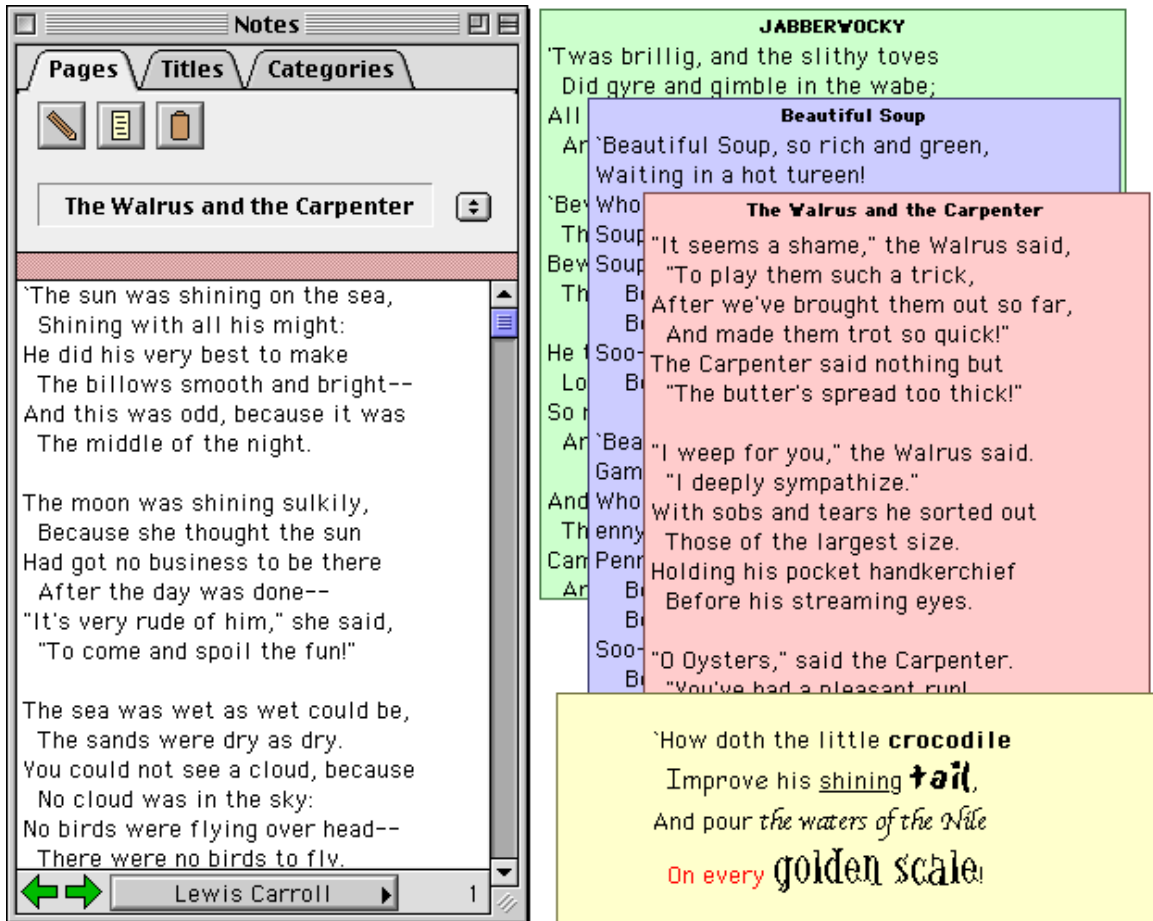# Pads

User Manual

1. Introduction

The major features of Pads can be described in a few sentences. Here is a list of the major features.

♦ The basic function of Pads is similar to the standard Apple "Note Pad" application.

♦ A page in Pads can hold any amount of text, limited only by available memory. Text may contain any combination of fonts of any size or style.

♦ A title may optionally be assigned to each page. A menu at the top of the page allows a page to be selected by title

♦ Pages can be grouped by category. Initially there is a general category named "Notes" which always exists. You may create as many additional categories as you want. A single page may belong to more than one category if you wish! A pop up menu in the document window allows you to change categories quickly and easily

♦ Any page may become a "tear-off" page (similar to the notes in the standard Apple "Stickies" application) by clicking and dragging on the tear-off bar directly above the note text. The original note remains in the Pads document, and closing the tear-off window does not delete the original page. Any changes made to the page in the document window are reflected in the tear-off page, and vice-versa.

The following chapter explains the simple ideas Pads is based on.

2. Pads Concepts

Pages and Categories

All data in a Pads document are kept in *pages*. The amount of text that can be stored in a Pads page is limited only by the amount of memory available. The font, size and style of any characters can be changed by selecting the text to be changed and using the menus labeled Font, Size and Style

Each page in Pads belongs to at least one *category*. Categories exist so that you don't have to keep your notes in one big hodgepodge (although you can if you wish!)

One category exists in every Pads document. This category is named "Notes" and cannot be deleted. You can create additional categories via the "New Category..." command in the Pads menu.

There is a pop-up menu at the bottom of the Pads window for switching categories. Each category acts like a separate note pad with its own set of pages.

Here is a subtle point: a page can belong to more than one category!

When viewing a page in any category, you can choose "Add Page To Category..." from the Pads menu to make the page a member of another category while remaining a member of the current category. The page is not copied, there is still one page but it belongs to two categories. Any changes made to the page while in one category will be seen when viewing the page in the other category.

