

Contents

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Basics

ASP OMBUDSMAN STATEMENT

[Overview](#)

[Evaluation Period](#)

[Product Support](#)

[Distribution/Copyright/License/Warranty](#)

[System Requirements](#)

[Ecopad Installation](#)

[Ecopad Uninstallation](#)

[Disk Dealers/Distributors Read Me!](#)

Commonly Asked Questions

Ordering Information

Benefits of Registration

[Single License Order Form](#)

[Site License Order Form](#)

[How to order with a credit card](#)

[How to order by fax](#)

Commands

[File menu](#)

[Edit menu](#)

[Character menu](#)

[Convert menu](#)

[Options menu](#)

[Window menu](#)

[Help menu](#)

ASP Ombusman Statement

This program is produced by 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 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

Ecopad Fax Order Form

To order Ecopad by fax, print, fill out, and fax the [fax order form](#).

See Also:

[Benefits of Registration](#)

Ecopad™ Fax Order Form

Ecopad™ PsL Product #11912

Name: _____

Company: _____

Address: _____

City: _____

State: _____ Postal Code: _____

Day Phone (optional): _____

Evening Phone (optional): _____

Fax (optional): _____

E-Mail: (optional): _____

Disk Type: 3 1/2

Credit Card:

MasterCard Visa AMEX Discover

Credit Card Number: _____ Expires: _____

Name On Card: _____

Billing Address _____

Price: _____ \$19.95

Shipping & Handling: (U.S.): _____ \$4.00

Shipping & Handling: (Outside the U.S.) _____ \$6.00

Total Amount Paid: _____

Signature: _____

Fax this order form to: **1-713-524-6398**

Ecopad Installation

To install Ecopad, simply create a directory for the Ecopad program and copy all the files in this package into it. You can then run Ecopad by double-clicking on it from the Windows File Manager, or you can add an icon to a group in Program Manager or to the Windows 95 Start Bar (for information on how to do this, refer to your Windows documentation).

System Requirements

Ecopad will run on any IBM compatible computer with Windows 3.1. and 4 megabytes of RAM.

Evaluation Period

Ecopad is fully functional for 20 days or 60 uses, whichever comes **LAST**. After the evaluation period has expired, Ecopad will close down. You will receive plenty of warning before this happens, and any text documents created with Ecopad will still be fully readable by any text edit or word processor. The 20 days/60 uses evaluation period allows maximum flexibility. For example, if you run Ecopad once and then set it aside for a year, you will still be able to run it another 59 times before the software expires. Similarly, if you run Ecopad 60 times the first day, you will still have another 19 days to evaluate it. Note that when Ecopad shuts down, you will be able to reactivate it without re-installing by entering your registration information. Thank you for evaluating Ecopad!

See also:

[Benefits of Registration](#)

[Single License Order Form](#)

[Site License Order FormFax order form](#)

[How to order with a credit card](#)

Product Support

Technical support is available at no charge by sending electronic mail to

davossorio@msn.com (Internet)

or by sending postal mail to

Azure DevOps Software
David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA

You can also use the above address to report any bugs/problems you have when using Ecopad. Support is available to both registered and non-registered users of Ecopad. There is no time limit on the availability of support.

Your comments/suggestions for improvement are always welcome.
Thank you for evaluating Ecopad!

Overview

Ecopad™ is a text editor replacement for Windows® Notepad which can print up to 8 pages of condensed text on one sheet of paper. As easy to use as Notepad, Ecopad helps you save money and trees at the same time! Text files can be any size (limited by available memory), and Ecopad can also extract the text from files created with the Windows Write word processor. You can print with any font/point size supported by Windows 3.1. Ecopad is also fully compatible with any printer supported by Windows 3.1.

Ecopad includes:

- * Five different page layout options - print 1, 2, 4, or 8 condensed pages on each physical sheet of paper
- * Print preview
- * Separately selectable screen and printing fonts
- * The ability to define headers and/or footers on each condensed page

New features in Version 2.x:

- * Cool new look!
- * **Shareware version is now fully functional (does not reverse pages)**
- * Ecopad can now load/print files of any size
- * Ecopad can now load files created with the Windows Write word processor
- * Word/sentence count information
- * Default point sizes can be set for various page compression options
- * Convert between DOS and Windows character sets
- * Runs without problems on Windows 95 and Windows NT

See Also:

[Benefits of Registration](#)

Benefits of Registration

When you order Ecopad, you will receive a 3.5" disk with the latest versions of the software (both 16 and 32-bit), along with a registration number which will prevent the software from shutting down after 20 days or 60 uses, whichever comes **last**. If the software has already expired, you can re-activate it with this number.

