document. A word is composed of letters, numbers, hyphens, underscores and apostrophes.
Code set	This can be ANSI or DOS (OEM)
File type	This can be PC, UNIX or MAC.

Page Header/Footer Macros

The following macros can be used in the Header and Footer boxes in the Configure Printing dialog:

Use	To Get
&d	The current date in Windows short form.
&D	The current date in Windows long form.
&t	The current time in Windows format.
&f	The filename, excluding its path.
&F	The full filename, including its path.
&p	The page number.
&l	Text that follows this code is to be left justified.
&c	Text that follows this code is to be centred (this is the default).
&r	Text that follows this code is to be right justified.

<u>**For example:**</u> to get a page header that looks like:

<u>Left</u>	<u>Center</u>	<u>Right</u>
readme.txt	Page 1	10/11/96

Set the header to "&l&f&cPage &p&r&d

Quick Open File Dialog Box

This dialog box allows you to open a file, when you do not need the browsing capabilities of the standard Open File dialog box, and you are willing to type the file name.

Use Ctrl+Shift+O to bring up this dialog box.   There is no menu or toolbar equivalent command.

Click the Browse button to get the standard Open File dialog box.

Fill Selected Block Dialog Box

This dialog box appears when you choose the Fill Block command from the Edit menu.

Type in the character or characters that you want to fill the current block selection with.   You can fill with tabs by entering '\t' as the fill character.   If you actually want to fill with '\t', enter it as '\\t'.

Manage Files Dialog Box

Use the manage Files dialog to:

☐ <u>Copy</u> Files
☐ <u>Delete</u> Files
☐ <u>Rename</u> Files
▤ <u>Update</u> Timestamps of Files

The Browse button brings up the standard Open File dialog box, so that you can select the file or files you want to manage.

Copy/Rename/Move Dialog Box

This dialog box appears when you click Copy or Rename on the Manage Files dialog box.

Confirm that the files in the From box are what you want, and edit them if necessary, then type the destination file name, wild card or directory name in the To box.

The Browse button brings up the standard Open File dialog box, so that you can select the destination file name.

Delete/Touch Dialog Box

This dialog box appears when you click Delete or Touch on the Manage Files dialog box.

Confirm that the files in the edit box are what you want, and edit them if necessary.   Then click OK.

Tool Parameters Dialog Box

This dialog appears when you choose a user tool from the Tools menu and you checked the Prompt for Parameters box when you configured this tool.

Type any parameters that the program requires in the Parameters box, and click OK.

Go To Line dialog box

This dialog box is displayed when you choose the Go To Line command from the Search menu (Ctrl+G).

Type the required line number in the Go To Line box, and click Go To.

If you want to select everything between the current position and the start of the given line, check the Extend Selection box.

Go To Address dialog box

This dialog box is displayed when you choose the Go To Address command from the Search menu (Ctrl+G) in Hex views.

Type the required hexadecimal offset in the file in the Go To Address box, and click Go To.

How to Edit: Overview

TextPad loads an entire file into memory when you edit it, so the original file is not changed until you save the changes.   You can opt to keep the original file as a <u>backup</u> when saving changes.

UNIX, Mac and PC files use different end of line characters, which TextPad automatically recognizes. These will be preserved when you save the file, unless you choose to save with a different format, using the <u>Save As</u> command.

If a file has long lines, you can choose to scroll horizontally when the line extends beyond the right margin, or have words wrapped at the right margin, or at a specified column position.   If you specify a column position, hard line breaks will be inserted where words are wrapped, when you save the changes.   Otherwise, the file is saved with long lines, which you can think of as paragraphs.   You can configure these settings using the Preferences command and selecting the <u>Document</u> tab of the Preferences dialog box.

The basic functions for moving around in the text, and making simple edits follow the conventions of other Windows applications, so you can get started immediately.   The more powerful editing commands are all on the menus, with their shortcuts shown against them, so you should be able to get up to speed quickly.

Any changes you make (except converting the <u>code set</u> between DOS and ANSI) can be <u>undone</u>, and you can redo changes you undo.   You can opt to undo even after saving the changes, using the Preferences command and selecting the Document tab of the Preferences dialog box.

You can record the commands to make repetitive edits as keystroke <u>macros</u>, which you can playback on different parts of the text.

How to Move Around in Text

To Move the Caret:	Press This Key:
To a specified line, column or page number	Ctrl+G and fill in the number
To the mouse cursor position	Left button
To the beginning of the file	Ctrl+Home
To the end of the file	Ctrl+End
To first non-space character on a line	Home
To the start of a line	Home twice
To the end of a line	End
To the start of the first visible line	Alt+Home
To the start of the last visible line	Alt+End
Forward one character	Right arrow
Back one character	Left arrow
Down one line	Down arrow
Up one line	Up arrow
Forward one word	Ctrl+W or Ctrl+Right arrow
Back one word	Ctrl+B or Ctrl+Left arrow
Forward to end of current word	Ctrl+E
Back to end of previous word	Ctrl+D
Scroll down one line	Ctrl+Down arrow
Scroll up one line	Ctrl+Up arrow

Caret Mode:

The caret can be constrained to positions within the existing text only, or can be free to be placed anywhere in the document window.   This setting is changed with the Constrain Caret command on the Configure menu.

When the caret is constrained, the left and right arrows wrap around to the previous or next line at the beginning and end of a line respectively.

In block selection mode, the Constrain Caret command is disabled.

How to Select Text

Text can be selected in block (column) or normal mode.   Use the Block Select Mode command on the configure menu to switch between modes.

To select any text with the mouse:
1. Press and hold the left button down at the start of the text you want to select.
2. Drag the <u>cursor</u> to the end of the selection, and release the button.
   or
1. Click the left button at the start of the selection.
2. Hold the Shift key down and click the left button at the end of the selection.

To select any text using the keyboard:
1. Use any of the <u>caret motion</u> keys to move the caret to the start of the text you want to select.
2. Press and hold the shift key down whilst using the motion keys to move the <u>caret</u> to the end of the selection.

To select a word:
   Move the <u>cursor</u> over the word and double click the left button.

To select a whole line:
   Double click the left button in the left margin, next to the line.

To select a block of text:
1. Make sure that word-wrapping is turned off.
2. Choose Block Select Mode from the Configure menu.
▶ Shortcut: Alt+Left click toggles block select mode on and off.
3. Use the keyboard or mouse to mark the selection as normal.

To select the whole file:
   Choose Select All from the Edit menu.
   or
   Click Ctrl+Left button anywhere in the left margin.

To cancel a selection:
   Press ESC.

How to Use the Clipboard

To insert text from the clipboard:

Position the <u>caret</u> and choose the Paste (Ctrl+V) command from the Edit menu.

▶ Toolbar:

To copy selected text to the clipboard:

Choose the Copy (Ctrl+C) command from the Edit menu.

▶ Toolbar:

To move selected text to the clipboard:

Choose the Cut (Ctrl+X) command from the Edit menu.

▶ Toolbar:

To move the line containing the caret to the clipboard:

Cancel any selection (ESC) and choose the Cut Line (Ctrl+Y) command from the Edit menu.

To move the word containing the caret to the clipboard:

Cancel any selection (ESC) and choose the Cut Word (Ctrl+Q) command from the Edit menu.

To copy all bookmarked lines to the clipboard:

Choose the Copy Bookmarked Lines command from the Edit menu.

To move all bookmarked lines to the clipboard:

Choose the Cut Bookmarked Lines command from the Edit menu.

To append text to the existing contents of the clipboard:

Choose one of the Cut Append or Copy Append commands from the Edit menu.

How to Drag and Drop

You can use the mouse to move or copy text within a document, or to another document, as follows:

To move selected text:

1. Hold the left button down in the selection.
2. Drag the <u>caret</u> to the new location.
3. Release the left button.

To copy selected text:

1. Hold Ctrl+Left button down in the selection.
2. Drag the caret to the new location.
3. Release the left button.

To cancel a drag-drop:

Press ESC, or

Click the right button, or

Release the left button in the selection.

Notes:

1. The Ctrl key can be pressed or released at any time before releasing the left button, to make the drag a copy or a move.
2. If the new location is not visible, hold the <u>cursor</u> at the edge of the window nearest to the destination, and it will scroll through the file until the cursor is moved away.

How to Delete Text
You can delete different amounts of text as follows:

To Delete This:	Do This:
Selected text	Delete or Backspace
The next character	Delete
The previous character	Backspace
To the start of the next word	Ctrl+Delete
Back to the last start of word	Ctrl+Backspace
To the end of the line	Ctrl+Shift+Delete
The current line	Ctrl+Y (note that this moves it to the clipboard)
The whole document	Alt+Delete
Lines with bookmarks	Choose the Delete Bookmarked Lines command from the Edit menu.

See Also:

How to Use the Clipboard for commands to save deleted text on the clipboard.

How to Change Case

Select the text to be changed, and then:

To Do This:	Use this Edit Menu Command:
Change all to lower case	Lower Case (Ctrl+L)
Change all to upper case	Upper Case (Ctrl+U)
Invert the case of each character	Invert Case (Ctrl+K)
Make the first character of each word upper case and the rest lower case	Capitalize (Ctrl+Shift+U)

How to Indent Lines

To increase the indentation of multiple lines:

1. Select the lines to be indented.
2. Choose Indent (Tab) from the Edit menu.

Toolbar:

To reduce the indentation of multiple lines:

1. Select the lines to be unindented.
2. Choose Unindent (Shift+Tab) from the Edit menu.

Toolbar:

To change the indentation level of a single line:

Either use the toolbar commands, or delete or insert tabs at the beginning of the line.

Note:

The indentation level of lines changes by increments of the indent size, which can be changed on the Tab Settings property sheet.

How to Join Lines

You can join single or multiple lines, such that each line in turn is appended to the first, separated by a single space.

To join a single line to the current line:

1. Cancel any selection (ESC).
2. Choose Join Lines (Ctrl+J) from the Edit menu.

To join multiple lines to the current line:

1. Select all the lines to be joined.
2. Choose Join Lines (Ctrl+J) from the Edit menu.

Word-Wrap Joins

When multiple lines are joined in word-wrapping mode, empty lines are treated as paragraph marks. So a new sequence of joined lines is started after each blank line, preserving the original paragraphs.

How to Split Long Lines

In word-wrapping mode, you can split long lines into separate lines where they are wrapped, as follows:

1. Select the lines to split.   (Note: Ctrl+Left mouse in the margin selects all.)
2. Choose Split Wrapped Lines (Ctrl+Shift+J) from the Edit menu.

How to Reformat Paragraphs

When *not* in word-wrapping mode, you can adjust the lengths of currently selected lines to the word-wrap margin.   Words are moved between the lines as necessary, and blank lines are preserved as paragraph separators.

To reformat paragraphs:

1. Select the lines to reformat.   (Note: Ctrl+Left mouse in the margin selects all.)
2. Choose Reformat (Ctrl+Shift+J) from the Edit menu.

How to Insert New Lines

To Create a New Line:	Press This Key:
After the current line	Ctrl+I or End Enter
Before the current line	Ctrl+Shift+I or Home Enter
By splitting the current line	Enter

How to Insert the Date or Time

You can insert the current date and time, using the formats defined with the International applet on Control Panel, as follows:

To Insert this:	Choose this Edit Command:
The current time	Insert Time
Today's date in short format	Insert Short Date
Today's date in long format	Insert Long Date

Shortcuts:

Mouse: Ctrl+Right click at the insertion point.

Keys: Ctrl+F10.

How to Insert a Page Break

1. Move the <u>caret</u> to the first line to be printed on a new page.
2. Choose Insert Page Break (Ctrl+Shift+L) from the Edit menu.

More Information:

This actually inserts the ASCII 0x0C (Ctrl+L) character in the text, but displays it on the screen as «, and draws a line at the point where the page break would occur on a printer.

The Page Break character is only recognised when it is the first character of a line.

How to Insert a File

1. Move the <u>caret</u> to the insertion point.
2. Choose Paste File from the Edit menu.   The File Open dialog appears.
3. Select the file you want to insert.
4. Click OK.

How to Insert Line Numbers

To insert consecutive line numbers at the start of each line:

1. From the Search menu, choose Replace;
2. In the Find What box type `"^"` (without the quotes);
3. In the Replace With box, type `"\i "` (without the quotes), if the line numbers start at 1, or `"\i(100) "`, if they start at 100, etc.;
4. Check the Regular Expression box;
5. Click Replace All.

More Information:

See How to Generate <u>Sequence Numbers</u>.

How to Transpose Text

To transpose adjacent characters:

1. Move the <u>caret</u> between the two characters to be transposed.
2. Choose Transpose Characters (Ctrl+T) from the Edit menu.   The characters will be swapped around.

To transpose adjacent lines:

1. Move the caret to the end of the first line, or start of the second line.
2. Choose Transpose Lines (Ctrl+T) from the Edit menu.   The lines will be swapped around.

To transpose adjacent words:

1. Move the caret between the two words to be transposed.   This may be on a space, or intervening punctuation, or the beginning or end of a line.
2. Choose Transpose Words (Ctrl+Shift+T) from the Edit menu.   The words will be swapped around.

How to Fill Blocks

Block filling is only enabled when block select mode has been set from the Configure menu, and a block of text has been selected.

To fill with Characters:

1. Choose the Fill Block command from the Edit menu.
2. In the Fill Selected Block dialog box, enter the characters you want to fill with.
3. Choose the format of the fill characters within the selected block.   They can be aligned left or right, or repeated to fill the block.
4. Click OK.

To fill with Numbers:

1. Choose the Fill Block command from the Edit menu.
2. In the Fill Selected Block dialog box, enter the starting number, and the amount to increment it by. These must be integers, and may be positive or negative.
3. Choose the format of the numbers within the selected block.   They can be aligned left or right, or with leading zeros to fill the block.
4. Click OK.

Notes:

To fill with a tab, enter "\t" (without the quotes).   If you actually want to fill with the characters "\t", enter it as "\\t".

How to Display Spaces and Tabs

Displays spaces tabs and paragraph marks as visible characters. Spaces are shown as ( ) , tabs as (»), and line ends as (¶).

Click the button a second time to hide visible spaces.

You can also turn them on and off from the View tab of the <u>Preferences</u> and <u>Properties</u> dialog boxes.

How to Cancel the Last Action

To cancel the last edit:

Choose Undo (Ctrl+Z) from the Edit Menu

Toolbar:

To cancel the last undo:

Choose Redo (Ctrl+A) from the Edit Menu.

Toolbar:

To cancel all edits:

Type Ctrl+Shift+Z.

To redo all edits:

Type Ctrl+Shift+A.

Note:

The Undo command can be repeated until all changes made since the file was opened, or last saved, have been undone.

Frequently Asked Questions

Before reporting any problems, please check this list to see if there is a known solution:

- Why can't TextPad open files with spaces in their names, using Explorer?
- Why can't TextPad open files with spaces in their names, using the Open File dialog box?
- When I save a file as NAME.EXT, why is it saved as NAME.EXT.TXT?
- Why do I get an error message from CTL3DV2.DLL or CTL3D32.DLL?
- Why did drag and drop stop working after I upgraded TextPad?
- Why doesn't TextPad preserve the original file's creator (and UNIX access modes) when it saves changes?

Why can't TextPad open files with spaces in their names, using Explorer?

TextPad can open more than one file at a time using the command line:

```
txtpad32.exe file1 file2 file3
```

So, if any of the names contain spaces, they must be quoted, as in:

```
txtpad32.exe "My File 1" "My File 2"
```

As a special case, a single filename, containing spaces, can be used without quotes, if the parameter -u is also used, as in:

```
txtpad32.exe -u My File
```

This problem generally only arises if you have set up TextPad's file associations manually, using a command of the form "txtpad32.exe %1", without quoting the "%1".   If you use the Associations tab on the Preferences dialog box to do it, File Manager and Explorer will communicate with TextPad using DDE, rather than command line parameters, so spaces are not significant.

Note that there is a bug in Explorer which causes it to add an invisible "%1" (without the essential quotes) to the command line when you use it to edit *any* associations.   This overrides any DDE configuration, and causes problems if filenames contain spaces.   This "%1" can only be seen and removed using Regedit.

Why can't TextPad open files with spaces in their names, using the Open File dialog box?