If you wish to move the page to another category (making it a member of another category while removing it from the current category) then choose "Move Page To Category..." from the Pads menu.

The ability to make a page a member of more than one category gives you an extra degree of versatility. You can make temporary categories for current projects and add pages from more permanent categories in order to make small working groups of notes from your larger body of notes.

Because a page can belong to more than one category, there is a difference between the commands "Delete Page" and "Remove Page From Category" in the Pads menu. "Remove Page From Category" removes the currently viewed page from the current category, but does not remove it from any other category it may belong to. "Delete Page" removes the page completely from the document, removing it from all categories it belongs to.

Although a page may belong to more than one category, it must always belong to at least one category. Therefore, if the command "Remove Page From Category" is applied to a page that belongs to only one category, it has the same effect as "Delete Page."

Tear-off Pages

Tear-off pages are one of the most useful features of Pads. Tear off pages are similar in appearance to the notes you can make in the standard Apple application "Stickies." You can create and destroy tear-off pages without affecting the underlying note.

A tear-off page may be formed from any existing Pads page by clicking on the tear-off bar directly above the text of the note (see Figure 1) and dragging the window outline to the place on the screen you wish to put the new window. The tear-off page is a mirror of the text in the original page — any further editing of the original page will be reflected in the tear-off page.

The default color may be chosen in the Pads Preferences, but at any rate you can change the background color of any tear-off page via the Tear-Off menu or via a contextual menu.

The tear-off pages can be temporarily hidden via a menu command, so that the Pad document may be accessed without having the tear-off pages in the way.

All tear-off pages are remembered when the Pads document is closed. When the document is opened again, all tear-off pages will appear in the location they were left at.

Tear-off pages are very useful for simultaneously viewing disparate pieces of information in your notes collection. If you need to consult more than one note you can click the tear-off bar for each one and view them all at once without flipping back and forth between notes.

3. Using Pads

Pads Documents

All notes are kept in a Pads document which we call a Pad. When you launch Pads for the first time, it always creates a "default" Pad file. This file is named "Notes," and it is kept in a folder called "Pads Files" which resides in the Preferences folder of your System Folder. Whenever Pads is launched subsequently, the "Notes" file is opened automatically.

You can also create as many additional Pad files as you wish, using the "New Pad…" or the "Save As…" commands in the File menu.

Just as there is no "Save" command in Apple's standard "Note Pad" application, there is no "Save" command in Pads. Whenever you change pages or quit Pads, the current page is saved to disk. (You can use the "Save As..." command if you want to save a copy of your Pads document under another name).

In addition to the default "Notes" file, a preferences file is also created in the "Pads Files" folder. This file is titled "Pads Preferences" and contains saved settings from the Preferences dialog.

Views

When you open a Pad, the Pad window contains three different views of the contents. These are called the "Pages" view, the "Titles" view, and the "Categories" view. A set of tabs at the top of the window (see Figure 1) is used to switch between the views.

The "Pages" view is the one you will use most often. This view is used to display your notes and to navigate from one note to another.

The "Titles" view displays a list of all of the pages in a category (including the untitled ones, actually). This view shows the position and modification date of each page, and can be used to reorder the pages in a category.

The "Category" view simply shows a list of all of the categories that exist in the Pad. It can be used to switch categories, if desired.