You can use your registration number to register all future versions of Ecopad (both 16 and 32 bit), so updates are always free of charge (except for the cost of downloading).

Additionally, 2% of your total purchase price will be donated to St. Jude Children's Research Hospital. St. Jude Children's Research Hospital is a non-profit organization which is dedicated to treating and finding a cure for many types of childhood cancer. Your donation will help over 4,000 children with cancer who are currently being treated at St. Jude, and will help the researchers there find more effective ways to cure childhood cancer. No family is ever charged for treatment at St. Jude. By purchasing Ecopad, you will be helping to make a difference in the lives of thousands of children with cancer.

See Also:

[Single License Order Form](#)

[Site License Order Form](#)

[Fax order form](#)

[How to order with a credit card](#)

Copyright/License/Warranty

Ecopad™ and Ecopad32™ are Copyright © 1995,1996 by Azure D'or Software.
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The attached VENDINFO data record is hereby incorporated by reference. Any distribution satisfying all the distributions requirements in that data record is hereby authorized.

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THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF WASHINGTON AND SHALL INURE TO THE BENEFIT OF AZURE D'OR AND ANY SUCCESSORS, ADMINISTRATORS, HEIRS, AND ASSIGNS, ANY ACTION OR PROCEEDING BROUGHT BY EITHER PARTY AGAINST THE OTHER ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL BE BROUGHT ONLY IN A STATE OR FEDERAL COURT OF COMPETENT JURISDICTION LOCATED IN KING COUNTY, WASHINGTON. THE PARTIES HEREBY CONSENT OT IN PERSONAM JURISDICTION OF SAID COURTS.

See also:

[Benefits of Registration](#)
[Contact Information](#)

Information for Disk Dealers and Distributors

Please see VENDINFO.DIZ for detailed distribution information.

The attached VENDINFO data record is hereby incorporated by reference. Any distribution satisfying all the distributions requirements in that data record is hereby authorized.

See also:

[Benefits of Registration](#)

[Contact Information](#)

Commonly Asked Questions

What are the benefits of registering Ecopad?

How large a file can I open?

Can I print files created by commercial word processors such as Word for Windows?

How do I print with a very small (4 or 5 point) font?

What is SHAREWARE?

How large a file can I open?

Ecopad can open files of any size (limited by available memory), however, files larger than about 64,000 characters can only be opened as read-only.

What is 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.

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.

Can I print files created by commercial word processors such as Word for Windows?

Word processors insert special private formatting codes into their document which text editors like Ecopad dont understand. Thus you can usually load these kinds of files, but in addition to text you will also see varying amounts of "garbage" characters. For best results, you should save the file you want to load as plain text or "ASCII". The documentation for you word processor should tell you how to do this. Once saved as plain text, you can load a file into Ecopad (or any other text editor) without problems.

Note that there is an exception: Ecopad can extract the text from files created with the Windows Write word processor. You can load Windows Write files directly into Ecopad (as read-only files) without first saving as plain text from Write.

How do I print with a very small (4 or 5 point) font?

In any Windows application (including Ecopad), you can specify the point size of any TrueType font by simply typing the desired point size in the "**Size**" textbox of the Choose Font dialog box (the list box will only display point sizes as small as 8, so you have to type the size in yourself if you want anything smaller).

Document Information (File Menu)

Use the command to display the size, number of words, lines, and sentences of the document.

Shortcuts

Keys: CTRL+I

Delete (Edit Menu)

To delete the current selection (or the character to the right of the insertion point if no selection), press the DEL key or select this menu item.

Select All (Edit Menu)

This command selects the entire document.

Shortcuts

Keys: CTRL+A

Word Wrap (Edit Menu)

You can specify that Ecopad automatically wrap text to the beginning of the next line when the text reaches the right edge of the window. This does not affect you text file, which retains the full line of text.