TextPad uses the common Open File dialog box, which has a design fault in Windows versions prior to 95 and NT 4.   When it is enabled for multiple selection, it uses a space to separate each file name, so gets confused if a name includes spaces.   The workaround is to clear the "Use multiple selection Open File dialog box" field on the <u>General</u> tab of the Preferences dialog box (or get the latest version of Windows!).

When I save a file as NAME.EXT, why is it saved as NAME.EXT.TXT?

This is a feature of the Save As dialog box in Windows 95 and NT 4.   If you specify an unknown extension, the first extension in the currently selected "Save as type" box is used.   The solution is either to set the Save as type to "*.*", or to quote the filename.

Why do I get an error message from CTL3DV2.DLL or CTL3D32.DLL?

These dynamic link libraries must be installed in your Windows system directory only.   If you also have a copy in the TextPad installation directory, or anywhere on your search path, it will notify you that it has failed to load.   The effect is that you will not get 3-D dialogs on Windows 3.1 or NT 3.51.   (Windows 95 and NT 4 do not use the DLL's.)   The solution is to delete all other copies of these DLL's.

Why did drag and drop stop working after I upgraded TextPad?

Editions of TextPad prior to 2.0 had a fallback implementation of drag and drop that didn't use OLE.   It used an anchor cursor, instead of the conventional OLE one.   If you were using that when you upgraded, drag and drop will have been disabled.   To enable it again:

1) Close all documents (in TextPad).

2) From the Configure menu, choose Preferences.

3) On the General tab, check "Use OLE drag and drop".

4) Click OK.

Note that you must have the OLE 2 system installed for this to work.   It's standard with Windows 95 and NT, and you can get it for Windows 3.1 from:

  http://www.microsoft.com/kb/faq/devtools/winsdk/win32s/faq3474.htm

and

  CompuServe forum WINSHARE as WN32SOLE.ZIP.

Why doesn't TextPad preserve the original file's creator (and UNIX access modes) when it saves changes?

For safety, TextPad (32-bit only) normally saves changes to a temporary file, before deleting the original. This loses the original file's creator on file systems (such as NTFS) that maintain such information. There is an option on the Backup tab of the Preferences dialog box to change this behaviour. When selected, the original file is overwritten, which preserves the creator, at the risk of losing the original file if the save operation fails.

How to Create a New File

To create a new unnamed document:

From the File menu, choose New.

Toolbar:

The new document may be given a name using the Save As command on the File menu.

To create a new named file:

1. From the File menu, choose Open (Ctrl+O).   The File Open dialog appears.

Toolbar:

2. In the Directories box, double-click a directory where you want to store the source file (or move up or down a path to the appropriate directory).

3. Type the file name in the File Name box, and click OK. The default extension given to a file is .TXT, unless you specify something else.

4. Click Yes on the message box that appears, asking if you want to create the file.

5. Use the editor to type the contents of the file.

How to Open an Existing File

1. From the File menu, choose Open (Ctrl+O).   The File Open dialog appears.

📄 Toolbar:

📂

2. Select the drive and directory where the file is stored.   The default is the current drive and directory.

3. Set the types of files to display in the List Files of Type box.   Files with the chosen extension are displayed in the File Name box.   This box serves as a filter to display all files with a given extension. For example, Source (*.cpp,*.c,*.h) displays all files with the given extensions. The drop-down box initially lists commonly-used file extensions.   Alternatively, you can specify wildcard patterns in the File Name box to display file types.   The new wildcard pattern is retained until the dialog box is closed.   You can also use any combination of wildcard patterns, delimited by semicolons.   For example, entering "*.TXT; *.INI" displays all files withthose extensions.

4. If you want to override the automatically determined file format, choose from the drop-down list as follows:

File Type:	Definition:
Auto	A file with an extension matching the internal list of <u>binary extensions</u> will be viewed in hexadecimal, otherwise it will be opened as a text file.
Text	The file is read as text in the selected character set.
Binary	The file is binary and will be viewed in hexadecimal.

5. If you want to disable edits to the file, check the Read Only box.

6. In the File Name box, click a filename, then click OK.

📄 Shortcut: Double-click a filename.

Tips:

📄   You can select multiple files to open at once, by using Ctrl+Left button to select each in turn, or Shift+Left button to select a range of files.

📄   The use of spaces for multiple file opening conflicts with long file names (except on Windows 95), so to see long file names in the File Open Dialog, uncheck "Use multiple selection Open File dialog box" on the General tab of the Preferences dialog box.

How to Open a Hex View of a File

1. From the File menu, choose Open (Ctrl+O).   The File Open dialog appears.

Toolbar:

2. Select the file to <u>open</u>.
3. Click the down arrow next to the File Format box.
4. Choose "Binary" from the drop-down list.
5. Click OK.

Tips:

You can select multiple files to open at once, by using Ctrl+Left button to select each in turn, or Shift+Left button to select a range of files.

The use of spaces for multiple file opening conflicts with long file names (except on Windows 95), so to see long file names in the File Open Dialog, uncheck "Use Multiple File Open Dialog Box" on the General tab of the Preferences dialog box.

Binary File Extensions

The following file extensions are assumed to be associated with files containing binary, or non-textual data:

COM	.EXE	.DLL	.SYS	.DRV	.386	.DOS
LIB	.OBJ	.PIF	.RES	.SYM	.BIN	.ZIP
FON	.FOT	.TTF	.MID	.WAV	.GRP	.VBX
WMF	.TIF	.PCX	.BMP	.CUR	.ICO	.TWS
HLP	.PPT	.DOT	.WRI	.MDB	.DBF	.FRX
XLS	.IMP	.WK1	.WK2	.WK3	.WK4	

You can customize this list from the Binaries tab of the Preferences dialog box.

How to Save a File

1. Switch to the source window.
2. From the File menu, choose Save (Ctrl+S).

Toolbar:

3. If your file is unnamed, the Save As dialog box is displayed.   In the File Name box, type the filename.
4. In the Drives and Directories boxes, select a drive and directory.
5. Click OK.

How to Save a File with a Different Name

1. From the File menu, choose Save As.   The Save As dialog box appears.
2. Select the drive and directory where the file is to be stored.   The default is the current drive and directory.
3. Choose the <u>File Format</u> if you want to convert from the original.
4. In the File Name box, type the filename.
5. Click OK.

How to Save the Workspace

You can arrange for TextPad to "warm start" - that is, start up exactly where you left off when you last shut it down.   To enable this feature:

1. Choose Preferences from the Configure menu.   This brings up the Preferences dialog box.
2. On the General tab, check "Save the Workspace".
3. Click OK.

Notes:

📄   The workspace is preserved in a file called TEXTPAD0.TWS in your Windows directory.

📄   If more than one instance of TextPad is running, only the workspace of the first one to be started will be preserved.

📄   If TextPad is started up with the command line parameter "-s" (which is how DDE starts it), the workspace is not restored, nor saved when you exit.

📄   On Windows 95, if this option is enabled and you shut down Windows whilst TextPad is still running, it will be automatically restarted when Windows starts up again.

How to Close a File

1. Switch to the file's window.
2. From the File menu, choose Close. This action closes the active window and any additional views of the window.

Tip:

When the <u>Window Selector</u> has the input focus, pressing the Delete key closes the highlighted file.

How to Convert a File for PC, Unix or Mac

1. From the File menu, choose Save As.   The File Save As dialog appears.
2. Select the drive and directory where the file is to be stored.   The default is the current drive and directory.
3. In the File Name box, type the filename.
4. Choose the file format from the drop-down list as follows:

Character Set:	Definition:
PC	The file is saved in DOS PC format with a carriage return/line feed at the end of each line.
Unix	The file is saved in the Unix format with a line feed at the end of each line.
Mac	The file is saved in the Apple MAC format with a carriage return at the end of each line.

5. Click OK.

How to Work with DOS Files

Overview:

Windows applications normally use the <u>ANSI</u> code set, whilst DOS applications use the <u>DOS</u> code set (also known as OEM and IBM). The numeric codes that are assigned to the English alphabet, numbers and various other common characters are the same in both sets, but characters with codes above decimal 127 (hex 7F), such as the line drawing set, use different codes, and some are unique.

Text on the clipboard presents an additional complication. If it's been cut or copied from a DOS box, TextPad will convert to the ANSI code set before pasting, unless you work in the DOS code set as described in option 3 below.

Windows has one TrueType font that uses the DOS code set, called MS LineDraw. It also has a raster font, called Terminal on Windows 95 and NT, and 8514OEM on Windows 3.1.

Options for working with DOS files:

1. There is a Convert command on the Tools menu to convert between the character sets. TextPad selects the MS LineDraw font, after converting to DOS, and the default font after converting to ANSI.
   Disadvantage: the process is not reversible for the unique characters.

2. You can choose to edit DOS files in ANSI, by checking the "Work in ANSI" option on the File tab of the Preferences dialog box. In this case, if you check the "DOS Code Set" box when you open a file (or set it as the default on the File tab of the Preferences dialog box), files are automatically converted to ANSI as they are read in, and back to DOS as they are saved.
   Disadvantage: the process is not reversible for the unique characters.

3. You can edit a DOS file without converting the characters, by unchecking the "Work in ANSI" option on the File tab of the Preferences dialog box. In this case, if you check the "DOS Code Set" box when you open a file (or set it as the default on the File tab of the Preferences dialog box), the MS LineDraw font is automatically selected for that file (overriding the default font).
   Disadvantage: edit controls in dialog boxes, such as Find and Replace, continue to use the ANSI code set, so they will display some characters differently.

How to Set the Default File Folder

You can change the default file folder (or working directory) for TextPad, by changing the way TextPad is started.   See under the appropriate heading below for how to do this with the version of Windows that you have.

From a Windows 3.1/NT 3.51 Program Manager Icon:

1. Click the Program Manager icon for TextPad.
2. Type Alt+Enter to get its properties dialog box.
3. Fill in the Default Directory field with the required directory, and click OK.

From a Windows 95/NT 4 Desktop Icon:

1. Right click the desktop icon for TextPad.
2. Choose Properties to get the properties dialog box.
3. Fill in the Start In field on the Shortcut tab with the required folder name, and click OK.

From the Windows 95/NT 4 Taskbar Start Menu:

1. Right click the Taskbar.
2. Choose Properties to get the Taskbar Properties dialog box.
3. Click the Advanced button on the Start Menu Programs tab.
4. Select "Programs" on the Explorer view.
5. Right click TextPad on the right hand pane, and choose Properties.
6. Select the Shortcut tab, and fill in the "Start In" field with the required folder name.
7. Click OK to close all the dialog boxes.

Tip:

To keep TextPad's current working directory in the chosen folder, uncheck "Directory follows Active Document" on the General tab of its Preferences dialog box.

How to Switch to a File's Window

Do one of the following:

Click anywhere in the window.

Choose the window name from the Window menu.

Double click the window name in the <u>Window Selector</u>.

Press Ctrl+F6 or Ctrl+TAB to cycle through the active source windows one at a time.

How to Create a Second View

Using the Keyboard:

1. From the Window menu, choose Split.
2. Use the up and down arrows to move the horizontal bar to where you want to split the window.
3. Press Enter to create the second view, or Escape to cancel.

Using the Mouse:

Drag from the top of the scroll bar to where you want to split the window.

To Close the Second View:

Drag the splitter bar to the top or bottom of the view.

How to Use the Window Selector

The Window Selector is a list box showing the each of the files you are editing.   You can display it by choosing Use Selector (F11) from the Window menu.

The Window Selector displays the files in alphabetical order, and it can be resized to fit the file names it lists.   Its size and position are remembered between sessions.

You can use the following keys when the Window Selector is active:

Use this Key:	To Do This:
Esc	Close the Window Selector.
Left Click	Select the file window. If not already the active window, activate it.
Left Double Click	Select and activate the file window.
Enter	Activate the file window.
Delete	Close the selected file window.
Up Arrow	Select the previous window in the list.
Down Arrow	Select the next window in the list.
Home	Select the first window in the list.
End	Select the last window in the list.

How to Print a File

1. Switch to the file's window.
2. From the File Menu, choose Print.   The Print dialog box appears.
3. Click "All" for the print range.
4. Click OK.

Shortcuts:

Keys: Ctrl+P
Toolbar:

(Prints to the default printer, unless you hold Shift down at the same time)

How to Display a Page Before Printing

1. From the File Menu, choose Print Preview.
2. Click OK.   The print preview mode will be set, starting at the page containing the <u>caret</u>.
3. Click Next Page or Prev Page to see each page in turn.
4. Click Close to return to normal viewing mode.

Notes:

When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The <u>print preview toolbar</u> offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Shortcuts:

   Toolbar:

Keys: Ctrl+Shift+P

How to Copy a File

1. From the File Menu, choose Manage Files (F3).   The Manage Files dialog appears.

Toolbar:

2. Type the name of the file that you want to copy.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to copy multiple files.
3. Click Copy.   The Copy dialog appears.
4. Type the name that you want to give the copy.   If this is just a pathname, the file is copied to that directory, keeping its original file name.
5. Click OK.

How to Rename a File

1. From the File Menu, choose Manage Files (F3).   The Manage Files dialog appears.

Toolbar:

2. Type the name of the file that you want to rename.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to rename multiple files.
3. Click Rename.   The Rename dialog appears.
4. Type the new name that you want to give the file.   If this is just a pathname, the file is moved to that directory, keeping its original file name.
5. Click OK.

How to Delete a File

1. From the File Menu, choose Manage Files (F3).   The Manage Files dialog appears.

Toolbar:

2. Type the name of the file that you want to delete.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to delete multiple files.
3. Click Delete.   The Delete dialog appears.
4. Click OK to confirm that you really want to delete the file.

How to Update a File's Time Stamp

1. From the File Menu, choose Manage Files (F3).   The Manage Files dialog appears.

Toolbar:

2. Type the name of the file that you want to update its last modified date to the current time.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to update multiple files.
3. Click Touch.   The Touch dialog appears.
4. Click OK to confirm that you really want to update the file.

How to Compare Text Files

1. From the Tools menu, choose the Compare Files command.   The Compare Files dialog box appears.
2. In the First File box, type the name of the first file to be compared.   This is initialised with the filename of the active document, if appropriate.
3. In the Second File box, type the name of the second file to be compared.   If it has the same name in another directory, just type the path name.
4. Choose if you want to ignore differences due to upper and lower case letters.
5. Choose if you want to ignore differences due to the number of spaces or tabs.   Note that tabs or spaces, where there are none in the other file, will still be flagged as a difference, unless they are leading or trailing.
6. Click OK to start the comparison.

The differences are written to the Command Output window using the following conventions:

Symbol:	Meaning:
<	Precedes each different line from the first file.
>	Precedes each different line from the second file.
a	Means that the lines following were added.
d	Means that the lines following were deleted.
c	Means that the lines following were changed.
---	Separates changed lines in the first file from the second.

The ANSI Code Set

This table displays the full ANSI code set using the Courier font:

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
00:	NUL	SOH	STX	ETX	EOT	ENQ	ACK	BEL	BS	HT	LF	VT	FF	CR	SO	SI
10:	DLE	DC1	DC2	DC3	DC4	NAK	SYN	ETB	CAN	EM	SUB	ESC	FS	GS	RS	US
20:		!	"	#	$	%	&	'	(	)	*	+	,	-	.	/
30:	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
40:	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
50:	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
60:	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
70:	p	q	r	s	t	u	v	w	x	y	z	{	|	}	~	DEL
80:	€	□	‚	ƒ	„	…	†	‡	^	‰	Š	‹	Œ	□	Ž	□
90:	□	`	'	\`\`	"	•	–	—	~	™	š	›	œ	□	ž	Ÿ
A0:		¡	¢	£	¤	¥	¦	§	¨	©	ª	«	¬		®	‾
B0:	°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
C0:	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
D0:	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
E0:	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
F0:	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

See also: DOS code set

The DOS Code Set

This table displays the full DOS code set using the MS LineDraw font:

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
00:	NUL	SOH	STX	ETX	EOT	ENQ	ACK	BEL	BS	HT	LF	VT	FF	CR	SO	SI
10:	DLE	DC1	DC2	DC3	DC4	NAK	SYN	ETB	CAN	EM	SUB	ESC	FS	GS	RS	US
20:		!	"	#	$	%	&	'	(	)	*	+	,	−	.	/
30:	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
40:	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
50:	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
60:	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
70:	p	q	r	s	t	u	v	w	x	y	z	{	|	}	~	DEL
80:	Ç	ü	é	â	ä	à	å	ç	ê	ë	è	ï	î	ì	Ä	Å
90:	É	æ	Æ	ô	ö	ò	û	ù	ÿ	Ö	Ü	¢	£	¥	₧	ƒ
A0:	á	í	ó	ú	ñ	Ñ	ª	º	¿	⌐	¬	½	¼	¡	«	»
B0:	░	▒	▓	│	┤	╡	╢	╖	╕	╣	║	╗	╝	╜	╛	┐
C0:	└	┴	┬	├	─	┼	╞	╟	╚	╔	╩	╦	╠	═	╬	╧
D0:	╨	╤	╥	╙	╘	╒	╓	╫	╪	┘	┌	█	▄	▌	▐	▀
E0:	α	ß	Γ	π	Σ	σ	µ	τ	Φ	Θ	Ω	δ	∞	φ	ε	∩
F0:	≡	±	≥	≤	⌠	⌡	÷	≈	°	∙	·	√	ⁿ	²	■	□

See also: ANSI code set

How to Find Text

You can find each occurrence of a combination of any characters, including uppercase and lowercase characters, whole words, or parts of words, or regular expression.