The following three sections contain illustrations of each view and explain the use of each view in detail.
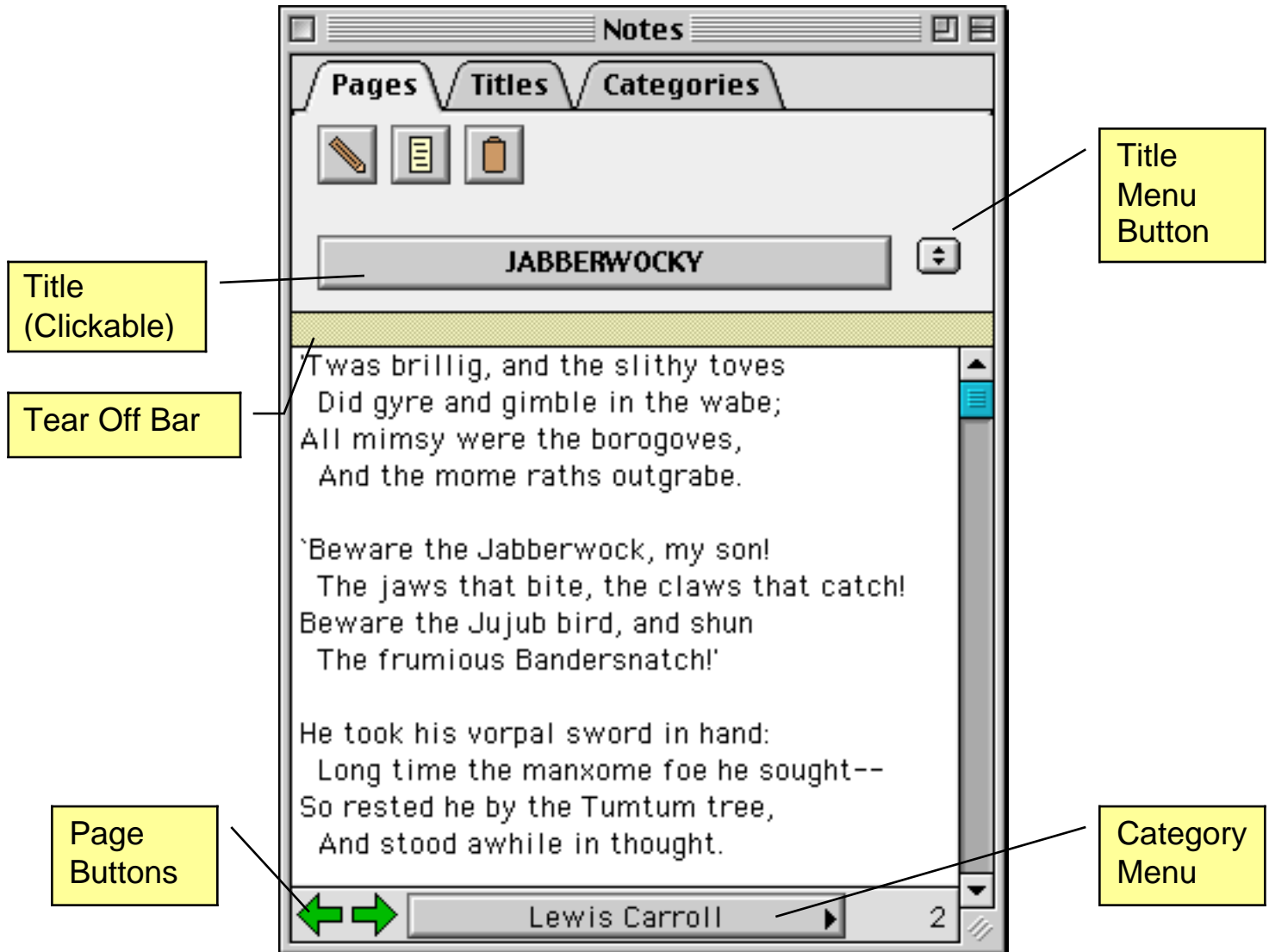
Pages View

Title Menu Button

Title (Clickable)

Tear Off Bar

Page Buttons

Category Menu

JABBERWOCKY

'Twas brillig, and the slithy toves
 Did gyre and gimble in the wabe;
All mimsy were the borogoves,
 And the mome raths outgrabe.

`Beware the Jabberwock, my son!
 The jaws that bite, the claws that catch!
Beware the Jujub bird, and shun
 The frumious Bandersnatch!'

He took his vorpal sword in hand:
 Long time the manxome foe he sought--
So rested he by the Tumtum tree,
 And stood awhile in thought.

Lewis Carroll   2

Figure 1

This is the view you will use most of the time when you use Pads. The text of the current page is displayed, and the name of the current category is displayed in the **category menu** at the bottom of the page.

The **page number** (the position of the page in the current category) is shown in the lower right hand corner of the window.

You can move back and forth between pages by clicking the **page buttons** in the lower left hand corner of the window. Other ways of moving between pages are explained in the section "Navigating in Pads."

Directly above the text is the **tear off bar**. The text of the current page can be displayed in a tear off window by clicking in the tear off bar and dragging the window outline to the location you want the tear off window to be placed. You can read more about tear off windows in the section "Using Tear Off Windows."

Directly above the tear off bar is the **title**. The appearance of the title in Figure 1 is what you will see if you have "Clickable (button-style) title" selected in the preferences. A clickable title appears as a button, and you can add or edit a title by clicking the button.

Next to the tile is the title menu button. Clicking this button displays a menu of all page titles in the current category. You can move directly to any page in the category that has a title by selecting it in the menu.

As mentioned before, the **category menu** is at the bottom of the window. This menu displays all of the categories in the Pad, and you can switch to a different category by selecting it in the category menu.
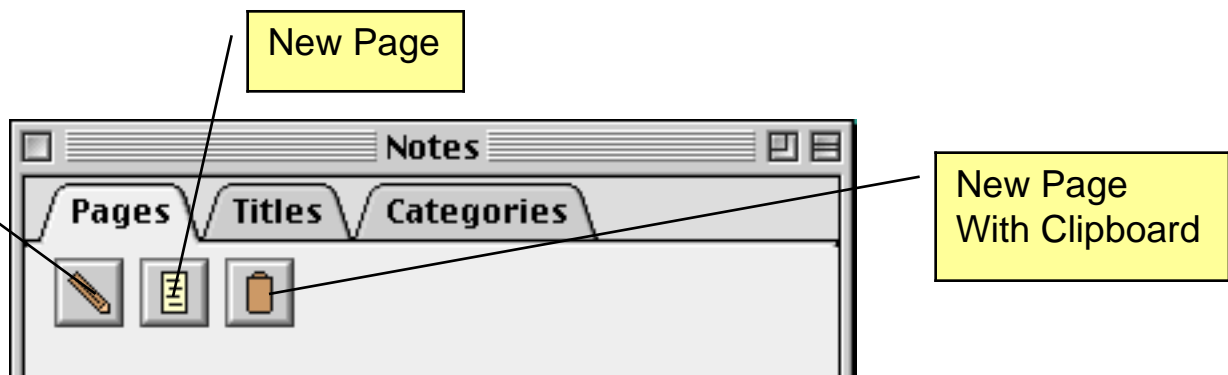

Figure 2

Above the title, there are three buttons in the Pages view to allow you to do certain common operations.