To set the word wrap option:

From the Edit Menu, choose Word Wrap.

Word wrapping remains in effect until you choose Word Wrap again. If word wrapping is off, you press ENTER to begin a new line of text.

The word wrap state is persevered when you exit Ecopad.

Insert Time (Edit Menu)

Use this command to insert the current time into the document. The time is inserted in the form specified in Windows Control Panel.

Insert Date (Edit Menu)

Use this command to insert the current date into the document. The date is inserted in the form specified in Windows Control Panel for "Short Date".

Insert Time/Date (Edit Menu)

Use this command to insert the current time/date into the document.

Shortcuts

Keys: F5

Insert Page Break (Edit Menu)

Inserts a page break character into the document. When printing, a page break character instructs Ecopad to begin a new page. The default page break character code is 12 (the ANSI formfeed character), but you can specify any number between 1 and 255. The usual reason for changing the page break character is to be able to see it on the screen as something other than a box (which is how the ANSI formfeed character is displayed on the screen). Note that if you change the character to something other than 12, Ecopad will not be able to recognize form feed characters in text documents not created with it, so it is not recommended that you change this value.

Convert to Uppercase (Character Menu)

Converts selected text to upper case. This command is not available if there is no selection.

Shortcuts

Keys: F11

Convert to Lowercase (Character Menu)

Converts selected text to lower case. This command is not available if there is no selection.

Shortcuts

Keys: F12

Switch Case (Character Menu)

Switches the case of selected text to lower if uppercase, upper if lowercase. This command is not available if there is no text selected.

Convert DOS Text To Windows (Convert Menu)

This command converts DOS text, which uses the OEM character set, to Windows text, which uses the ANSI character set. This command is useful if you are loading a file which was created with a DOS text editor.

This command is unavailable for read-only files.

Convert Windows Text To DOS (Convert Menu)

This command converts Windows text, which uses the ANSI character set, to DOS text, which uses the OEM character set. This command is useful if you will be loading a file into a DOS text editor.

This command is unavailable for read-only files.

Fix CR/LF (Convert Menu)

Text files in DOS/Windows use a carriage return character followed by a line-feed character to indicate the end of a line. Text files created for use with other operating systems, however, may use just a single carriage return or linefeed.

This function searches through the text for carriage return/ linefeed characters. If a carriage return is found without a following linefeed, a linefeed character is inserted. If a linefeed character is found without a preceding carriage return, a carriage return is inserted before the linefeed.

This command is unavailable for read-only files.

Configuration (Options Menu)

Use this command to display the Application Options dialog box.

Printing (Options Menu)

Use this command to display the Printing Options dialog box.

Shortcuts

Keys: F7

Screen Font (Options Menu)

Use this command to select the font used for screen display.

Shortcuts

Keys: F2

Printing Font (Options Menu)

Use this command to select the font used for printing.

Shortcuts

Keys: F3

Ecopad™ Version 2.60 Single License Order Form

Ecopad™ and Ecopad32™ are copyright © 1995,1996 by Azure D'or Software.
All rights reserved.

See discount below if paying by check or money order.

See Also: [Benefits of Registration](#)
[Fax order form](#)

This form can be printed by selecting File/Print Topic from the Help Menu above. If you are unable to print this form, then you can send the information below, along with payment, to the address given.

Please Print

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Country: _____

E-mail Address (Internet, CIS, AOL, etc.) _____

Where did you obtain your copy of Ecopad? _____

Price:		\$19.95
S&H	(United States)	\$4.00
	(Other Countries)	\$6.00

-\$3.00 discount if paying with cash/check/money order: -\$3.00

Total Enclosed: _____

_____ Check here if you would like your registration key e-mailed to you. You will also receive an invoice and disk in the mail.

Company and personal checks are accepted as well as money orders. Purchase orders are accepted from companies and educational institutions. The amount shown above is in U.S. dollars. Checks must be in U.S. funds drawn on a U.S. bank. You may also send U.S. currency.

Please make checks payable to: **David T. Ossorio**

Send To:

**Azure D'or Software
David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA**

Thank you for purchasing Ecopad!