To find text:

1. From the Search menu, choose Find (F5).   This starts a modeless dialog box which remains on the screen until you close it.

Toolbar:

2. In the Find What box, type in the search string, or choose a previous string from the drop-down list.
3. Set the options you want to control the search.

Select:	To:
Text	Specify a text search string.
Hex	Specify a search string in hexadecimal.
Match Whole Word	Find occurrences of the text as a whole word.
Match Case	Find text having the given pattern of uppercase and lowercase letters.
Regular Expression	Specify that the search string is a regular expression.
Backwards	Search the document above the insertion point.
Forwards	Search the document below the insertion point.

4. Choose Find Next. If the search string is found, the screen scrolls so you can see the text in context.
    or
    Choose Mark All to place a bookmark on each line containing the search string.
5. Either close the dialog by clicking the Cancel button, or continue editing as normal.

Tips

1. The Find What box will be initialised with the current selection, if any (as long as it is on a single line), or the last search pattern entered.
2. The Find Next command (Ctrl+F) will copy the current selection to the Find What box.
3. To do a forward search after closing the dialog box, press Ctrl+F.
4. To do a backwards search after closing the dialog box, press Ctrl+Shift+F.
5. Match Whole Word is equivalent to the regular expression \<RE\>.

Examples

How to Replace Text

You can find and replace each or every occurrence of a text pattern, in the current file, or all loaded files.

To Replace Text:

1. From the Search menu, choose Replace (F8).   This starts a modeless dialog box which remains on the screen until you close it.

▤ Toolbar:

⬛

2. Specify the text to replace as described in <u>Finding Text</u>.
3. Type the <u>Replacement Expression</u> in the Replace With box, or choose a previous string from the drop-down list.
4. Set the scope of the search:

Select:	**To:**
Active Document	Search in current document only.
Selected Text	Search in currently selected text in current document.
All Documents	Search in all text in all open documents.

5. Choose one of the following actions:
   a) Click Find Next to select the next occurrence.
   b) Click Replace to replace the current selection.
   c) Click Replace Next to replace the current selection, and find the next occurrence.
   d) Click Replace All to replace all occurrences of the search text, in the specified scope.

Note that Find Next, Replace and Replace Next are only enabled when the scope is Active Document.

6. Either close the dialog by clicking Cancel, or continue editing as normal.

Tips:

▤　　The Replace button will replace the *current* selection, so make sure you press Find Next first.

▤　　Because edit controls do not allow tabs to be input, '\t' is used (without the quotes) to represent a tab.   If you want to replace text with literal '\' and 't' characters, specify '\\t' in the Replace With box.

▤ <u>Examples</u>

How to Use Regular Expressions

A regular expression (RE) is a search string that uses special characters to match patterns of text. You can use them with the Find, and Find in Files commands, and with the Replace command in conjunction with replacement expressions.

To use a regular expression:

1. From the Search menu, choose Find, Replace, or Find in Files.
2. In the Find What box, type a regular expression.
3. Check the "Regular expression" box.

Summary of regular expressions:

Expression	Description
.	Any single character. *Example:* `h.t` matches hat, hit, hot and hut.
[ ]	Any one of the characters in the brackets, or any of an ANSI range of characters separated by a hyphen (-). *Examples:* `h[aeiou][a-z]` matches hat, hip, hit, hop, and hut; `[A-Za-z]` matches any single letter; `x[0-9]` matches x0, x1, …, x9.
[^]	Any characters except for those after the caret "^". *Example:* `h[^u]t` matches hat, hit, and hot, but not hut.
^	The start of a line (column 1).
$	The end of a line.
\<	The start of a word.
\>	The end of a word.
\n	A new line character, for matching expressions that span line boundaries. This cannot be followed by '*' or '+'.
\(\)	Brackets a tagged expression to use in replacement expressions. An RE can have up to 9 tagged expressions, numbered according to their order in the RE. The corresponding replacement expression is \x, for x in the range 1-9. *Example:* If `\([a-z]+\) \([a-z]+\)` matches "way wrong", `\2 \1` would replace it with "wrong way".
*	Zero or more of the preceding characters or expressions. *Example:* `ho*p` matches hp, hop and hoop.
+	One or more of the preceding characters or expressions. *Example:* `ho+p` matches hop, and hoop, but not hp.
\	"Escapes" the special meaning of the above expressions, so that they can be matched as literal characters. Hence, to match a literal "\", you must use "\\". *Example:* `\<` matches the start of a word, but `\\<` matches "\<".

Example:

HTML tags are in matched pairs of <…>, such as <FONT SIZE=+1>. To match any tag that begins and ends on the same line, use the regular expression:

<[^>]*>

This matches a "<", followed by zero or more characters, excluding ">", followed by a ">".   Note that "*" finds the longest matching sequence on a line, so the regular expression:

    <.*>

would be incorrect, because it would not stop at the first ">".

For more information and examples, see <u>regular expressions</u>, and <u>replacement expressions</u> in the Reference section.

How to Generate Sequence Numbers

You can update or insert sequence numbers in a file, using <u>replacement expressions</u>.   This is achieved using the Replace dialog box, with the Regular Expression box checked.

The syntax of the replacement expression is:

Expression:	Effect:
\i	Replace with numbers starting from 1, in steps of 1.
\i(10)	Replace with numbers starting from 10, in steps of 1.
\i(0,10)	Replace with numbers starting from 0, in steps of 10.
\i(100,-10)	Replace with numbers starting from 100, reducing in steps of -10.

Examples:

1. To insert line numbers at the start of each line:

   Search for: ^

   Replace with: \i

2. To update sequence numbers of the form Axxx, Bxxx, … ,Zxxx where "xxx" is any number >= 100, independent of the letters, which are to be preserved:

   Search for: \([A-Z]\)[1-9][0-9][0-9]+

   Replace with: \1\i(100)

How to Find in Multiple Files

You can search for strings in either text (excluding Unicode) or binary files, as follows:

1. From the Search menu, choose the Find in Files command (Ctrl+F5).   This starts a modeless dialog box which remains on the screen until you close it.

Toolbar:

2. In the Find What box, either type the search string, or choose a previous string from the drop-down list.   (Check that Text or Hex is correctly set for the type of string in the Conditions box.)
3. In the In Files box, either type a list of files using wild cards, or choose a previous list from the drop-down list.
4. In the In Directory box, either type the pathname to the directory containing the files, or select a previous directory from the drop-down list, or click Defaults to set it to the current working directory.
5. In the Conditions box, specify the search criteria as follows:

Select:	To:
Text	Specify a text search string.
Hex	Specify a search string in hexadecimal.
Match Whole Word	Find occurrences of the text as a whole word.
Match Case	Find text having the given pattern of uppercase and lowercase letters.
Regular Expression	Specify that the search string is a regular expression.

6. In the File Type box, choose Text if the files contain text, or Binary if they contain any NULL characters.
7. In the Report Detail box, choose All Matching Lines if you want each matching line printed out, or File Counts Only if you simply want to know how many occurrences there are in each file.
8. Click Search Subdirectories if you want to search through all files in the subdirectories of the directory specified in step (4) as well.   (This feature is only enabled in registered copies.)
9. Click Find.

Hypertext Jumps:

Matching strings are listed in the Search Output window.   You can use this to jump to a line in its file by double clicking the line.

To jump to the next occurrence, choose the Jump Next (F4) command from the Search menu.

Toolbar:

To jump to the previous occurrence, choose the Jump Previous (Ctrl+F4) command from the Search menu.

Toolbar:

How to Find a Matching Bracket

To Find a Matching Bracket:

1. Place the <u>caret</u> to the left of the bracket to be matched: `([{< or >}])`
2. From the Search menu, choose the Match Brace command (Ctrl+M).   If there is a matching brace, it will be selected.

To Select Text Between Brackets:

1. Place the caret to the left of the bracket to be matched.
2. Type Ctrl+Shift+M.   If there is a matching brace, all intervening text will be selected.   When matching forwards, both brackets are selected as well.   When matching backwards, neither bracket is selected.

How to Use Bookmarks

To Set a Bookmark:

Lines can have bookmarks placed on them either by choosing the Toggle Bookmark command (Ctrl+F2) from the Search menu, or by clicking Mark All on the Find dialog.

To Go to the Next Bookmark:

From the Search menu, choose the Next Bookmark command (F2).

To Go to the Previous Bookmark:

From the Search menu, choose the Previous Bookmark command (Shift+F2).

To Clear a Single Bookmark:

From the Search menu, choose the Toggle Bookmark command (Ctrl +F2).

To Clear all Bookmarks:

From the Search menu, choose the Clear All Bookmarks command (Ctrl+Shift+F2).

To Delete all Bookmarked Lines:

From the Edit menu, choose the Delete Bookmarked Lines command.

To Copy all Bookmarked Lines to the Clipboard:

From the Edit menu, choose the Copy Bookmarked Lines command.

To Cut all Bookmarked Lines to the Clipboard:

From the Edit menu, choose the Cut Bookmarked Lines command.

Examples - Finding Text

See Also: <u>Replacing Text</u>

1. Find all trailing spaces:

    `[ \t]+$`

    finds one or more spaces or tabs followed by the end of line.

2. Find an empty line:

    `^$`

    finds the beginning of a line immediately followed by its end.

3. Find everything on a line:

    `^.*`

    finds the beginning of a line, followed by zero or more of any characters, up to the end of the line.

4. Find "$12.34":

    `\$12\.34`

    Note that '.' and '$' have been escaped using the backslash to hide their regular expression meanings.

5. Find any valid C language variable name:

    `\<[_a-zA-Z][_a-zA-Z0-9]*`

    finds a word starting with an underscore or alphabetic character, followed by zero or more underscores or alphanumeric characters.

6. Find an inner-most bracketed expression:

    `([^()]*)`

    finds a left bracket, followed by zero or more characters excluding left and right brackets, followed by a right bracket.

7. Find a repeated expression:

    `\([0-9]+\)-\1`

    This uses a tagged expression "\(...\)" to find one or more digits, followed by a hyphen, followed by the string matched by the tagged expression.   So this regular expression will find 12-12, but not 12-34.

Examples: Replacing Text

1. Find any alphabetic word starting with an upper case letter:

    ```
    [A-Z][a-z]+
    ```
    and replace with the same word all in upper case:

    ```
    \U&
    ```

2. Find a C language variable name starting with a lower case letter:

    ```
    \<[a-z][_a-zA-Z0-9]*
    ```
    and make the first letter upper case:

    ```
    \u&
    ```

3. Find two numeric strings separated by one or more spaces:

    ```
    \([0-9]+\) +\([0-9]+\)
    ```
    and swap them around, using a tab to separate them:

    ```
    \2\t\1
    ```

4. Find "paste":

    ```
    paste
    ```
    and replace with the contents of the clipboard:

    ```
    \p
    ```

5. To change:

X100000	to	X100.000
Y100123		Y100.123
Z600		Z.600

    Find: `\([XYZ]\)\([0-9]*\)\([0-9][0-9][0-9]\)`

    Replace: `\1\2.\3`

Regular Expressions

A regular expression (RE) is a mechanism for describing patterns in text when executing the Find, the Replace, and the Find in Files commands.   An RE is made up of ordinary characters from the ANSI character set, some of which take on the special meanings described below.

Ordinary Characters

An ordinary character is an RE that matches itself.   It can be any character in the ANSI character set except <newline> and the special characters listed below.   An ordinary character preceded by a backslash is treated as the ordinary character itself, except when the character is **(**, **)**, **<**, **>**, or the letters **f**, **n, t** and **x**, or the digits **1** through **9**.

Hex Characters

Any character can be represented by its hex value.   This is specified with the pattern $\verb|\x|dd$, where *dd* is any 2-digit hexadecimal number, excluding zero.

New Lines

A new line character is represented by the pattern $\verb|\n|$.   Note that these cannot be combined with repetition expressions (see below), so you can only match an exact number of them (e.g. $\verb|\n\n|$ will match a single blank line.)

Page Breaks

A page break (form feed) character is represented by the pattern $\verb|\f|$.

Special Characters

These special characters, can be rendered ordinary by preceding them with a backslash (\), if they are single special characters, or removing the preceding backslash if they are compound special characters.

Character	Context
. [\	The period, left square bracket, and backslash are special except when used in a Class Expression.
* +	Asterisk and plus are special except when used in a class expression, as the first character of an RE, or as the first character of a Tagged Expression.
-	The hyphen is special in a Class Expression, except as the first or last character of that expression.
^	The circumflex is special when used as the first character of an entire RE (see Expression Anchoring), or as the first character of a Class Expression.
$	The dollar sign is special when used as the last character of an entire RE (see Expression Anchoring).

Wildcard Character

The period (**.**), or question mark (**?**), when used outside of a class expression, matches any character except newline.

Repetition Expressions

The asterisk (*****) matches zero or more occurrences of the preceding regular expression, whilst the plus sign (**+**) matches at least one occurrence.   For example, A*b+ matches zero or more A's followed by one or more b's.

Class Expressions

A class expression is an RE, enclosed in square brackets (**[ ]**), that matches any one of the elements contained in the brackets.   The permitted elements of a class expression are:

Simple Characters

These are single characters that match themselves.   To match a right square bracket (**]**), it must be the first character of the class expression, after any initial circumflex (see Negated Class Expressions).   To match a hyphen, it must be either the first or the last character of the class expression.   For example [AaBb] matches upper or lower case A or B.

Negated Class Expressions

If the first character of a class expression is the circumflex (**^**), the expression matches any character not in the class.   For example [^AB^] matches any character except A, B and the circumflex itself.

Range Expressions

A range expression is two characters separated by a hyphen (**-**).   It matches any of the characters in the ANSI collating sequence, between the two characters.   For example, [A-Za-z0-9-] matches any upper or lower case letter or digit, or the hyphen itself.

Expression Anchoring

An RE can be restricted to matching strings that begin or end a line or word, as follows:

^	A circumflex as the first character of an RE anchors the expression to the beginning of the line.
$	A dollar sign as the last character of an RE anchors the expression to the end of the line.
\<	The character pair **\<** anchors the next RE to the start of a word.
\>	The character pair **\>** anchors the previous RE to the end of a word.

Tagged Expressions

A tagged expression is an RE that starts with the pair **\(** and ends with the pair **\)**.   There can be up to nine such expressions in a complete RE.   Such an expression matches the same as the expression without the surrounding **\(** and **\)**.   The first expression defined in this way can be referenced as **\1** later in the RE, and so on up to **\9** for the ninth tagged expression.   Each such reference matches the same string as its original tagged expression.   For example \(tu\) \1 matches the string "tu tu".

References to tagged expressions can also be used in <u>Replacement Expressions</u>.

Replacement Expressions

Replacement expressions are used to substitute text in conjunction with Tagged <u>Regular Expressions</u>, when using the <u>Replace</u> command.