The first button is the Edit Title button. You can toggle in and out of title editing mode by clicking this button. This button is handiest if you are not using the "Clickable Title" style.

The second button is the New Page button. This is used to create a new blank page and append it to the end of the current category.

The third button is the New Page With Clipboard button. This is used to create a new page containing the current clipboard text. This button makes it easy to create notes from text copied from other applications (word processors, web pages, etc.) Just select the text you want to save as a Pads page, copy, switch to Pads, and click on the "New Page With Clipboard" button.

Titles View

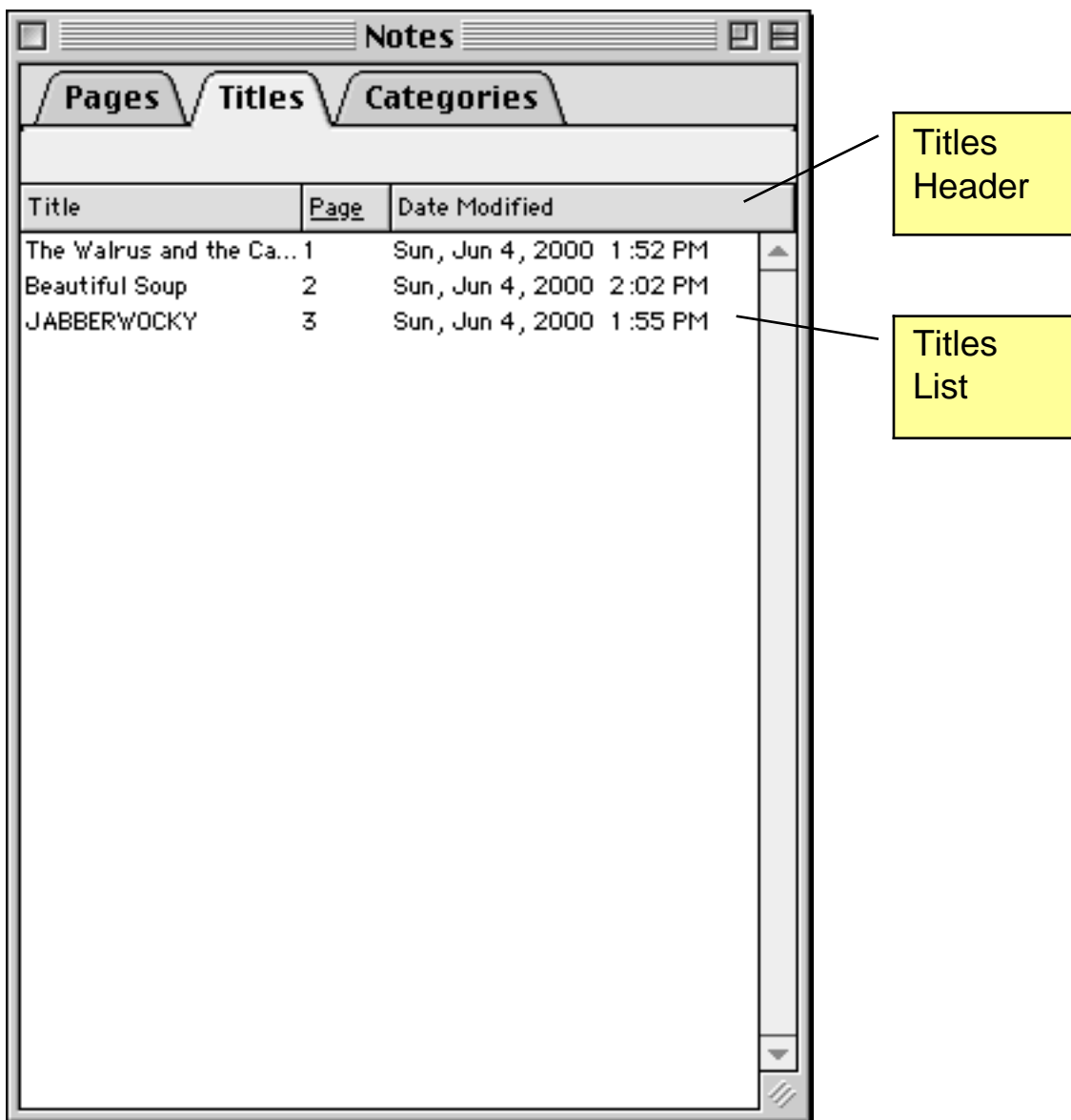| Title	Page	Date Modified
The Walrus and the Ca...	1	Sun, Jun 4, 2000 1:52 PM
Beautiful Soup	2	Sun, Jun 4, 2000 2:02 PM
JABBERWOCKY	3	Sun, Jun 4, 2000 1:55 PM

Titles Header

Titles List

Figure 3

The titles view allows you to view all of the pages in the current category. Even the untitled pages will appear — the title will be listed as "Untitled" and the list entry will be italicized.

For each page, three items are listed: the title (if any), the page number in the current category, and the modification date.

The list can be sorted according to any of these three items. The **titles header** will show the item currently sorted as underlined. In figure 3, the list is sorted by page number, and the word "Page" is underlined.