Ecopad™ Version 2.60 Site License Order Form

Ecopad™ and Ecopad32™ are Copyright © 1995,1996 Azure D'or Software. All Rights Reserved.
Site License Fees:

Number of Copies	Price Per Copy
2-10	\$19.95
11-50	\$16.95
51-100	\$15.95
101-200	\$14.95
201-300	\$13.95
301-500	\$12.95
501-1000	\$11.95
1001-2000	\$10.95
More than 2000	\$9.95

Please Print

Name: _____

Company: _____

Address: _____

City: _____ **State:** _____ **Postal Code:** _____

Country: _____

e-mail Address (Internet, CIS, AOL, etc.) _____

Number of Copies: _____

Price per Copy: _____

Total Enclosed: _____

Company and personal checks are accepted as well as money orders. Purchase orders are accepted from companies and educational institutions. The amount shown above is in U.S. dollars. Checks must be in U.S. funds drawn on a U.S. bank.

Please make checks payable to: **David T. Ossorio**

Send To:

Azure D'or Software
David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA

Thank you for purchasing Ecopad!

Purchasing Ecopad

See Also: [Benefits of Registration](#)
[Fax order form](#)

CompuServe

GO SWREG
Register product #4987

The purchase price will be charged to your regular CompuServe account.

CHECK/MONEY ORDER

[Single License Order Form](#)
[Site License Order Form](#)

CREDIT CARD ORDERS ONLY

You can order Ecopad (\$19.95 + \$4.00 shipping & handling) with MasterCard, Visa, American Express, or Discover from **Public Software Library** by:

Calling 1-800-2424-PSL (1-800-242-4775)
Calling 1-713-524-6394

FAX: 1-713-524-6398
CompuServe E-mail: 71355,470
Internet e-mail: 71355.470@compuserve.com

Mail (**CREDIT CARD ORDERS ONLY**):

PsL
P.O. Box 35705
Houston, TX 77235-5705

PsL requires the following information:

Credit Card MasterCard Visa AMEX Discover

Credit Card Number: _____

Expiration Date _____

Name On Card: _____

Billing Address _____

When ordering with a credit card, be sure to ask for product #11912, and include your credit card number and expiration date.

The author of this program *cannot* be reached at these numbers. Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc. must be

directed to the following:

David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA

Internet:

davossorio@msn.com

Contact Information

Your comments are always appreciated. If you have a question or comment about Ecopad (even if you haven't registered), or a feature you would like to see in a future release, I can be reached at the following addresses:

Azure Dor Software

David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA

Internet:

davossorio@msn.com

Printing Options Property Sheet

Page Compression

Printing

Headers

Footers

Margins

Page Compression Dialog

The page compression dialog box lets you select how compressed pages will print.

Layout

Select the number of pages to print on each physical sheet of paper

1x1	No page compression
1x2	Two pages per sheet of paper
1x4	Four pages per sheet of paper
2x2	Four pages per sheet of paper
2x4	Eight pages per sheet of paper

Note that the preview window in this dialog box is designed to give you a general idea, but not an exact representation, of how the page will look. Specifically, it will not reflect landscape orientation if you have selected it from File/Print Setup. The page will print correctly in print preview, however.

Draw

This option lets you select what is drawn between pages.

Lines	Pages are separated by vertical/horizontal lines
Pages	Frames are drawn around each page
None	No lines or frames are drawn

Use Defaults

If you check this box, Ecopad will automatically print with the point sizes you have selected for various page layouts (1x2,2x2, etc.), so you dont have to re-enter font information when you change the layout.

Defaults

Use this option to display the [font point size defaults dialog box](#) and select default point sizes for various page compression layout options.

Font

Displays a choose font dialog box which lets you select the font used for printing.

Font Defaults Dialog Box

If you check use defaults in the page compression dialog, then you can enter a default point size for each type of compression (1x2, 1x4, etc.) here. When you print the appropriate point size will be used for the type of compression selected (so you dont have to change the point size every time you change the compression layout).

Printing Setup Dialog

This dialog lets you select various printing configuration options.

Always Print Using Word Wrap

Normally Ecopad will print using word wrap if the edit window is displaying the text using word wrap. If you check this box, Ecopad will always print using word wrap irrespective of the word wrap selection of the edit window.