Expression	Definition
&	Substitute the text matching the entire search pattern.
\0 to \9	Substitute the text matching tagged expression 0 through 9. \0 is equivalent to &.
\f	Substitute a page break (form feed).
\i*<expression>*	Substitute a <u>sequence</u> number.
\n	Substitute a newline.
\p	Substitute the contents of the clipboard.
\t	Substitute a tab.
\x*dd*	Substitute the character with hex code *dd* (must be 2 hex digits, excluding 00).
\u	Force the next substituted character to be in upper case.
\l	Force the next substituted character to be in lower case.
\U	Force all subsequent substituted characters to be in upper case.
\L	Force all subsequent substituted characters to be in lower case.
\E or \e	Turns off previous \U or \L.

To substitute a literal **** or **&**, use **** and **\&**.

The Status Bar

| | | 1 | 2 | Read | Ovr | Block | Sync | Rec | Caps | 3:50 pm |
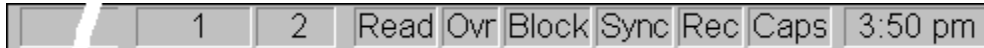
The status bar is displayed at the bottom of the main window.   To display or hide the status bar, use the Preferences command in the Configure menu.

The left pane of the status bar describes the actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   (If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.)

The right hand panes of the status bar indicate the following information:

Indicator	Description
1	The line number of the <u>caret</u>.
2	The column number of the caret.
Read	The file is read-only, otherwise **Edit** is shown.
Ovr	The Insert key is latched down, otherwise **Ins** is shown.
Block	Block or **Norm**al selection mode, or **Wrap** for word wrap mode.
Sync	Synchronized scrolling of all views is enabled.
Rec	A keystroke macro is being recorded.
Caps	The Caps Lock key is latched down.
3.50pm	The current time.

The status bar is *active*.   This means that you can double left click any of its panes (except for Time) to change the indicated state.

The Toolbar

The toolbar is displayed across the top of the main window, below the menu bar.   The toolbar provides quick mouse access to many commands.

To display or hide the toolbar, use the Preferences command in the Configure menu.

The effect of some buttons can be modified by holding the Shift or Ctrl Key down when they are clicked, as shown in this table:

Click	Normal Operation	With Shift	With Ctrl
	Opens a new document.		
	Opens an existing document using the Open File dialog box, in which you can locate and open the desired file.	Displays the Quick File Open dialog box.	
	Saves the active document with its current name. If you have not modified or named the document, the Save As dialog box is displayed.	Saves all modified files	Displays the Save As dialog box.
	Displays the Manage Files dialog box.		
	Prints the active document, using the default printer.	Displays the Print dialog box.	Displays the Configure Printing dialog box.
	Previews the printed layout of the active document.		
	Checks spelling.		
	Cuts the selection from the document and save it on the clipboard.	Cuts the selection and appends it to existing text on the clipboard.	
	Copies the selection to the clipboard.	Appends the selection to existing text on the clipboard.	
	Inserts what's on the clipboard.	Inserts a file.	
	Cancels (undo) the last edit command.	Undo all edits back to the last save checkpoint.	
	Cancels (redo) the last Undo command	Redo all edits up to the last save checkpoint.	
	Reduces indentation of selected text.		
	Increases indentation of selected text.		
	Enables word wrapping.		

📄	Displays spaces tabs and paragraph marks as visible characters.
📄	Displays the Find dialog box.
📄	Displays the Replace dialog box.
📄	Displays the Find in Files dialog box.
●	Starts the keystroke macro recorder.
‖◆	Temporarily pauses the keystroke macro recorder.
▶	Plays back the scratch keystroke macro. Displays the Playback Macro dialog box.
📄	Jumps to the previous item in the search or command window.
📄	Jumps to the next item in the search or command window.
▶?	Displays a cursor to click on an item you require help on.

Open File Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Opens an existing document using the Open File dialog box, in which you can locate and open the desired file.	Displays the Quick File Open dialog box.	

Save File Button (Toolbar)

Normal Operation

Saves the active document with its current name.   If you have not modified or named the document, the Save As dialog box is displayed.

With Shift

Saves all modified files

With Ctrl

Displays the Save As dialog box.

Print Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Prints the active document, using the default printer.	Displays the Print dialog box.	Displays the Configure Printing dialog box.

Copy Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Copies the selection to the clipboard.	Appends the selection to existing text on the clipboard.	

Cut Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Cuts the selection from the document and save it on the clipboard.	Cuts the selection and appends it to existing text on the clipboard.	

Paste Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Inserts what's on the clipboard.	Inserts a file.	

Undo Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
📄	Cancels (undo) the last edit command.	Undo all edits back to the last save checkpoint.	

Redo Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Cancels (redo) the last Undo command	Redo all edits up to the last save checkpoint.	

Record Button (Toolbar)

	Normal Operation	With Shift	With Ctrl
	Starts the keystroke macro recorder.		

Pause Button (Toolbar)

	Normal Operation	**With Shift**	**With Ctrl**
	Temporarily pauses the keystroke macro recorder.		

Playback Button (Toolbar)

Normal Operation
Plays back the scratch keystroke macro.

With Shift
Displays the Playback Macro dialog box.

With Ctrl

The Keyboard

Key	Modifier	Command
A	Ctrl	Redo last Undo
A	Ctrl+Shift	Redo All Undos
B	Ctrl	Move the caret back to start of word
B	Ctrl+Shift	Select back to start of word
C	Ctrl	Copy selection to clipboard
C	Ctrl+Shift	Append selection to clipboard
D	Ctrl	Move caret back to end of word
D	Ctrl+Shift	Select back to end of word
E	Ctrl	Move caret forward to end of word
E	Ctrl+Shift	Select forward to end of word
F	Ctrl	Find next instance of search pattern
F	Ctrl+Shift	Find previous instance of search pattern
G	Ctrl	Go to line
I	Ctrl	Insert new line after current line
I	Ctrl+Shift	Insert new line before current line
J	Ctrl	Join selected lines
J	Ctrl+Shift	Split word-wrapped lines
K	Ctrl	Invert case of selection
L	Ctrl	Convert selection to lower case
L	Ctrl+Shift	Insert a page break
M	Ctrl	Find matching { [(< or >)] }
M	Ctrl+Shift	Select to matching { [(< or >)] }
N	Ctrl	Create a new document
O	Ctrl	Open a document using common File Open dialog box
O	Ctrl+Shift	Open a document by typing its name
P	Ctrl	Print active document
P	Ctrl+Shift	Preview the active document as it will print.
R	Ctrl	Playback the scratch macro.
R	Ctrl+Shift	Record a new macro.
Q	Ctrl	Cut the word containing the caret to the clipboard
Q	Ctrl+Shift	Cut and append the word containing the caret to the clipboard
S	Ctrl	Save the active document
S	Ctrl+Shift	Save all documents
T	Ctrl	Transpose the lines or characters either side of the caret
T	Ctrl+Shift	Transpose the words either side of the caret
U	Ctrl	Convert selection to upper case
U	Ctrl+Shift	Convert first character of selection to uppercase and the rest to lower case
V	Ctrl	Paste text from the clipboard
V	Ctrl+Shift	Paste the contents of a file at the caret position.
W	Ctrl	Move caret forward to start of word
W	Ctrl+Shift	Select forward to start of word
X	Ctrl	Cut the selection to the clipboard
X	Ctrl+Shift	Cut and append the selection to the clipboard
Y	Ctrl	Cut the line containing the caret to the clipboard

Y	Ctrl+Shift	Cut and append the line containing the caret to the clipboard
Z	Ctrl	Undo last edit
Z	Ctrl+Shift	Undo all edits
0-9	Alt	Run user tool 0,1,...,9
0-5	Alt+Shift	Run user tool 10,11,...,15
Numpad 0-9	Ctrl	Run keystroke macro 0-9
Break	Ctrl	Stop the tool running in the command window (only under 32-bit versions of Windows)
Backspace		Delete selection, or character before the caret.
Backspace	Ctrl	Delete back to the last start of word.
Delete		Delete selection, or character after the caret.
Delete	Ctrl	Delete forward to the next start of word.
Delete	Ctrl+Shift	Delete to the end of the line.
Delete	Alt	Delete all lines in the document.
End		Caret to end of line.
End	Shift	Select to end of line.
End	Ctrl	Caret to end of document.
End	Ctrl+Shift	Select to end of document.
End	Alt	Caret to start of last visible line.
Enter		Start a new line in an edit document, or do a hypertext jump in a log document.
Enter	Alt	Display in-context properties dialog box
Escape		Cancel any existing selection
Home		Caret to start of line. Press twice to go to column 1.
Home	Shift	Select to start of line.
Home	Ctrl	Caret to start of document.
Home	Ctrl+Shift	Select to start of document.
Home	Alt	Caret to start of first visible line.
Scroll Lock		Locks caret position when scrolling with page up/down keys.
Tab		Indent selected lines, or move caret to next tab stop
Tab	Ctrl	Next window (same as Ctrl+F6)
Tab	Ctrl+Shift	Previous window (same as Ctrl+Shift+F6)
Tab	Shift	Un-indent selected lines, or move caret to previous tab stop
F1		In-context help
F1	Ctrl	Display document statistics on status bar
F1	Shift	Invoke in-context help cursor
F2		Go to next bookmark
F2	Ctrl	Set or clear a bookmark on the current line
F2	Shift	Go to previous bookmark
F2	Ctrl+Shift	Clear all bookmarks
F3		Invoke the Manage Files dialog box
F3	Alt	Invoke Windows File Manager or Explorer
F4		Hypertext jump to next item in Search or Command Output window
F4	Shift	Hypertext jump to previous item in Search or Command

		Output window
F5		Invoke the Find dialog box
F5	Ctrl	Invoke Find in Files dialog box
F6		Activate next view
F6	Ctrl	Activate previous view
F7		Check the spelling of the active document.
F7	Ctrl	Invoke the Playback Macro dialog box.
F8		Invoke Replace dialog
F8	Ctrl	Replace next instance of search pattern
F9		Find matching { [(or)] }
F9	Shift	Select to matching { [(or)] }
F10		Invoke the main menu
F10	Shift	Popup the in-context document menu
F10	Ctrl	Popup the insert date/time menu
F11		Invoke the Window Selector
F11	Ctrl	Activate the Command Output window
F11	Shift	Activate the Search Output window
F12	Shift	Switch in and out of word-wrap mode

The Mouse

Cursor Positioning:

To set the insertion position with the mouse, click the left mouse button when the mouse <u>cursor</u> is at the required character position.   You can set it to the start of a line by clicking in the left margin next to the line.

Text Selection:

To:	Do this with the left mouse button:
Select any text	Click on the first character and drag to the last.
Select a single word	Double click on the word.
Select an entire line	Double click in the left margin next to the line.
Select the entire file	Press Ctrl and click in the left margin.
Extend the current selection	Press Shift and click or drag to the new last character position.

In-context Menus:

Right click a document to pop up the in-context menu.

Ctrl+Right click an edit document to pop up the insert date/time menu.

The **caret** is the blinking vertical line or block, which indicates the insertion position for text.   Contrast this with the **cursor**, which tracks the mouse position.

The **cursor** is a pointer on the screen which tracks the mouse position.   Contrast this with the **caret**, which is the blinking vertical line or block indicating the insertion position for text.

Introducing TextPad

Winner - 1996 Shareware Industry Awards

Winner - 1995 Ziff-Davis Shareware Awards

TextPad™ 2.1   is designed to provide the power and functionality to satisfy the most demanding text editing requirements.   It is Windows™ hosted, and comes in 16 and 32-bit editions.   Huge files can be edited by either - just choose the edition that works best with your PC.   The 32-bit edition can edit files up to the limits of virtual memory, and it will work with Windows 95, Windows NT and Windows 3.1 with Win32s extensions.

TextPad has been implemented according to the Windows 95 user interface guidelines, so great attention has been paid to making it easy for both beginners and experienced users.   In-context help is available for all commands, and in-context menus pop-up with the right mouse button.   The Windows multiple document interface allows many files to be edited simultaneously, with up to 2 views on each file.   Text can be dragged and dropped between files.

In addition to the usual cut and paste capabilities, you can correct the most common typing errors with commands to change case, and transpose words, characters and lines.   Other commands let you indent blocks of text, split or join lines, and insert whole files.   Any change can be undone or redone, right back to the first one made.   Visible bookmarks can be put on lines, and edit commands can be applied to lines with bookmarks.

Frequently used combinations of commands can be saved as keystroke macros, and the spelling checker has dictionaries for 10 languages.

It also has a customizable tools menu, and integral file compare and search commands, with hypertext jumps from the matched text to the corresponding line in the source file (ideal for integrating compilers).

Summary of Features:

📄   Huge files can be edited (up to the limits of virtual memory for the 32-bit edition).   See Specifications for the actual limits.

📄   Supports Universal Naming Convention (UNC) style names, and long file names with spaces.

📄   CUA compliant keyboard commands.

📄   Multiple files can be simultaneously edited, with up to 2 views per file.

📄   Warm Start feature lets you restart exactly where you left off.

📄   In addition to the usual cut, copy and paste capabilities, selected text can be case shifted and block indented, and characters, words and lines can be transposed.   Cut and copied text can be appended to the clipboard, as well as replacing its contents.

📄   Text can be automatically word-wrapped at the margin, or at a specified column, if it does not fit on a line.   In this mode, text can be split into separate lines where wrapping occurs, or lines can be intelligently joined, preserving paragraphs.

📄   OLE2 drag and drop editing for copying and moving text between documents.

📄   Unlimited undo/redo capability.   The undo buffer can be optionally cleared when a file is saved, or by using the Mark Clean command.

📄   Block (column) selection mode, and visible display of tabs and spaces.

📄   A spelling checker with dictionaries in 10 languages.

📄   A keystroke macro recorder, with up to 16 active macros.

📄   Sorting, using up to 3 keys.

📄   Text can be automatically aligned and indented, relative to the previous line, to aid block indentation.

📄   The right mouse button pops up an in-context menu.

📄   The caret can be constrained to the text, or can be positioned freely in the document view.

📄   Toolbar with fly-by usage hints, and an *active* status bar.

📄   A powerful search/replace engine using UNIX-style regular expressions.   Sets of files in a directory tree can be searched, and text can be replaced in all open documents at once.

🗅   Visible <u>bookmarks</u> can be placed on individual lines, and on all occurrences of a search pattern. Bookmarked lines can be cut, copied or deleted.

🗅   A built in file manager for fast file copying, renaming, deleting etc.

🗅   Print previewing, and printing with customizable headers/footers and page breaks.

🗍   Viewer for binary files using a hexadecimal display format.

🗍   Built in file comparison utility, and up to 16 user-defined tools with parameter macros.

🗍   Hypertext links from file search and user tool output to the relevant source line.

🗍   <u>DDE</u> interface to other tools, such as VC++.   The editor detects when an open file has been modified by another tool, and prompts you to reopen it.

Specifications

- Conforms to MS Windows User Interface Design Guide 4 recommendations.
- The editor can handle files with up to 32,500 lines in the 16-bit edition, and up to the limits of virtual memory in the 32-bit edition, except that in word-wrapped mode it is also limited to 32,500 lines.
- The maximum line length is 4095 characters.
- The number of concurrent edits is limited by available memory.   In the 16-bit edition, the 64KB local heap restricts this to a maximum of 28.
- Supports Universal Naming Convention (UNC) style, and long file names with spaces.
- 8-bit text files with DOS, UNIX and Macintosh end of line characters are supported.
- Text can be in either the ANSI (Windows) or OEM (DOS) character sets.
- Each document has a single MDI window with up to 2 views.
- Fonts and tab stops are user selectable (fixed width font for editing).
- Up to 16 (user settable)   most   recently used files are listed on the File menu.
- Up to 16 user-defined commands can be added to the Tools menu.
- Up to 16 keystroke macros can be added to the Macros menu. This is restricted to 2 macros in unregistered copies.

Limitations:

- The 16-bit edition cannot cut or paste more than 64KB at a time.
- Non-OLE drag and drop does not support scrolling.
- The 16-bit edition, and the 32-bit edition under Win32s, can only display the output of a user tool command in a window after the command has completed.
- The 32-bit edition cannot mail files under 16-bit Windows.