If you want to sort by a different item, simply click on the item in the titles header. If you want to sort by title, click on the word "Title" in the header. The pages will then be displayed listed in alphabetical order by title. Any untitled pages will be listed after all of the titled pages. If you want to sort by date, click on the words "Date Modified" in the header. The pages will be listed by modification date, with the most recently modified pages on top.

You can use the Titles view to change the order of the pages in a category. This is the only way to change the order of the pages. In order to do this, the list must first be sorted by page. If it is not already in this state, click on "Page" in the titles header. Then, to change the position of a page, simply click on the page entry and drag it to the desired position.

You can use the Titles view to go directly to a page and display it in the Pages view. To do this, simply click on the entry for the desired page, and the view will be switched to the Page view with that page displayed.
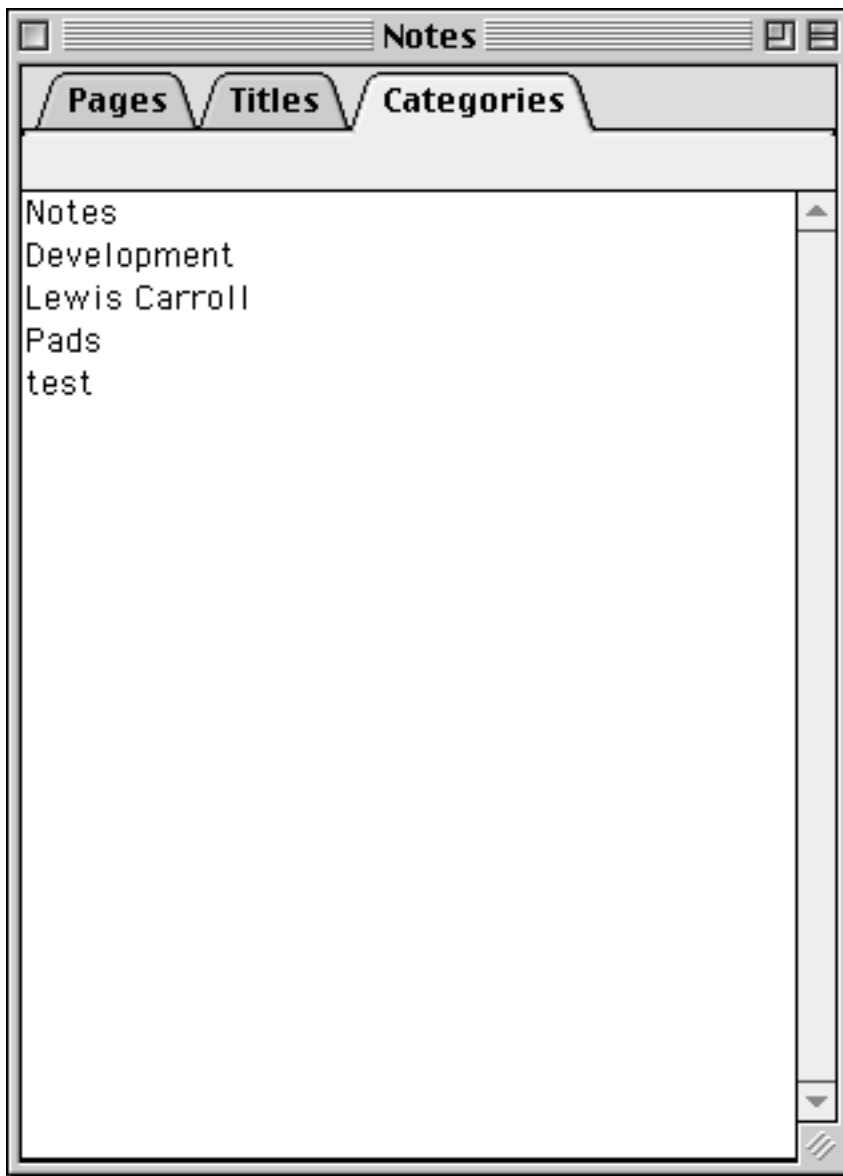
Categories View

Figure 4

This view shows all existing categories in the Pad. The "Notes" category always exists and is shown first. Any remaining categories are displayed in alphabetical order.

You can switch to another category by double-clicking on its name in the Category view. This can also be done by using the Category menu in the Pages view.

Pads Text

The amount of text that can be stored in a Pads page is limited only by the amount of memory available.

The font, size and style of any characters can be changed by selecting the text to be changed and using the menus labeled Font, Size and Style.

Styled text may also be pasted in from another document; text selections may be dragged in from other documents.

Text within a page may be rearranged by dragging and dropping text selections.

Navigating In Pads

There are several ways to move between pages and locate pages.

To move to the next page or the previous page in a category, you can click on the arrows in the bottom left corner of the Pages view. You can also move to the previous or next page via the command key combinations ⌘-← and ⌘-→ (Command-Left-Arrow and Command-Right-Arrow) if you have arrow keys on your keyboard. You may also use the commands "Prev Page" and "Next Page" in the Go menu, or the keyboard equivalents ⌘-2 and ⌘-3 (Command-2 and Command-3).

Moving to the first or the last page in a category can be accomplished with the "First Page" and "Last Page" commands in the Go menu, or via the keyboard shortcuts ⌘-1 and ⌘-4 (Command-1 and Command-4).

You can go any page in a category by switching to the "Titles" view and double clicking on the line that corresponds to that page.