Filter Blank Lines

When this option is checked Ecopad will replace 2 or more consecutive blank lines with a single blank line (thus saving a bit more paper).

Filter Non-ASCII Text

When this option is checked Ecopad will print only characters with valid printable ASCII values (If you load a file and see a lot of "garbage" characters, you might try printing with this option checked.)

Page Break Character

Here you can enter the decimal value of the Page Break character, which is inserted into the document when you choose Edit/Insert Page Break. When printing, if Ecopad sees this character it will start a new page.

Footers Dialog

Use this dialog to enter information about footers.

Footer Line 1

Enter the text of the footer. The following escape sequences are supported:

- &P** Insert page number
- &D** Insert the current date in short date format
- &T** Insert the current time
- &M** Insert the current time and date
- &F** Insert the name of the file being printed
- &&** Insert the '&' character

Justify

Select the justification of the footer

Draw Line Above Footer

If checked, Ecopad will draw a line above the footer

Headers Dialog

Use this dialog to enter information about headers.

Header Line 1

Enter the text of the header. The following escape sequences are supported:

- &P** Insert page number
- &D** Insert the current date in short date format
- &T** Insert the current time
- &M** Insert the current time and date
- &F** Insert the name of the file being printed
- &&** Insert the '&' character

Justify

Select the justification of the footer

Draw Line Below Header

If checked, Ecopad will draw a line below the header

Margins Dialog

The margins you enter here apply to *physical* pages (not compressed pages within each physical page).

Left

Enter the left margin

Right

Enter the right margin

Top

Enter the top margin

Bottom

Enter the bottom margin

Inches/Centimeters

Check the unit of measurement for the values entered in the Left/Right/Top/Bottom fields.

Expiration Warning

Ecopad is fully functional for 20 days or 60 uses, whichever comes **LAST**. For example, if you run Ecopad once and then set it aside for a year, you will still be able to run it another 59 times before the software expires. Similarly, if you run Ecopad 60 times the first day, you will still have another 19 days to evaluate it. Note that when Ecopad shuts down, you will be able to reactivate it without re-installing by entering your registration information. Thank you for evaluating Ecopad.

See also:

[Benefits of Registration](#)

[Single License Order Form](#)

[Site License Order Form](#)

[How to order with a credit card](#)

How to Uninstall Ecopad

To uninstall Ecopad:

1. From Program Manager, delete the **Ecopad 2.1** program group icon.
2. Delete all of the files in the **\ecopad21** directory (or whatever directory you installed Ecopad).
3. Delete the file **ecopad.ini** from your **\windows** directory.
4. Ecopad has now been uninstalled.

Notice of Shutdown

Ecopad is fully functional for 20 days or 60 uses, whichever comes **LAST**. Thank you for evaluating Ecopad. If you purchase Ecopad, you will receive a registration number which will enable Ecopad to work normally.

You can reactivate this software by entering your registration information.

If you choose not to purchase Ecopad, you should delete it from your hard drive now, as it will no longer function.

If you wish, you may extend the evaluation period for 20 days. Send your request for an extension code to:

David T. Ossorio
325 S. Washington Ave. #166
Kent, WA 98032
USA

or Internet E-mail:
davossorio@msn.com

The extension code is only valid once.

See Also:

[Benefits of Registration](#)

[How to uninstall Ecopad](#)
[Single License Order Form](#)
[Site License Order Form](#)
[Other Ways to Purchase](#)

Registration Dialog Box

If you have registered Ecpad, you should enter your registration information here. This will prevent Ecpad from shutting down after 20 days or 60 uses.

Name:

Enter your name *exactly* as it appears on your registration letter.

Company:

Enter your company name. This field is optional.

Key:

Enter your registration key *exactly* as it appears on your registration letter.

If your registration information is correct, Ecpad will confirm that you have registered when you click the **OK** button.

If you have not registered Ecpad, select cancel.

Application Options Dialog Box

Confirm Read Only

When checked, Ecopad will ask you to confirm that you wish to load a file as read-only

Always On Top

Check this box to force the application workspace window to remain on top of all other application windows

Open Document Windows Maximized

Check this box to open new edit windows maximized

Use Color

Check this box to enable background coloring of the application workspace

Use Menu Titlebar Color

Check this box to use the menu title bar color (which you can set in Control Panel) to fill the application workspace.