Purchasing and License Agreements

Helios Software Solutions

Mail Address:

Helios Software Solutions
Carr Brook House
Chorley Old Road
Brindle
CHORLEY   PR6 7QZ
England

Tel/Fax: +44 (01772) 324353

E-Mail Addresses:

Internet: textpad@heliosof.demon.co.uk

CompuServe: >internet:textpad@heliosof.demon.co.uk

WWW URL:

http://www.textpad.com/

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As a registered user, you will receive:

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CompuServe Registration

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<u>Valid from 1st August, 1996</u>

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Any Comments:_____

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```
Name of Organization: _____

Your Name:  _____

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            _____

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```

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```
Signed, _____   _____
           your signature                      date



_____   _____   _____
    Keith MacDonald       control #      date
```

Definition of Shareware

Shareware distribution gives users a chance to try software before buying it.   If you try a shareware program and continue using it, you are expected to register.   Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period.   With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below.   Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality.   (In both cases, there are good programs and bad ones!)   The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group.   For example, some authors require written permission before a commercial disk vendor may copy their shareware.

Shareware is a distribution method, not a type of software.   You should find software that suits your needs and pocketbook, whether it's commercial or shareware.   The shareware system makes fitting your needs easier, because you can try before you buy.   And because the overhead is low, prices are low also.   Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

Association of Shareware Professionals

Helios Software Solutions is an approved vendor and associate member of the Association of Shareware Professionals (ASP).

The primary goals of the ASP include:

o To inform users about shareware programs and about shareware as a method of distributing and marketing software.

o To foster a high degree of professionalism among shareware authors by setting programming, marketing, and support standards for ASP members to follow.

o To encourage broader distribution of shareware through user groups and disk dealers who agree to identify and explain the nature of shareware.

o To assist members in marketing their software.

o To provide a forum through which ASP members may communicate, share ideas, and learn from each other.

The Association of Shareware Professionals have drafted a code of ethics for all present and future members.   This code of ethics includes the following requirements:

o A member's program (evaluation version) must not be limited (crippled) in any way.   In the true spirit of Try-Before-You-Buy, users must be able to evaluate all the features in a program before paying the registration fee.

o Members must respond to every registration.   At the very least they must send a receipt for the payment.

o Members must provide technical support for their products for at least 90 days from the date of registration.

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ASP Ombudsman Statement:

Helios Software Solutions is a member of the Association of Shareware Professionals (ASP).   ASP wants to make sure that the shareware principle works for you.   If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help.   The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.

Please write to the ASP Ombudsman at:

ASP Ombudsman
545 Grover Road
Muskegon, MI   49442-9427
U.S.A.

or send a message via e-mail to ASP Ombudsman, 70007.3536@compuserve.com.

How to Use Keystroke Macros: Overview

Keystroke macros are useful whenever you have the same sequence of editing commands to repeat, or a block of text to insert.   You can record one unnamed (scratch) macro, and up to 16 named ones, which are added to the Macro menu.   Each macro has a default play mode (once only, repeat through selected text, or repeat to the end of the document), which can be overridden when you play it back.

Recordable Commands:

- Normal typing.
- Selection and cursor positioning using keystrokes.
- All commands on the Edit menu, except for Undo and Redo.
- All commands on the Search menu, except for Find in Files.
- The Convert to DOS/ANSI command on the Tools menu.
- All commands on the File and Windows menus.
- Next Window and Previous Window commands.
- Previously recorded, named macros.
- Mouse double clicks.   *Not* mouse motion or drag and drop.

Points to Bear in Mind:

- You should normally position the caret before starting the recorder, since the macro will play back from the current position.   The Find/replace commands are exceptions to this rule.
- All of the parameters that you set on the Find or Replace dialog box are recorded.
- The file name for the Insert File command is recorded.
- You can pause the recorder, if you don't want to record some commands in the middle of a recording.
- If you want to be able to play back a macro to the end of the document, it is important that you record at least one command to move the caret down a line.
- You can cancel a macro, whilst it is being played back by, releasing the playback button on the toolbar, or with the Stop Playing command on the Macro menu.
- After a macro has finished playing, the Undo command will cancel any changes it made.
- The unnamed (scratch) macro is only saved if the option to save the workspace is enabled on the General tab of the Preferences dialog box.

See also: Recording, Playing, Saving, Example.

How to Record Keystroke Macros

To record a keystroke macro:

1. If the <u>caret</u> position is significant, move it to where you want first.
2. Start the macro recorder with the Record command on the Macro menu.
3. If you have previously recorded a macro, and not yet saved it, you will be asked if you want to erase it.
4. Type as usual, or invoke any of the <u>recordable</u> commands.
5. When you have finished, select the Stop Recording command on the Macros menu, or click the record button again on the toolbar.
6. The first time, you will be prompted to <u>save</u> the macro.   You can choose to just use it as an unsaved (scratch) macro, or to save it with a name, and whether you want to be prompted in future.

Shortcuts:

Toolbar:

Keys: Ctrl+Shift+R

See also: <u>Overview</u>, <u>Playing</u>, <u>Saving</u>, <u>Example</u>.

How to Save a Keystroke Macro

To save the unnamed (scratch) keystroke macro:

1. Choose the Save command from the Macros menu.   The Save Macro dialog box will be displayed.
2. Choose a file name.   The default will be MACROxx.TPM, where xx is a number.   The file will be stored in the folder configured on the <u>Macros</u> tab of the Preferences dialog box.
3. In the Display Name box, type text that you want to appear on the Macros menu.   If you insert an '&' before any character, it will be underlined on the menu, and can be used as the menu accelerator.
4. Optionally fill in the Author and Comment fields.   These can be modified later by clicking the <u>Properties</u> button on the Macros tab of the Preferences dialog box.
5. Choose the default play mode.   This can later be overridden when <u>playing</u> the macro, or modified as for the Author and Comment fields.
6. Click OK.

See also: <u>Overview</u>, <u>Recording</u>, <u>Playing</u>, <u>Example</u>.

How to Playback a Keystroke Macro

To play back the unnamed (scratch) keystroke macro:

Choose the Playback command from the Macros menu.

Shortcuts:

Toolbar:

Keys: Ctrl+R

To play back a named macro:

Select it by name from the Macros menu.

To play back a macro differently from its default mode:

1. Choose the Multi-play command from the Macros menu.   The Playback Macro dialog box will be displayed.

    Shortcut:

    Toolbar: Shift+

2. Select a named macro, or the scratch macro to play.

3. Choose to play it a specified number of times, or through the current selection, or to the end of file.

4. Click OK.

See also: <u>Overview</u>, <u>Recording</u>, <u>Saving</u>, <u>Example</u>.

Macro Example

HTML tags are in matched pairs of <…>'s, which may extend over several lines.   You can create a macro to select a whole tag as follows:

1. Select any "<" at the beginning of the file;
2. Start the recorder, using Ctrl+Shift+R, or the toolbar button;
3. Search for the next "<", using Ctrl+F;
4. Select up to the matching ">", using Ctrl+Shift+M;
5. Stop the recorder, using Ctrl+Shift+R, or the toolbar button;
6. Save the macro with a suitable name.

If you want to delete the tag, hit the Delete key before stopping the recorder.   Then you can play it to the end of the file to strip all tags.

How to Change Macro Properties

You can change the properties of a macro by choosing Preferences from the Configure menu, and selecting the Macros tab. If you select a macro, and click the Properties button, you can view or modify the following properties:

Property:	Description:
File Name	The name of the disk file containing this macro.
Display Name	A name of up to 40 characters that will appear on the Macros menu. You can insert an '&' to indicate the character to use as the menu accelerator.
Author	This is automatically set to the name of the registered user. It can be up to 40 characters long.
Description	Up to 128 characters to remind you what the macro does.
Default Play Mode	Choose from "Play Once", "Repeat through Selection", and "Repeat to End of File".

How to Customize Macro Preferences

You can customize these macro settings by choosing Preferences from the Configure menu, and selecting the Macros tab:

Macro Folder: Macros will be stored in the specified folder.   The default is the TextPad installation folder.

Macros Available: lists the macros available in the specified folder, which have not already been selected.

Macros on menu: lists the macros which have been selected.

Click this button:	To do this:
Add	Add the selected macro from the Available list to the menu.
Remove	Removes the selected macro from the menu, and puts it on the Available list.
Move Up	Moves the selected macro up the menu list.
Move Down	Moves the selected macro down the menu list.
Properties	View or change the macro properties.

New command (File menu)

Use this command to create a new, unnamed document.

You can open a new document, and give it a name at the same time, with the Open command.

Shortcuts:

Toolbar:

Keys: Ctrl+N

More information

Open command (File menu)

Use this command to open an existing document.

Select the file (or multiple files) from the <u>Open File</u> dialog box which appears.

Shortcuts:

Toolbar:

Keys: Ctrl+O

<u>More information</u>

Close command (File menu)

Use this command to close all views containing the active document.

You get prompted to save changes to your document before you close it.   If you close a document without saving, you lose all changes made since the last time you saved it.   Before closing an untitled document, the Save As dialog box appears to suggest that you name and save the document.

More information

Close All command (File menu)

Use this command to close all your documents.   If any document has been modified, you will be prompted to save it before its window is closed.

Save command (File menu)

Use this command to save an open document.

When you save an unnamed document for the first time, the <u>Save As</u> dialog box appears, so that you can give it a name.

Shortcuts:

Toolbar:

Keys: Ctrl+S

<u>More information</u>

Save As command (File menu)

Use this command to save the active document with another name.
The <u>Save As</u> dialog box appears, so that you can supply the new name.

<u>More information</u>

Save All command (File menu)

Use this command to save all modified documents.

When you save an unnamed document for the first time, the <u>Save As</u> dialog box appears, so that you can give it a name.

Shortcuts:

Keys: Ctrl+Shift+S

Manage Files command (File menu)

Use this command to open copy, rename, delete or update the timestamps of files.

Shortcuts:

Toolbar:

Keys: F3

More information

Print command (File menu)

Use this command to print the active document.

This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts:

    Toolbar:

Keys: Ctrl+P

More information

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed.

When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The <u>print preview toolbar</u> offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Shortcuts:

Toolbar:

Keys: Ctrl+Shift+P

Print Setup command (File menu)

Use this command to select the printer and setup the appearance of the printed page.

You can set margins and headers and footers on the Configure Printing dialog box which appears.

More information

Send command (File menu)

Use this command to send the active document to another person via electronic mail.   You must have a MAPI compatible e-mail system installed to enable this command.

1, 2, 3, 4 ... command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last several documents you closed.   Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your session.   You can also use the Close command on the application Control menu.   You are prompted to save any documents with unsaved changes.

Shortcuts:

Mouse: Double-click the application's Control menu button.

Keys: Alt+F4

Undo command (Edit menu)

Use this command to undo the last edit command, including Redo.   It is unavailable when there is nothing to undo.

You can undo each edit you made since the file was last saved by repeated use of this command, or you can undo all edits at once using Ctrl+Shift+Z.

Shortcuts:

Toolbar:

Keys: Ctrl+Z   or   Alt+Backspace

More information

Redo command (Edit menu)

Use this command to cancel the last Undo command.   It is unavailable when there is nothing to redo.

You can redo each undo you cancelled by repeated use of this command, or you can redo all undos at once using Ctrl+Shift+A.

Shortcuts:

    Toolbar:

Keys: Ctrl+A

More information

Cut command (Edit menu)

Use this command to remove the currently selected text from the document and put it on the clipboard. It is unavailable if no text is currently selected.

Cutting text to the clipboard replaces the contents previously stored there.

Shortcuts:

Toolbar:

Keys: Ctrl+X or Shift+Delete

More information

Copy command (Edit menu)

Use this command to copy the selected text from the document to the clipboard.   It is unavailable if no text is currently selected.

Copying text to the clipboard replaces the contents previously stored there.

Shortcuts:

Toolbar:

Keys: Ctrl+C   or   Ctrl+Insert

More information

Paste command (Edit menu)

Use this command to insert the contents of the clipboard at the <u>caret</u> position, or to replace the current selection.   It is unavailable if there is no text on the clipboard.

Shortcuts:

    Toolbar:

Keys: Ctrl+V   or   Shift+Insert

<u>More information</u>

Cut Selection Append command (Edit menu)

Use this command to remove the currently selected text from the document and append it to any text already on the clipboard.   It is unavailable if no text is currently selected.

Shortcuts:

Keys: Ctrl+Shift+X

More information

Copy Selection Append command (Edit menu)

Use this command to copy the currently selected text from the document and append it to any text already on the clipboard.   It is unavailable if no text is currently selected.

Shortcuts:

Keys: Ctrl+Shift+C

More information

Invert Case command (Edit menu)

Use this command to change selected characters from upper to lower case, and vice versa.

If no text is currently selected, the case of the character after the caret is changed, and the caret is moved one position to the right.

Shortcuts:

    Keys: Ctrl+K

More information

Upper Case command (Edit menu)

Use this command to change selected characters from lower to upper case.

If no text is currently selected, the case of the character after the <u>caret</u> is changed, and the caret is moved one position to the right.

Shortcuts:

    Keys: Ctrl+U

<u>More information</u>

Lower Case command (Edit menu)

Use this command to change selected characters from upper to lower case.

If no text is currently selected, the case of the character after the <u>caret</u> is changed, and the caret is moved one position to the right.

Shortcuts:

    Keys: Ctrl+L

<u>More information</u>

Capitalize command (Edit menu)

Use this command to make the first character of each word in the current selection upper case, and the rest lower case.

This command is unavailable if no text is currently selected.

Shortcuts:

    Keys: Ctrl+Shift+U

More information

Transpose command (Edit menu)

Use this command to transpose lines or characters.   If the <u>caret</u> is at the beginning or end of a line, the adjacent lines are swapped, otherwise the adjacent characters are swapped.

This command is unavailable if any text is selected.

Shortcuts:

Keys: Ctrl+T

Transpose Words command (Edit menu)

Use this command to transpose the words either side of the <u>caret</u>. Any punctuation between the words is left in place.   If the caret is in the middle of a word, its two halves are transposed.

This command is unavailable if any text is selected.

Shortcuts:

    Keys: Ctrl+Shift+T

Unindent command (Edit menu)

Use this command to reduce the indentation of currently selected lines.

Shortcuts:

Toolbar:

Keys: Shift+Tab

More information

Indent command (Edit menu)

Use this command to increase the indentation of currently selected lines.

Shortcuts:

Toolbar:

Keys: Tab

More information

Insert File command (Edit menu)

Use this command to insert the contents of a file at the <u>caret</u> position, or to replace the current selection. The File Open dialog box appears to allow you to select the file to insert.

Shortcuts:

Keys: Ctrl+Shift+V

<u>More information</u>

Join Lines command (Edit menu)

Use this command to join currently selected lines.   Each line in turn is appended to the first, separated by a single space.   Paragraphs are preserved in word-wrapping mode.

Shortcuts:

    Keys: Ctrl+J

More information

Reformat/Split Lines command (Edit menu)

Reformat:

Use this command when *not* in word-wrapping mode to adjust the lengths of currently selected lines to the word-wrap margin.   Words are moved between the lines as necessary, and blank lines are preserved as paragraph separators.

Split Lines:

Use this command when in word-wrapping mode to split currently selected lines at the point where they are wrapped, by inserting new line characters.

Shortcuts:

    Keys: Ctrl+Shift+J

Insert Line After command (Edit menu)

Use this command to open up a new line after the line containing the <u>caret</u>.   It is unavailable if the current selection extends over a line boundary.

Shortcuts:

    Keys: Ctrl+I

<u>More information</u>

Insert Line Before command (Edit menu)

Use this command to open up a new line before the line containing the caret.   It is unavailable if the current selection extends over a line boundary.

Shortcuts:

    Keys: Ctrl+Shift+I

More information

Insert Page Break command (Edit menu)

Use this command to insert a page break at the start of the line containing the <u>caret</u>.   It is unavailable if any text is currently selected.

Shortcuts:

    Keys: Ctrl+Shift+L

<u>More information</u>

Insert Time command (Edit menu)

Use this command to insert the current time at the <u>caret</u> position.   The format used is as specified with Control Panel's International applet.

Shortcuts:

    Keys: Ctrl+F10

Insert Short Date command (Edit menu)

Use this command to insert the current date at the <u>caret</u> position.   The format used is as specified for short dates with Control Panel's International applet.

Shortcuts:
Keys: Ctrl+F10

Insert Long Date command (Edit menu)

Use this command to insert the current date at the <u>caret</u> position.   The format used is as specified for long dates with Control Panel's International applet.

Shortcuts:

    Keys: Ctrl+F10

Cut Line command (Edit menu)

Use this command to remove the line containing the <u>caret</u> from the document and put it on the clipboard. It is unavailable if the current selection extends over a line boundary.

Shortcuts:

    Keys: Ctrl+Y

<u>More information</u>

Cut Line Append command (Edit menu)

Use this command to remove the line containing the <u>caret</u> from the document and append it to any text already on the clipboard.   It is unavailable if the current selection extends over a line boundary.

Shortcuts:

   Keys: Ctrl+Shift+Y

<u>More information</u>

Cut Word command (Edit menu)

Use this command to remove the word containing the <u>caret</u> from the document and put it on the clipboard.   It is unavailable if any text is selected.

Shortcuts:

    Keys: Ctrl+Q

<u>More information</u>

Cut Word Append command (Edit menu)

Use this command to remove the word containing the <u>caret</u> from the document and append it to any text already on the clipboard.   It is unavailable if any text is selected.

Shortcuts:

    Keys: Ctrl+Shift+Q

<u>More information</u>

Mark Clean command (Edit menu)

Use this command to cancel, without undoing, any changes that have been made to the active document.   The changes remain, but you will not be prompted to save the document when you close it.

This command also clears the undo buffer for the document.

Delete command (Edit menu)

Use this command to delete the currently selected text, or the character after the <u>caret</u> if nothing is selected.

Shortcuts:

Keys: Delete

Delete Bookmarked Lines command (Edit menu)

Use this command to delete all lines that have bookmarks on them.

Cut Bookmarked Lines command (Edit menu)

Use this command to delete all lines that have bookmarks on them, and place them on the clipboard.

Copy Bookmarked Lines command (Edit menu)

Use this command to copy all lines that have bookmarks on them to the clipboard.

Fill Block command (Edit menu)

Use this command to fill the selected block of text with a specified character or characters.   A dialog box is displayed for you to enter the characters to fill with.   These are repeated if the block to be filled is wider than the fill characters.

You can fill with tabs by entering '\t' as the fill character.   If you actually want to fill with '\t', enter it as '\\t'.

This option is disabled until a selection has been made in block mode.

Clear All command (Edit menu)

Use this command to delete the whole contents of the Command Output window.

Shortcuts:

Keys: Ctrl+Del

Select All command (Edit menu)

Use this command to select the whole document.

Shortcuts:

Mouse: Crl+Left click in the left margin.

Keys: Ctrl+Home, followed by Ctrl+Shift+End

More information

Find command (Search menu)

Use this command to specify a search string and the search criteria, such as whether or not to match case.   It brings up the Find dialog box, which can remain permanently on screen.

Shortcuts:

Toolbar:

Keys: F5

More information

Find Next command (Search menu)

Use this command to find the next occurrence of the selected text.   If nothing is selected, or the selection extends over one line, the last search string, if any, is used.

If one of the Find, Replace, or Find in Files dialog boxes is on the screen, the new search string is copied to its Find What box.

Shortcuts:

Keys: Ctrl+F

More information

Find Previous command (Search menu)

Use this command to find the previous occurrence of the selected text.   If nothing is selected, or the selection extends over one line, the last search string, if any, is used.

If one of the Find, Replace, or Find in Files dialog boxes is on the screen, the new search string is copied to its Find What box.

Shortcuts:

Keys: Ctrl+Shift+F

More information

Find in Files command (Search menu)

Use this command to specify a search string, the search criteria, such as whether or not to match case, and the list of files to search.   It brings up the Find in Files dialog box, which can remain permanently on screen.

Shortcuts:

Toolbar:

Keys: Ctrl+F5

More information

Replace command (Search menu)

Use this command to specify search and replace strings and the search criteria, such as whether or not to match case.   It brings up the Replace dialog box, which can remain permanently on screen.

Shortcuts:

Toolbar:

Keys: Ctrl+F8

More information

Replace Next command (Search menu)

Use this command to replace the current selection with the last defined replacement string.

Shortcuts:

Keys: Ctrl+F8

More information

Go To command (Search menu)

For text files, this command moves the <u>caret</u> to the beginning of a specified line.   It brings up the <u>Go To Line</u> dialog box, in which you type the line number.

For binary files, this command moves the caret to a specified offset in the file.   It   brings up the <u>Go To Address</u> dialog box, in which you type the address in hexadecimal.

Shortcuts:

Keys: Ctrl+G

Jump Next command (Search menu)