If you know the page number of the page you want to go to, you can go there by using the "Go To Page…" command in the Go menu.

If a page has a title, you can go to that page by selecting its title with the title menu button.

All of these methods apply to pages in the current category. To navigate to a page which does not belong to the current category, you must first switch to a category that contains that page.

In addition to all of the methods listed above, you can also find a page that contains a particular string with the "Find…" command in the Go menu.

More About Titles In Pads

A title may be added to any page. Titles can be displayed in two styles; you can choose which style you prefer in the Pads preferences.

Clickable titles are the default style. The title is displayed as a button at the top of the page. A new title can be added, or an existing title can be edited by clicking directly on the button.

If you don't like having your titles displayed as buttons, you can choose the "non-clickable" style. The title can be created or edited by clicking on the "Edit Title" button.

There is a keyboard shortcut for editing titles. If you type ⌘ -Space (Command-Space), this is equivalent to clicking the "Edit Title" button.

Either way, a menu of titles in the current category is available to the right of the title. Using this menu, you can go directly to any page with a title in the current category.

Managing Categories

You can have as many categories in a Pad as you like. A page may belong to more than one category (but must belong to at least one category).

At any time, one category is the current category. This is shown in the category menu at the bottom of the Pages view. You can change the current category by selecting its name in the Category menu, or double clicking on its name in the Categories view.

Creating and Destroying Categories

To create a new category, use the "New Category…" command in the Pads menu. You will be prompted for a name, and when you are finished, the current category will be set to the new category.

Every category must contain at least one page, so if you create a category with the "New Category…" command, it will initially have one blank page.

Also, if you delete the last page in a category, a new blank page will be created in that category to assure that the category is not empty.

To rename a category, first make that category the current category, and then select the "Rename Category…" command in the Pads menu. This entry is dimmed if the "Notes" category is current; the "Notes" category cannot be renamed.

To delete an existing category, first make that category the current category, and then select the "Delete Category…" command in the Pads menu. This entry is dimmed if the "Notes" category is current; the "Notes" category cannot be deleted.

When deleting a category, if all pages in the category also belong to other categories, the current category will be deleted immediately. If some pages do not belong to any other category, though, you will be prompted to choose how to dispose of these pages. You can simply delete them, or move them to another existing category, or create a new category and move them there.

Categories and Pages

When creating a new page, the page is automatically added to the current category. Another way to add a page to a category is, while viewing the page, to choose "Add Page To Category…" from the Pads menu. You will be prompted to choose a category to which the current page will be added. The page also remains a member of its original category.

If you want to remove the page from the current category while adding it to another category, you can choose "Move Page To Category…" from the Pads menu. The page will be added to the category chosen, but will not remain a member of the current category.

If you want to remove a page from the current category, but leave it in any other category it may belong to, choose "Remove Page From Category" in the Pads menu. If you want to remove the page from all categories, and therefore completely remove it from the Pad, choose "Delete Page" from the Pads menu, or use the keyboard shortcut ⌘-D (Command-D).

Tear Off Pages

A tear-off page may be formed from any existing Pads page by clicking on the tear-off bar directly above the text of the note (see Figure 1) and dragging the window outline to the place on the screen you wish to put the new window. The tear-off page is a mirror of the text in the original page — any further editing of the original page will be reflected in the tear-off page.

The default color for new tear off windows may be chosen in the Pads Preferences. The color of the tear off bar reflects the current choice of default color.

You can change the background color of any tear-off page via the Tear-Off menu. Pick any color listed in that menu to change the background color of the frontmost tear-off window.

The same thing may be done via the tear-off contextual menu. Simply control-click in any tear-off window to invoke the contextual menu, which you can then use to change the background color.

The tear-off pages can be temporarily hidden via the "Hide All Tear-Offs" command in the Tear-Off menu. A keyboard shortcut for this command is ⌘-T (Command-T). Invoking the same command makes the tear-off windows visible again, so the hidden/visible state of the tear-off windows can be toggled with ⌘-T.

If you desire to see only the tear-off windows and hide the Pad window, you can do this by choosing the "Hide All Pad Windows" command in the File menu. A keyboard shortcut for this is ⌘-H (Command-H).

All tear-off pages are remembered when the Pads document is closed. When the document is opened again, all tear-off pages will appear in the location they were left at.

You can find information about a tear-off window by picking "Page Info…" from the Tear-Off menu (applies to frontmost tear-off window) or the contextual menu. This shows some basic statistics about the page, including what categories it belongs to.

4. Pads Menu Reference

This chapter lists every menu command used in Pads along with a short explanation for each command.
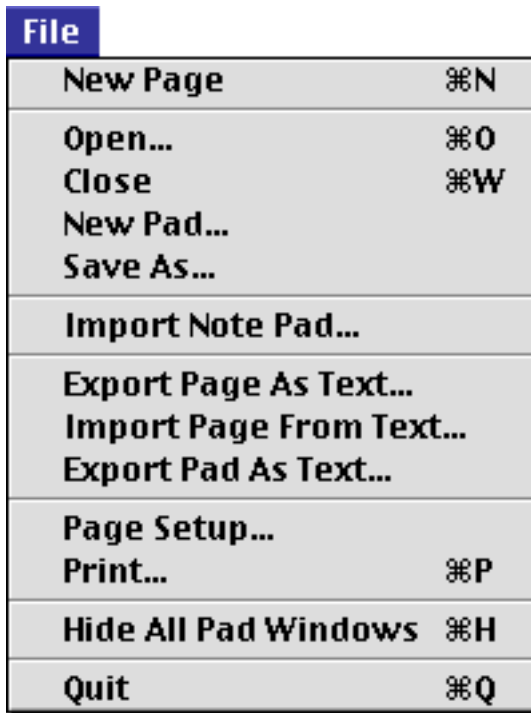
Apple Menu

About Pads… Displays a dialog box with information about the current version of Pads. Also displays your name and registration number if your copy of Pads is registered.