Use this command to do a hypertext jump to the next item in the Search or Command output windows.

Which of the Search or Command output windows is used by this command is set according to the last one accessed.   This is shown with a bullet ( ) against it on the Window menu.

Shortcuts:

    Toolbar:

Keys: F4

Jump Previous command (Search menu)

Use this command to do a hypertext jump to the previous item in the Search or Command output windows.

Which of the Search or Command output windows is used by this command is set according to the last one accessed.   This is shown with a bullet (▤) against it on the Window menu.

Shortcuts:

Toolbar: ▤

Keys: Shift+F4

Toggle Bookmark command (Search menu)

Use this command to set or clear a bookmark on the current line.

Shortcuts:

Keys: Ctrl+F2

More information

Next Bookmark command (Search menu)

Use this command to go to the next line containing a bookmark.

Shortcuts:

    Keys: F2

More information

Previous Bookmark command (Search menu)

Use this command to go to the previous line containing a bookmark.

Shortcuts:

Keys: Shift+F2

More information

Clear All Bookmarks command (Search menu)

Use this command to remove all the bookmarks from the active document.

Shortcuts:

Keys: Ctrl+Shift+F2

More information

Match Bracket command (Search menu)

Use this command to go to the closing bracket matching the opening bracket after the <u>caret</u> (or vice versa).

Shortcuts:

    Keys: Ctrl+M

<u>More information</u>

Compare Files command (Tools menu)

Use this command to look for differences between two text files.   It brings up the Compare Text Files dialog box, in which you can specify the file names.

More information

Spelling command (Tools menu)

Use this command to check the spelling of the active document.

Shortcuts:

    Toolbar:

Keys: F7

<u>More information</u>

Sort command (Tools menu)

Use this command to sort selected lines.

<u>More information</u>

Convert command (Tools menu)

Use this command to convert the character set in the active document between ANSI and DOS (also known as OEM or IBM).

Note that the conversion is not reversible for characters that are unique to the current character set (such as line drawing characters), and the command cannot be undone.

TextPad selects the MS LineDraw font, after converting to DOS, and the default font after converting to ANSI.

More information

Explorer/File Manager command (Tools menu)

Use this command start Windows own File Manager, or Explorer.

Shortcuts:

Keys: Alt+F3

Stop command (Tools menu)

Use this command to terminate the user tool whose output is being redirected to the Command Output window.

Shortcuts:

    Keys: Ctrl+Break

<u>More information</u>

Run command (Tools menu)

Use this command to start another application, and optionally redirect its output to the Command Output window.   It brings up the Run dialog box for you to fill in the details.

More information

User Tool command (Tools menu)

Use this command to start the application that has been added to the Tools menu.

More information

Record command (Macros menu)

Use this command to start and stop the macro recorder.

Shortcuts:

Toolbar:

Keys: Ctrl+Shift+R

More information

Pause command (Macros menu)

Use this command to temporarily suspend and resume the macro recorder.

Shortcuts:

Toolbar:

More information

Playback command (Macros menu)

Use this command to play back the unnamed (scratch) macro.

Shortcuts:

Toolbar:

Keys: Ctrl +R

More information

Multi-play command (Macros menu)

Use this command to play back a chosen macro macro more than once.

Shortcuts:

Toolbar:　　Shift+

Keys:　　Ctrl+F7

<u>More information</u>

Save command (Macros menu)

Use this command to save the unnamed (scratch) macro.

More information

User Macro command (Macros menu)

Use this command to play back the selected macro in its default play mode.

Shortcuts:

Keys: Ctrl+Numpad <number>

More information

Block Select Mode command (Configure menu)

Use this command to alternate between block (column) and normal selection modes.   A check mark is shown against this menu item when block selection mode is enabled.   The current state is also displayed on the status bar.

This command is not available in word-wrapping mode.

Shortcuts:

Mouse: Alt+Left button

More information

Word Wrap command (Configure menu)

Use this command to switch in and out of word-wrapping mode.

Shortcuts:

Toolbar:

Keys: Shift+F12

More information

Visible Spaces button

Displays spaces tabs and paragraph marks as visible characters. Spaces are shown as ( ) , tabs as (»), and line ends as (¶).

Click the button a second time to hide visible spaces.

Synchronize Scrolling command (Configure menu)

Use this command to switch in and out of synchronized scrolling mode.   When enabled, "Sync" is shown on the status bar, and scrolling one view causes all views of all other documents to scroll by the same amount.

Preferences command (Configure menu)

Use this command to bring up the Preferences dialog box.   This lets you configure various settings.

More information

Screen Font command (Configure menu)

Use this command to bring up the standard Font dialog box.   This lets you select the font to be used on the screen.

More information

Document Properties command (Configure menu)

Use this command to bring up the Document Properties dialog box.   This lets you change various properties of the active document, and view its statistics.

<u>More information</u>

Split Window command (Window menu)

Use this command to split the active window into 2 panes.   You may then use the mouse or the keyboard arrows to move the splitter bar.   When you are finished, press the left button, or Enter to leave the splitter bar in its new location.

Pressing escape cancels this command.

More information

Tile Across command (Window menu)

Use this command to arrange your windows side by side across the screen.

Tile Down command (Window menu)

Use this command to arrange your windows one above another, in a non-overlapped fashion, down the screen.

Cascade command (Window menu)

Use this command to arrange your windows in an overlapped fashion, from top left to bottom right of the screen.

Arrange Icons command (Window menu)

Use this command to arrange neatly the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

Use Selector command (Window menu)

Use this command to bring up the Window Selector.   This is a list of your open documents that remains permanently on the screen.   You can move and resize this to your requirements, and use it to switch between document windows.

Shortcuts:

Keys: F11

More information

Search Output command (Window menu)

Use this command to switch to the window showing the results of the last Find in Files command.   This command is unavailable if you close the window, until you do another Find in Files.

After you have used this command, a bullet mark () is shown against it on the Window menu, to show that the Jump Next/Previous commands on the Search menu apply to this window.

Shortcuts:

Keys: Shift+F11

More information

Command Output command (Window menu)

Use this command to switch to the window showing the output of the last tool from the tools menu.   This command is unavailable if you close the window, until you run another tool.

After you have used this command, a bullet mark ( ) is shown against it on the Window menu, to show that the Jump Next/Previous commands on the Search menu apply to this window.

Shortcuts:

Keys: Ctrl+F11

More information

1,2,... command (Window menu)

A list of currently open document windows is displayed at the bottom of the Window menu.   A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Contents command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions, and various types of reference information.

Once you open Help, you can click its Contents button whenever you want to return to the opening screen.

Search for Help command (Help menu)

Use this command to display the Search dialog box.   This displays the index of help topics for you to select from.   It is equivalent to clicking the Search button when you are already running the help system.

File Statistics command (Help menu)

Use this command to display the size and number of lines in the active document, on the status bar.

Shortcuts:

    Keys: Ctrl+F1

About TextPad command (Help menu)

Use this command to display the About dialog box.   This displays various license details, and system resource information.

Context Help command

Use the Context Help command to obtain help on some portion of the graphical interface.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the application window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Pressing escape cancels this command.

Shortcuts:

Keys: Shift+F1

Open Include File

Clicking with the right button on a line beginning `#include ...`, adds a command to open the included file to the popup menu.   If you choose that command, the file will be opened in a new window.

How to Sort by Selected Column

To sort lines in your document, using the text in the selected column as a key:

1. Uncheck word-wrapping and check block select mode on the Configure menu.
2. Click the mouse at the top left of the column, and drag it to the bottom right to select the lines to sort.
3. From the Tools menu, choose the Sort command to display the Sort Selected Column dialog box.
4. Choose to sort in ascending or descending order.
5. Set the comparison to be by character, with capital letters being significant or not, or by numeric value.
6. Click OK.

Notes:

📄   Character comparisons use the collating sequence conventions for the regional settings selected with Windows Control Panel.

📄   Numeric comparisons use signed integral values.   Floating point values are not supported.   If the key field does not contain a number, the value used for comparison is the ANSI code of the first character.

See also: Sorting by Keys

How to Sort by Specified Key Positions

To sort selected lines in your document, using up to 3 keys:

1. Uncheck block select mode on the Configure menu.
2. Click the mouse on the first line, and drag it to the last line to sort.
3. From the Tools menu, choose the Sort command to display the Sort Selected Lines dialog box.
4. For each of up to 3 keys:

   Specify the start display column position and length.   Omit the length if the key extends to the end of the line.

   Choose to sort in ascending or descending order.

   Set the comparison to be by character, with capital letters being significant or not, or by numeric value.

5. Click OK.

Notes:

Lines are sorted first by key 1, then key 2, then key 3.

Keys may overlap.

Character comparisons use the collating sequence conventions for the locale selected using Windows Control Panel.

Numeric comparisons use signed integral values.   Floating point values are not supported.   If the key field does not contain a number, the value used for comparison is the ANSI code of the first character.

See also: Sorting by Column

How to Check Spelling: Overview

TextPad has licensed spelling checking technology from LexSaurus Software, Inc.   This gives you the ability to verify words, correct spelling errors, check capitalization, create your own dictionaries, and extend the standard ones.   Dictionaries are available in the following languages:

bokmål	italiano
dansk	Nederlands
Deutsch	svenska
español	UK English
français	US English

See Obtaining Standard Dictionaries if you don't already have the dictionary you require.

Standard dictionaries must all be installed in the same folder as TextPad, but you can specify an alternative folder for custom dictionaries, and personal extensions to standard dictionaries.   (You will want these folders to be different if TextPad is installed on a file server.)   Personal extensions are added to a user dictionary corresponding to the currently selected language or custom dictionary, so the standard dictionaries can be write protected.

By default, if the corresponding dictionary is available, TextPad will use the one corresponding to the language you have set for Windows (using Control Panel).   You can choose a particular language using the Preferences command, and selecting the Spelling tab on the Preferences dialog box.

Spelling is checked for the entire document, unless you select the text to be checked first.   Text in HTML tags will be ignored for documents with standard HTML file extensions, and LaTex commands will be ignored in documents with extension .TEX.

When a word is not recognized, you can add it to the dictionary.   If you know in advance of words you use that are unlikely to be in the dictionary, you can add them all at once from a simple text file. Normally, such additions are used in conjunction with the corresponding standard dictionary, but you can have up to two stand-alone custom dictionaries.

In case you are wondering why you can't just use the spelling checker of your favorite word processor with TextPad, it's because of licensing restrictions.   You've already paid for the spelling checker, but TextPad cannot use it without a license, and Inso Corp. were not interested in selling one for use with shareware.

How to Check Spelling

To check the spelling of a whole document, first clear any selection, otherwise select the text to check, then choose the Spelling command from the Tools menu.   You will be presented with the following dialog box for each word that is not recognized:
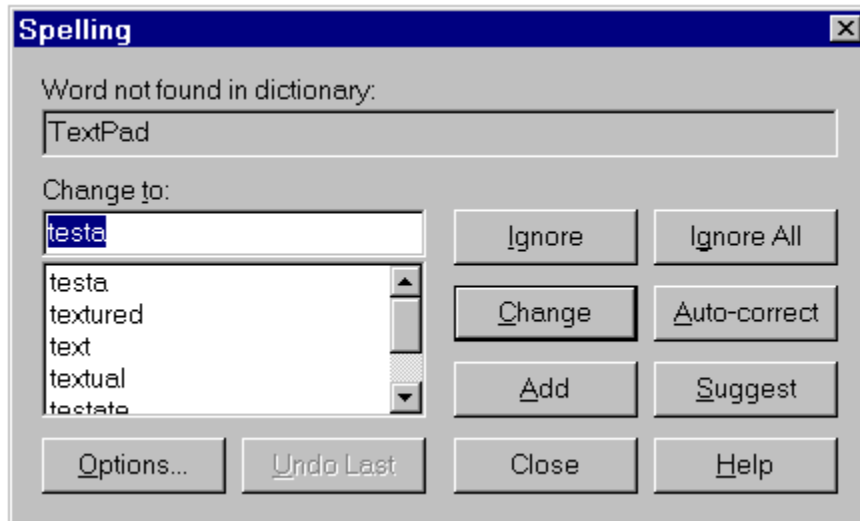
The spelling checker will list suggestions for the correction, if it has any, and place the most likely of them in the **Change To** box.   If you want to edit the original word, you can copy it to the Change To box by clicking it.

The actions available are:

📄   **Ignore** this occurrence of the word, and continue checking.

📄   **Ignore All** occurrences of the word, and continue checking.

📄   **Change** the original to the word in the Change To box, and continue checking.

📄   **Auto-correct** all occurrences of the word to the word in the Change To box, and continue checking.

📄   **Add** the original to the dictionary, and continue checking.   Note that Shift+Add will add all unique words in the document to the dictionary.

📄   **Suggest** other words similar to the one in the Change To box.   This button is disabled until you modify the Change To word.

📄   **Undo Last** change, and continue checking.

📄   **Close** the spelling checker.

The Options button allows you to select the language and configure various other settings.   You can also do this using the Preferences command and selecting the Spelling tab on the Preferences dialog box.

How to Edit User Dictionaries

There is one user dictionary corresponding to each of the available languages.   When you edit a dictionary, no changes are made to the base dictionary.

To edit a user dictionary:

1. Choose the Preferences command on the Configure menu.   The Preferences dialog box will be displayed.
2. Select the Spelling tab.
3. Choose the language to edit.
4. Click the Edit button to display the following dialog box.
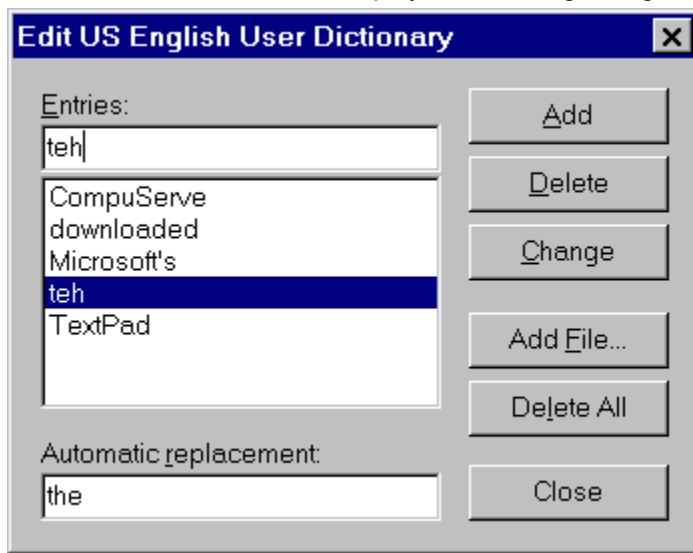
The words currently in the dictionary will be listed.   Choose from the following actions (none of which can be undone):

📄   **Add** the word in the Entries box.   If you want an automatic replacement for all occurrences of this word (e.g. one you frequently mistype, or an abbreviation you want to expand), type it in the Automatic Replacement box before clicking Add.

📄   **Delete** the selected word.

📄   **Change** the selected word to the one in the Entries box.   You can change the Automatic Replacement at the same time.

📄   **Add File** of words.   Prepare the file with one word per line, optionally separated by a space or tab from its automatic replacement.   The automatic replacement may contain spaces, but neither the word nor its replacement may contain more than 50 characters.

📄   **Delete All** words in the dictionary.

📄   **Close** the editor.

How to Obtain Standard Dictionaries

Standard dictionaries for the spelling checker are available for downloading from our web site at http://www.textpad.com/, and from CompuServe forum WINUTIL, amongst other sources.   The following table shows the name of the file to download for each language.   To install a language file, simply unzip it into your TextPad installation folder.

Language:	File Name:
bokmål	txpadbok.zip
dansk	txpaddan.zip
Deutsch	txpaddeu.zip
español	txpadesp.zip
français	txpadfra.zip
italiano	txpadita.zip
Nederlands	txpadned.zip
svenska	txpadsve.zip
UK English	txpaduk.zip
US English	txpadus.zip

How to Configure the Spelling Checker

To configure the spelling checker:

1. Choose the Preferences command on the Configure menu.   The Preferences dialog box will be displayed.
2. Select the Spelling tab.

This tab can also be displayed by clicking the Options button on the Spelling dialog box.

The parameters you can configure are:

Folder for user dictionaries: This defaults to the installation directory.   You will want to change this if TextPad is installed on a file server.

Language: choose from the drop-down list of available languages.   *Automatic* selects the language configured by Control Panel.

Ignore words containing. These settings are on a per language basis:
All CAPITALS - prevent acronyms (e.g. HTML) being checked;
Numbers   - prevent paragraph numbers, such as A10, being checked
Single letters   - prevent one letter words being checked.

Remember which words to correct automatically. When checked, words corrected using the Auto-Correct button on the Spelling dialog box are permanently saved in the user dictionary.   Otherwise, they are discarded when you close TextPad.

Prompt for proper nouns and abbreviations. When *not checked*, unrecognized words that start with a capital letter, or end with a period are added to the user dictionary exactly as typed.   This means that if they are later encountered without an initial capital letter or trailing period, they will not be recognized, and will have to be added as separate words.   When this option *is checked*, you will be asked if a word starting with a capital letter is a proper noun.   If not, it will be added with the first letter in lower case. Similarly, if a word ends in a period, you will be asked if it is an abbreviation.   If not, it will be added without the trailing period.

Edit the selected user dictionary.

Getting Assistance While You Work

You can use the on-line help system in various ways to help you as you work:

📄   Press F1 in any context to display help information.   For example, highlight a menu command and press F1 to find out what it does.

📄   Click

📄 on the toolbar, then click

▶? where you want help.

📄   Hold the <u>cursor</u> over a toolbar button to find out what it does.

📄   Use the Contents command on the Help menu to display all help topics.

Technical Support

Important: Please read <u>How to Report Problems</u> before submitting any problem reports.

CompuServe members can get support from forum WINUTIL..   Post questions in the Disk Mgt/Editors section and the sysops, who are Windows User Group (WUGNET) members will reply.   This can also be used for peer group support, so if you can help another user, please do so.

Technical support can also be obtained by sending electronic mail to:

<u>textpad@heliosof.demon.co.uk</u>

You can also fax queries to +44-(0)1772-324353, or post them to:

Helios Software Solutions
Carr Brook House
Chorley Old Road
Brindle
CHORLEY   PR6 7QZ
England

How to Report Problems

Have you checked the <u>frequently asked questions</u> and <u>known problems</u> first?

Please provide at least the following information with any problem report:

1. The version number and edition (16/32-bit) of TextPad.
2. The version of Windows (and Win32s if appropriate) that you're using.
3. Driver manufacturer and version numbers for printer problems.
4. Display driver and screen resolution for GPF's, along with any error messages.
5. How to reproduce the problem.

E-mail your completed report to:
   <u>textpad@heliosof.demon.co.uk</u>

or FAX it to:
   +44-(0)1772-324353

or post it to:
   Helios Software Solutions
   Carr Brook House
   Chorley Old Road
   Brindle
   CHORLEY   PR6 7QZ
   England

Obtaining Updates

New releases of TextPad will be made available for downloading from various sites, including:

Our Internet Web site at URL: http://www.textpad.com/

Our FTP server at: ftp.textpad.com
    Log in as "anonymous", use your e-mail address as the password, and change directory to /public_html/download.

CompuServe forum WINUTIL, as:
    TPAD16.ZIP   (16-bit edition)
    TPAD32.ZIP   (32-bit edition)

The Coast to Coast WWW and FTP servers at:
    http://www.coast.net/SimTel/, and ftp.coast.net as:
    /simtel/win3/editor/txp16???.zip   (16-bit edition)
    /simtel/win95/editor/txp32???.zip   (32-bit edition)

Note: To maintain full TextPad access rights, registered users must keep their original license file with each new release.

Here are some tips you may find useful:

📄 Remember to make use of the right mouse button.

📄 Double left click in the left margin selects the line.

📄 Ctrl+left click in the left margin selects all lines.

📄 When you right click a "#include" line in a C/C++ source file, a command to open the included file is added to the pop up menu.

📄 You can use Explorer's Send To command to open selected files with TextPad. Right click the selection, choose Send To, and pick TextPad from the cascading menu.

📄 When using the Save As dialog box, Windows 95 will not let you specify a name without an extension, or an arbitrary extension that it does not recognize, unless you select "All Files (*.*)" as the Save as type, or enclose the name in quotes.

📄 When the File Open dialog box is enabled for multiple file opening, it does not show long file names (except on Windows 95 & NT 4). This setting can be changed on the <u>General</u> tab of the Preferences dialog box.

📄 On Windows 95, you can create directories, and rename and delete files using the Open File dialog box, just like in Explorer.

📄 Ctrl+Shift+O brings up a simple dialog box for file opening.

📄 In the Replace dialog box, you can use '\t' as a tab in the search and replace strings, if you check the Regular Expression check box.

📄 After you have saved the Search or Command output results as an ordinary file, it loses its hypertext jump property, but you can always load an ordinary file into the Command output window by capturing the output from the DOS *TYPE* <u>command</u>.

Known Problems

The following problems have been identified with this release:

1. Various printer drivers do not work with Win32s (eg. HP DeskJet and Citizen Swift).   The symptoms are that TextPad 32 goes through the motions of printing a file, but it never gets printed.   Try using a compatible driver from the standard list of Windows printer drivers, instead of the one that comes with the printer, or contact your supplier for an updated driver.   You can get PCL driver 6.1d, to fix the problemwith HP DeskJets, from CompuServe forum HPPERIPHERALS.

2. If you use TextPad 16 and you have an HP LaserJet 4M with the Adobe printer driver, you must use version 3.01 or later.   This can also be downloaded from CompuServe forum HPPERIPHERALS.

3. WinFax Pro 4 does not work with 32-bit applications that use Win32s to run on 16-bit Windows. Therefore you must use the 16-bit edition of TextPad if you want to use it to send faxes on Windows 3.1x.

4. The 32-bit edition will not save files from NT 4 to a UNIX server, if connected using Samba, unless the direct overwrite option is set on the Backup tab of the Preferences dialog box.

How to Uninstall TextPad

From Windows 95:

1. Click the Start menu and select Settings/Control Panel.
2. Double click Add/Remove Programs.
3. Select TextPad from the list and click Add/Remove.
4. Confirm that you want to uninstall TextPad.
5. When Uninstall has finished, use Explorer to manually delete the installation directory, and the uninstall program.

From Other Versions of Windows:

1. Run UNINSTAL.EXE (or UNINST16.EXE) from your installation directory.
2. Confirm that you want to uninstall TextPad.
3. When Uninstall has finished, use File Manager to manually delete the installation directory, and the uninstall program.
4. Manually delete any Program Manager icons and groups for TextPad.

A Note About File Associations:

Any file associations that you have made with TextPad 1.31 or later will revert back to their defaults when you uninstall TextPad.   If you have previously associated any file extensions with TextPad, and you want to set them back to their default associations at any time:

1. Run File Manager (WINFILE.EXE)
2. Select any file with the given extension.
3. From the File menu, choose the Associate command.
4. Make the corresponding association from the following table:

.BAT	MS-DOS Batch File
.INF	Setup Information
.INI	Configuration Settings
.REG	Registration Extries
.TXT	Text Document

The Command Output Window

The Command Output Window is used to capture the output from the Run command, or from tools added to the Tools menu.   If the output is from a compiler, or Grep type program, it can be used to hypertext jump directly to the corresponding source line using left double-click.   Built-in support is provided for output from Microsoft and Symantec compilers, in the form:

```
filename(line): message
```

If this default is not suitable, it will be necessary to specify an alternative hypertext jump regular expression,.   This is set from the Hypertext Expression command on the Configure menu for the Commmand Output window.

Loading a File into the Command Output Window:

If the command output to be used for hypertext jumps is written to a file, rather than stdout, it cannot be automatically captured.   However, any file can subsequently be loaded into the Command Output window by adding the following command to the Tools menu:

Command:	TYPE
Menu Text:	Load Command Output
Parameters:	
Initial Directory:	*(something suitable)*
Prompt for Parameters	**X**
Run Minimised:	**X**
Capture Output:	**X**
DOS Command:	**X**

If the file needs post-processing in any way, use your own filter program, instead of the DOS TYPE command, to write the processed data to stdout.

Tool Parameter Macros

Programs that you add to the Tools Menu can be started with context dependent information using parameter macros.   These can be specified in the "Parameters" and "Initial Directory" fields of the Tools dialog box, and in the Run and Tool Parameters dialog boxes.   The following macros are defined:

Macro Name	Expanded String
$File	The fully qualified filename of the current document.
$DOSFile	Same as $File, except that DOS aliases are substituted for any long names in the path.
$FileName	The simple filename of the current document.
$BaseName	$FileName, stripped of any extension.
$FileDir	The drive and directory of the current document.
$FilePath	The directory of the current document, stripped of the drive.
$Dir	The current working drive and directory.
$Line	The <u>caret</u> line within the current document
$Col	The caret column within the current document
$Sel	Selected text in the active document. This is limited to the first line in a multiple-line selection.

Notes:

📄   Any macro that is inappropriate in the current context is replaced by an empty string.

📄   Macros can be in any case (eg. $File = = $file = = $FILE).

📄   The macro name can be bracketed to delimit it from subsequent text.   (eg. $(Sel)ection).

📄   If a filename macro contains spaces when expanded, it will automatically be quoted.

📄   *Fully qualified* is defined to mean drive + path from the root of that drive (eg. C:\WINDOWS\ WIN.INI).

📄   In any expression using macros, each macro must be terminated by a non-alphabetic character, or the end of line.

Command Line Parameters

The command line parameters listed below can be used to start TextPad.   They are not case sensitive, but must appear before any file names.   Surround any parameters containing spaces with quotation marks (").   Because some of the parameters are mutually exclusive, conflicts are resolved by using the last option specified.   Any other parameters are silently ignored.   The switch character can be '/' or '-' as shown:

Parameter	Description
-av	Arrange windows vertically tiled.
-ah	Arrange windows horizontally tiled.
-ac	Arrange windows cascaded.
-am	Arrange windows maximized.
-p "file"	Print the specified file using default printer.
-q	Don't display startup "splash" message.
-r	Open any files in the command line as read only.
-s	Started by a DDE shell command.
-t "title"	Append "title" to the main window title bar.
-u file	Open the file, whose name can contain spaces, but does not need to be quoted.

Notes:

📄   Except when using the **-p** option, these command parameters can be followed by multiple filenames and/or wildcards, but they must be quoted to allow for filenames containing spaces.

📄   An empty, quoted filename (i.e. "") causes a new document to be created.

📄   If the filename to be edited (**not** printed) is followed by "(<line>[,<col>])", with no intervening spaces, the file will be opened with the caret at that position.   If <line> is a hex number (eg. 0x1a22), a hex view of the file will be created, with the caret at that address.

eg.   TXTPAD32.EXE -ac "Read me.txt(51,20)"

In this example TextPad will start up and open "Read me.txt" at line 51, column 20 and display it in a cascaded window.

How to Run Other Programs

1. From the Tools menu, choose the Run command.   The Run dialog box appears.

2. In the Command box, either type the name of the program or command, or choose a previous entry from the drop-down list.   If the program cannot be found in your search path, you will need to supply its full path name.

3. In the Parameters box, type any parameters required by the program.   You can use any tool <u>macros</u> such as $File here, to specify the active file.

4. In the Initial Directory box, type the initial working directory for the program.   If this box is blank, it defaults to the installation directory of the particular program.   You can use directory tool <u>macros</u> here.

5. If the command is a DOS internal, such as DIR or TYPE, check the DOS Command box.

6. If you want the program to run in a minimized window, check the Run Minimized box.

7. If you want to redirect the output from the program to the Command window, check the Capture Output box.   This has no effect for Windows applications.

8. Click OK.

Note:

If you capture the output of another program in 32-bit versions of Windows, the output is displayed in the Command window immediately.   In 16-bit versions of Windows, the output is displayed when the program finishes.

How to Use with Compilers

You can configure TextPad to compile the file in the active window, and output any compiler error messages to the Command Output window.   By double clicking an error message, you can go straight to the corresponding source line.

The first step is to add the command line for your compiler to the Tools menu using the <u>Tools</u> tab of the Preferences dialog box.

Then you may have to define a regular expression that matches compiler error messages, using the hypertext <u>Jumps</u> tab.   TextPad uses that to extract the file name, and line and column numbers to open the file at the right spot, when you double click the error message.

For example, to configure TextPad to use Java, add it to the Tools menu as follows:

Menu text:	Compile JAVA
Command:	JAVAC.EXE
Parameters:	$File
Initial directory:	$FileDir
Capture Output:	(x)

Then set its hypertext jump as follows:

Expression:	`^\([^:]+\):\([0-9]+\)`
File Register:	1
Line Register:	2

How to Use as the Editor for Other Applications

TextPad can easily be used as the editor for other applications.   By using its dynamic data exchange (DDE) capabilities, each file to be edited can be opened in a new window, rather than starting another copy of TextPad.

The installation directory contains a programs called DDEOPN16.EXE and DDEOPN32.EXE.   These translate command line requests to open files into the appropriate DDE commands for the 16 and 32-bit editions of TextPad respectively.   The first parameter must be the registered server name `TextPad`, and the second parameter is the file to open, with an optional line and column position immediately following in brackets.

Example 1:

To use TextPad as the editor for **WinCIM**, add the following line to the [General Preferences] section of WINCIM.INI:

```
Text-Editor=C:\TEXTPAD\DDEOPN16.EXE TextPad
```

Example 2:

To use TextPad as the editor for **WinGrep**, add the following line as the editor command on its Configure dialog box:

```
C:\TEXTPAD\DDEOPN16.EXE TextPad $f($l)
```

Example 3:

To use TextPad with **Visual C++ 1.52**, so that it edits the same active file as MSVC, customize the Tools menu of MSVC.EXE with the following command:

```
Command Line:   C:\TEXTPAD\DDEOPN16.EXE
Menu Text:       &TextPad
Parameters:      TextPad $File($Line,$Col)
```

Example 4:

To use TextPad with **Visual C++ 4.1**, so that it edits the same active file as MSVC, customize the Tools menu of MSVC.EXE with the following command:

```
Command Line:   C:\TEXTPAD\DDEOPN32.EXE
Menu Text:       &TextPad
Parameters:      $(FilePath)($(CurLine),$(CurCol))
```

Notes:

📄   For best performance, you should use DDEOPN32.EXE with 32-bit versions of Windows, and DDEOPN16.EXE with 16-bit versions.

📄   Whenever TextPad is reactivated, it checks the last modified date of each file that you are editing, and asks if it should reload any that have been changed by another application.

DDE Commands

The following DDE commands are recognized.   They are all part of the "system" topic.

Command:	Function:
[open("*filename*")]	Opens the specified file.
[command(Append,"*string* ")]	Appends the string to the active document.
[command(SaveAs,"*filename*")]	Saves the active document with the given name.
[command(Save)]	Saves the active document.

These commands must be passed exactly as shown, with no embedded spaces, except in the quotes.

Note that the topic is not used to specify the document, so Append, Save and SaveAs all apply to the active document.

What's New

See also: History of Changes

TextPad 2.1

Changes and Enhancements:

📄 German user interface (not on-line help) is now available.   This can be selected on the Language tab of the Preferences dialog box.

📄 Faster memory management in 32-bit edition.

📄 The destination of the Go To command can now be a column or page, as well as a line.

📄 Views can now be split vertically instead of horizontally.   This is configured on the View tab of the Preferences dialog box.

📄 Synchronized scrolling can be temporarily disabled by holding the Ctrl key whilst using the scroll bar.

📄 All lines will be sorted if none are selected.

📄 When text is selected, caret left goes to the start of the selection and caret right to the end.

📄 The spelling checker ignores LaTex commands in documents with the .TEX extension.

📄 New tool parameter macros: $FilePath returns the directory of the active document, stripped of the drive letter; and $DOSFile returns the full file name substituting DOS aliases for long name components of the path.

📄 The configuration setting for externally modified files has been moved from the General to the File tab of the Preferences dialog box.   It has a new option to disable checks for modified files.

📄 Command line parameter -r opens any files in the command line as read only.

📄 There is now an option to create a new document on startup, on the General tab of the Preferences dialog box.

Fixes:

📄 The ordering of files in the Search Output window now matches those in the Window Selector.

📄 16-bit edition could crash doing Find in Files on files containing Ctrl+Z.

📄 File filters > 255 bytes stopped registry saves.

📄 Filename was not quoted when setting up Associations for printing.

📄 When loading from a file, the spell checker should not have prompted for proper nouns and abbreviations.

📄 The status bar message was not cleared when all documents were closed.

📄 Modified indicator (*) on window selector was only updated when a document was active.

📄 Running some DOS tools with invalid file headers could cause the 32-bit edition to crash.

📄 Insert Line Before an indented line, followed by backspace, deleted too much text.

📄 Incorrect caret position after splitting word wrapped lines.

📄 The caret seemed to disappear after indenting a selected block.

📄 If the Search or Command Output windows were saved using the Save button on the toolbar, they continued to be used as output windows.

📄 Files containing bracketed numbers in their paths, such as c:\data(1)\file.ext, could not be opened by double clicking them in Explorer.

📄 Pasting lines longer than 4K resulted in the split lines being inserted in reverse order.

📄 Cancelling a "play once" macro with Ctrl+R disabled the Playback command on the Macro menu.

📄 Failure to find a search pattern didn't cancel macro playback.

📄 A macro that deleted, but didn't move the caret, wasn't allowed to run to end of file.

📄 Move caret by word didn't change the preferred caret position.

📄 The range of the selection was not updated on the status bar, if it was extended with Shift+Left click.

📄   File filter customizations could be lost by using the command line to pass a filename to an already running instance, rather than using DDE, when double clicking an associated file.

📄   Multi-file open only honoured the OEM codeset setting for the first file.

📄   User dictionaries for the spelling checker didn't work on NT 3.51.

TextPad 2.0

Changes and Enhancements:

📄   Up to 16 keystroke macros can be created and assigned to a menu.

📄   A spelling checker with dictionaries in 10 languages.

📄   Sorting by the selected column, or up to 3 specified keys.

📄   Configurable color scheme.

📄   Cut, Copy and Paste are back on the top level of the Edit menu.   Some menu mnemonics have had to be changed in consequence.

📄   Visible spaces in word-wrap mode, and a visible end of line character.

📄   A Load All command on the context menu for the Search output window.

📄   Ansi/Dos conversion of the active document, and editing in the DOS code set.

📄   Ctrl+Shift+Del deletes to the end of the current line.

📄   Move by word follows programmer's editor semantics for program source files.

📄   The Explorer *Send To* command now works for multiple files, but this has changed the requirement for quoting file names in command line parameters.

📄   Toolbar buttons for spell checking, keystroke macros, and displaying visible spaces.

📄   Extra shortcuts using toolbar buttons in conjunction with the Shift and Ctrl keys.

📄   Modified files are indicated with an asterisk.

📄   The status bar shows the number of characters or lines selected.

📄   Synchronized scrolling of all views.

📄   Configurable list of extensions recognized as binary files.

📄   The settings for hard line breaks can be set on a per document basis.

📄   New options to:
Strip trailing spaces.
Not treat Ctrl+Z as marking the end of file.
Automatically reload externally modified files.
Disable drag and drop editing in the 32-bit edition.
Store backup files in a specified directory, or with alternative extensions.
Suppress the startup splash message.
Set the default format for new files to PC, UNIX or MAC.
Convert new tabs to spaces, whilst leaving existing ones alone.
Not clear the undo buffer when files are saved.

📄   Conventional file reads and writes can now optionally be used by the 32-bit edition for accessing remote files.   This should provide better compatibility with Lantastic, PC-NFS and other network systems that don't fully support memory mapping.

📄   Files that are opened for writing by another process can now be loaded into the editor.

📄   The 32-bit edition now detects changes to file modification dates and read-only status, without needing to lose and regain active status.

📄   A Replace Next button on the Replace dialog box to replace then find the next occurrence.

📄   Numeric variable in replacement expressions for generating or updating sequence numbers.

📄   Hex character codes (\xdd), newlines (\n), and page breaks (\f) in find/replace regular expressions.

📄   If current selection extends over one line, the scope is initialised to Selection on the Replace dialog box.

- The current selection can be substituted as a parameter to a user tool using <u>tool macro</u> "$Sel".
- The <u>Statistics</u> tab now shows a file's format and character set.
- Goto Line can now extend the selection in block mode.
- Alt+Home/End moves the caret to the start of the first/last visible line.
- The page break character is now recognized at the end of lines, as well as at the start.
- Paste and drop now replace characters in overtype mode, unless the paste or drop is onto selected text.
- After a column of text has been inserted, the insert position is moved to the end of the first, rather than last line.
- Switching to the Search or Command Output window does not change the working directory.
- New <u>DDE</u> commands to write to documents and save them.

Changes Made in Previous Releases

Changes and Enhancements in Release 1.32a:

Changes and Enhancements:

📄   Multiple files can now be supplied as command line parameters, provided each name is quoted (e.g. txtpad32.exe "File1" "File2").   This is to avoid confusion with file names containing spaces.   If any of the files don't exist, TextPad asks if you want to create them.

📄   The commands to insert the date and time now have their own popup menu.   This can be popped up using Ctrl+F10, or Ctrl+Right click.

📄   The Block Fill command can now fill with a sequence of numbers.

📄   File comparison can now optionally ignore differences due to case of letters, and numbers of spaces and tabs.

📄   The match brackets command now matches < with >.

📄   If the current selection extends over one line, the scope is initialised to Selection on the Print dialog box.

📄   When a window is iconised, any file path is stripped from its title.

📄   The combobox has been changed to a listbox on the Filters tabs of the Preferences dialog box.

Bug Fixes in Release 1.32:

📄   When the 32-bit edition is restricted to running as a single instance, file names in command line parameters are now made absolute before passing them over to the previous instance.

📄   Warnings due to unterminated last line are no longer given.

📄   The default tab setting on the Preferences dialog box was wrongly initialised to that of the active document.

📄   The document width was not recalculated when the tab size was changed.

Additional Fixes in Release 1.32a:

📄   Crash when saving word-wrapped files with hard line breaks.

📄   Command names could not have spaces in user tools.

📄   Parameters to user tools could not be quoted.

Changes and Enhancements in Release 1.31:

📄   User settable default for the ANSI or DOS character set.

📄   "Options" on the Configure menu has been renamed "Preferences".

📄   Changes to configuration settings are saved immediately.

📄   Associating file extensions with TextPad must now be done from the Associations tab of the Preferences dialog box.   The setup program no longer has that as an option.

📄   Dates and times are displayed according to the Windows regional setting (32-bit only).

📄   Uninstallation now follows the Windows 95 guidelines.

📄   Paths can be omitted from the file names displayed in the Window Selector.   This is set from the General tab of the Preferences dialog box.

📄   The startup "splash" message can be disabled using the command line parameter "-q".

📄   A different caret is used in overtype mode.

📄   When auto-indent mode is enabled, a "}" is always unindented on an empty line, regardless of whether or not the caret is constrained to the text.

📄   The Find Next button on the Replace dialog box stops searching at the end of file, rather than wrapping around to the beginning, as happens with the Find dialog box.

📄   When run on NT with the 2nd new shell preview, TextPad now uses the new File Open dialog box.

📄   The environment variable COMSPEC is now used to determine which command interpreter to run

for user tools.

Bug Fixes in 1.31:

📄 On Windows 95, file extensions are now always displayed, regardless of the setting in Explorer.

📄 Scroll bars now operate correctly on NT 3.5.

📄 When switching from word-wrap mode, horizontal scroll bars are now displayed if set on in View Preferences.

📄 Double clicking in the margin in word-wrap mode now selects the line as displayed, instead of the paragraph.

📄 Splitting lines longer than 4095 characters sometimes inserted garbage into a file.

📄 The 32-bit edition could not open some files with particular accented characters in their names.

📄 Starting with parameter "-s" cleared the "Save Workspace" flag on exit.

📄 Command line parameters are no longer case sensitive.

📄 CreateProcess error -1 in Run command on NT with the new shell preview.

Changes and Enhancements in Release 1.30:

📄 The state of the workspace can be saved between editing sessions, including open documents, window positions, bookmarks & fonts.

📄 The Command and Search windows can now be edited, by turning off the read-only property. (Double-click **Read** on the status bar.)

📄 Lines with bookmarks can be cut, copied or deleted.   The Edit menu has been slightly rearranged to accomodate the new commands.

📄 A selected block can be filled with a character or string.

📄 The left margin of word-wrapped paragraphs is now aligned with the first line of the paragraph, when the Maintain Indentation property is set on the Document tab of the Properties dialog box.

📄 Paragraphs can be reformatted when not in word-wrap mode.

📄 The Close All command has been moved from the Window to the File menu.

📄 The Stay on Top command has been added to the System menu.

📄 A word-wrap button has been added to the toolbar.

📄 A file can be printed without bringing up the Print dialog box, by clicking the print button on the toolbar.   The Print command on the File menu still displays the dialog box.

📄 Dragging and dropping files on to a printer icon is now supported on Windows 95.

📄 Text can be converted between the ANSI and DOS (OEM) character sets when opening and saving files.

📄 The caret can be set to a flashing block, or a vertical bar from the View tab of the Preferences dialog box.

📄 If a document is opened read-only because its file has the read-only attribute set, it is automatically made editable when the state of the file changes. (Useful for source control systems.)

📄 To avoid problems with file names containing spaces, TextPad now only allows a single file name as a command line parameter.

📄 The pre-release version of the new shell for NT is supported.

Changes and Enhancements in Release 1.29:

📄 On Windows 95 and NT, the 32-bit edition uses the Windows Registry, instead of TEXTPAD.INI to save its settings.

📄 New commands to insert the current date and time were added to the Edit menu.

📄 The installation program automatically registers TextPad's DDE commands.

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

Drives

Select the drive containing the file that you want to open.

Directories

Select the directory containing the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Title Bar

The title bar is located along the top of a window.   It contains the name of the application and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.

2. Press a DIRECTION key to move the border.

3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
 Keys: Ctrl+F7

Minimize command (application Control menu)

Use this command to reduce the window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.

Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut
Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: Ctrl+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window.   This corresponds to the order in which you opened the windows.

Shortcut
   Keys: Ctrl+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. This corresponds to the order in which you opened the windows.

Shortcut
    Keys: SHIFT+Ctrl+F6

Close command (Control menus)

Use this command to close the active window or dialog box.
Double-clicking a Control-menu box is the same as choosing the Close command.

Shortcuts
Keys: Ctrl+F4 closes a document window
           ALT+F4 closes the main window or a dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
   Keys: Ctrl+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
   Select the application you want to switch to or close.

Switch To
   Makes the selected application active.

End Task
   Closes the selected application.

Cancel
   Closes the Task List box.

Cascade
   Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
   Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
   Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
　　This is the active printer and printer connection.　Choose the Setup option to change the printer and printer connection.

Setup
　　Displays a <u>Print Setup dialog box</u>, so　you can select a printer and printer connection.

Print Range
　　Specify the pages you want to print:
　　All　　　　Prints the entire document.
　　Selection　Prints the currently selected text.
　　Pages　　Prints the range of pages you specify in the From and To boxes.

Copies
　　Specify the number of copies you want to print for the above page range.

Collate Copies
　　Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
　　Select the quality of the printing.　Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print
    Bring up the print dialog box, to start a print job.

Next Page
    Preview the next printed page.

Prev Page
    Preview the previous printed page.

One Page / Two Page
    Preview one or two printed pages at a time.

Zoom In
    Take a closer look at the printed page.

Zoom Out
    Take a larger look at the printed page.

Close
    Return from print preview to the editing window.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
Choose Portrait or Landscape.

Paper Size
Select the size of paper that the document is to be printed on.

Paper Source
Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.