Register… Use this command if you want to register your copy of Pads. See Chapter 6 for more details.

File Menu

New Page   Creates a new page in the current category. The page is initially blank and is appended to the end of the current category.

Open…   Open an existing Pad.

Close   Close the frontmost document.

New Pad… Create a new, blank Pad.

Save As…   Save the frontmost document under a new name. Creates a new copy of the document.

Import Note Pad…   Imports the notes in an existing Apple Note Pad file.

Export Page As Text…   Saves the contents of the current page as a text file. All style information (font, size, etc.) is lost.

Import Page From Text…   Imports text from a text file. Creates a new page in the current category and fills it with the text from the selected file.

Export Pad As Text…   Creates a text file and fills it with text from every page in the Pad. You can use this to make sure you have a separate readable copy of important data. All style information (font, size, etc.) is lost.

Page Setup…   Standard page setup command.

Print…   Prints current page.

Hide All Pad Windows…   Hides all Pad document windows. Leaves any tear-off windows visible. Useful if you want to view the tear-off windows only.

Quit   Quits the Pads application. Any changes to pages are automatically saved.

Edit Menu

```
Edit
  Undo        ⌘Z
  Redo        ⌘R

  Cut         ⌘X
  Copy        ⌘C
  Paste       ⌘V
  Clear

  Select All  ⌘A

  Preferences...
```

These are the standard Macintosh editing commands. The only non-standard command here is "Preferences…"

Preferences…   Brings up the preferences dialog so that you can save preferences. There are three preference panels:

Font   Choose the default font and font size for new notes

Tear-Off   Choose the default background color for new tear-off windows.

Title   Choose "clickable" or "non-clickable" style for titles.

Go Menu

```
Go
  First Page  ⌘1
  Prev Page   ⌘2
  Next Page   ⌘3
  Last Page   ⌘4

  Go To Page...

  Find...     ⌘F
  Find Again  ⌘G
```

This menu contains common navigation commands, along with keyboard equivalents.

First Page
Prev Page
Next Page
Last Page   These four commands allow to you move to the beginning or end of the category, or move backwards and forwards one page at a time. The names and the keyboard equivalents are exactly the same as in HyperCard, so if you've ever used that prorgram much, these commands will seem familiar to you. Note that you can also move to the previous or next card by using ⌘-← or ⌘-→ .

Find Use this command to find a string in the contents of a page. You can choose to do a case sensitive or case insensitive search. You can also choose to search the current page, all pages in the current category, or the entire Pad. You can search from the beginning (of the page, category, or Pad) or from the current position. Finally, you can choose to search only the contents of pages, only the titles of pages, or both title and content.
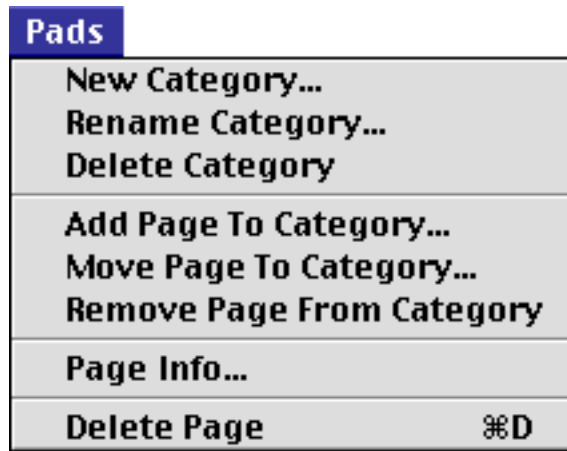
Find Next.…   Becomes enabled when you use the Find command. This will reexecute the Find command, continuing the sesarch after the position of the last instance found. A beep will sound if no more instances are available.

The behavior of "Find" and "Find Next…" might be a little confusing when searching titles *and* content of pages, so here is a detailed description.

When searching in the content of pages, the next instance found will be selected. When searching in titles, the page with the title containing the next instance will be displayed, but the instance will not be selected.

When searching both titles and content, if the string occurs both in the title of a page and the content, the page will initially be shown with no selection. Subsequent invocations of "Find Next…" will then select the instances occurring in the content of the page.

Pads Menu

```
Pads
  New Category...
  Rename Category...
  Delete Category

  Add Page To Category...
  Move Page To Category...
  Remove Page From Category

  Page Info...

  Delete Page              ⌘D
```

New Category…   Creates a new category. Prompts you for a name for the new category. After creation, the new category becomes the current category. One blank page belonging to the new category is also created.

Rename Category…   Renames the current category. You are prompted for a new name. This menu entry is dimmed if the current category is "Notes." You are not allowed to rename "Notes."

Delete Category   Deletes the current category. This menu entry is dimmed if the current category is "Notes." You are not allowed to delete "Notes." If there are pages in the deleted category that do not belong to any other category, you are prompted to choose how these pages will be handled: deleted, moved to an existed category, moved to a new category.

Add Page To Category…   Add the current page to another category in addition to the current one. The page remains in the current category but also becomes a member of another category. You are prompted to choose the category to which the page is added.

Move Page To Category…   Add the current page to another category and remove it from the current one. The page is moved from the current category to another category. You are prompted to choose the category to which the page is moved.

Remove Page From Category The current page is removed from the current category. If it is a member of any other category, the page will remain a part of the Pad document, but will no longer be a member of the current category. If the page does not belong to any other category, it will be

permanently deleted from the Pad. In this case you will get a warning dialog and will have a chance to cancel the operation.
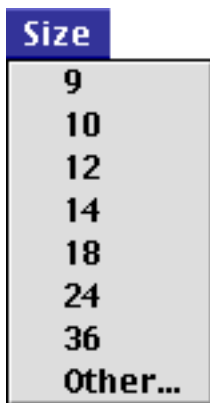
Page Info…Displays information about the current page: the title (if any), the creation date, the modification date, and a list of categories it belongs to.

Delete Page Completely deletes the current page from the document. If it belongs to categories other than the current one, it is removed from those categories also.
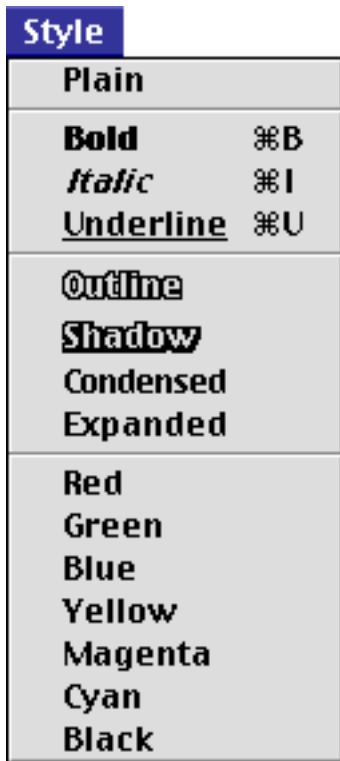
Font Menu

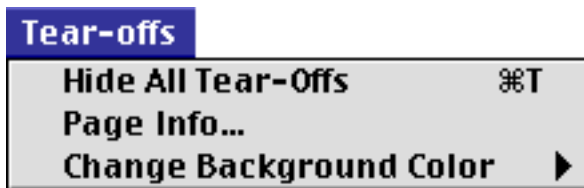Use this menu to change the font of selected text.

Size Menu

Use this menu to change the font size of selected text.

Style Menu

```
Style
   Plain
   Bold          ⌘B
   Italic        ⌘I
   Underline     ⌘U
   Outline
   Shadow
   Condensed
   Expanded
   Red
   Green
   Blue
   Yellow
   Magenta
   Cyan
   Black
```

Use this menu to change the style of selected text.

Tear-Off Menu

```
Tear-offs
   Hide All Tear-Offs        ⌘T
   Page Info…
   Change Background Color   ▶
```

Commands for manipulating tear-off windows.

Hide All Tear-Offs   Hides all tear off windows, or if they are hidden, shows them again. Used to temporarily get rid of the clutter of multiple tear-off windows without actually closing them.

Page Info… Applies to the frontmost tear-off window. Shows info about the page displayed in that window, including which categories the page belongs to.

Change Background Color… Changes the background color of the frontmost tear-off window.

5. Internet resources for Pads

The home site for Pads on the World Wide Web is:

<div align="center">

http://www.fractaldomains.com/pads/

</div>

This site will always have the latest version of Pads available for download, as well as information on using the program.

All questions and feedback should be directed to one of the following addresses:

<div align="center">

pads@fractaldomains.com
demars@kagi.com

</div>

6. Registration

Registration for Pads has the following fee structure (definitions of the license terms are at the end of this chapter):

$15   Single User License

$120   Site License

$1000 World Wide License

If you decide to register, you can use the Register program provided with the Pads distribution, or you can register at:

<div align="center">

http://www.fractaldomains.com/pads/register.html

</div>

When you register, you receive a registration number that you can enter into the program. When you do, your name and registration number will appear in the "About Pads…." dialog, and you will no longer see the "Thanks For Using Pads" message every time you quit Pads.

After registering, you will receive a message with your name and the registration number. The registration number is keyed to your name; you will not be able to register successfully unless you enter both your name and registration number as they appear in the registration message.

In order to enter your name and registration number, run Pads and select the "Register…" command from the Apple menu. The registration dialog box will come up; enter your name and registration number into the appropriate labeled boxes.

License Definitions

A **Single User License** allows one person to use the software. The software may be installed on multiple Macintoshes as long as only one person will use the software. Alternatively, if the software is only installed on a single Macintosh, then multiple users may use the software, but only in this instance. If multiple users are using the software on multiple computers, than individual Single User Licenses must be purchased, or a Site License must be purchased.

A **Site License** allows anyone in the organization making the purchase, within a 160 km (100 mile) radius of the purchasing location, to use the software. This includes people from that organization location who are travelling but it does not include people with locations outside of the 160 km radius.

A **World-Wide License** allows anyone in the organization making the purchase, who is on the planet Earth, to use the software.