Open Maximized

Check this box to open Ecopad (that is, the application workspace) maximized

Open New Empty Document on Startup

If this box is checked, Ecopad will open a blank new document each time you run it.

Break Paragraphs At ... Characters

Text created with the Windows Write word processor is stored in paragraphs rather than as a series of lines. When Ecopad loads a file created with Write, it must decide where to break lines. The value here determines the number of characters displayed per line when *viewing* a Windows Write file.

Note that when printing, this value is not used; instead text is wrapped to fit the page width as it would be if you were printing from Windows Write itself.

Convert menu commands

The Convert menu offers the following commands:

Convert DOS Text to Windows

Convert DOS text (OEM character set) to Windows Text (ANSI character set).

Convert Windows Text to DOS

Convert Windows text (ANSI character set) to DOS text (OEM character set).

Fix CR/LF

Replace single carriage return or linefeed characters with a carriage return/linefeed pair.

File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Close</u>	Closes an opened document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Print</u>	Prints a document.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Document Information</u>	Display information about the active document.
<u>Exit</u>	Exits Ecopad.

Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Del</u>	Delete text
<u>Select All</u>	Select the entire document
<u>Word Wrap</u>	Switch word wrap on/off
<u>Find</u>	Find text
<u>Replace</u>	Find/Replace text
<u>Repeat</u>	Repeat the last editing action
<u>Time</u>	Insert the current time in a document
<u>Date</u>	Insert the current date in a document
<u>Time/Date</u>	Insert the current time/date in a document
<u>Page Break</u>	Insert a page break in the document

Character Menu Commands

<u>Convert To Uppercase</u>	Convert selected text to uppercase
<u>Convert To Lowercase</u>	Convert selected text to lowercase
<u>Switch Case</u>	Switch case of selected text

Options Menu

<u>Configuration</u>	Select application options
<u>Printing</u>	Select printing options
<u>Screen Font</u>	Select the font used for screen display
<u>Printing Font</u>	Select the font used for printing

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Window 1, 2, ...</u>	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About</u>	Displays the version number of this application.

New command (File menu)

Use this command to create a new document in Ecopad.

You can open an existing document with the [Open command](#).

Shortcuts

Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See [Window 1, 2, ... command](#).

You can create new documents with the [New command](#).

Shortcuts

Keys: CTRL+O

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:

- .txt Text (ASCII) file
- .wri Windows Write File

Note: Windows Write files will open as read-only, and only the text will be extracted from the file.

Drives

Select the drive in which Ecopad stores the file that you want to open.

Directories

Select the directory in which Ecopad stores the file that you want to open.

Read Only

Check this box to open the file as read-only. Note that files larger than 64,000 bytes must be opened as read only.

Network...

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

Close command (File menu)

Use this command to close all windows containing the active document. Ecopad suggests that you 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, Ecopad displays the Save As dialog box and suggests that you name and save the document.

Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, Ecopad displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts

Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document. Ecopad displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

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. Ecopad adds the extension you specify in the Save File As Type box.

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.

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

Use the numbers and filenames listed at the bottom of the File menu to open the last four 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 Ecopad session. You can also use the Close command on the application Control menu. Ecopad prompts you to save documents with unsaved changes.

Shortcuts

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

Keys: ALT+F4

Undo (Edit menu)

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was.

Shortcuts

Keys: CTRL+Z or
ALT-BACKSPACE

Cut command (Edit menu)

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

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

Shortcuts

Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

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

Shortcuts

Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Keys: CTRL+V

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Ecopad,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Status Bar

The left area of the status bar describes 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.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons Command

Use this command to arrange 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.

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

Ecopad displays a list of currently open document windows 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.

Index 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 for using Ecopad and various types of reference information.

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

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of Ecopad.

Context Help command

Use the Context Help command to obtain help on some portion of Ecopad. 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 Ecopad window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

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.

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 Ecopad 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. Ecopad determines which window is next according 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. Ecopad determines which window is previous according 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.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the active edit window or 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.

Choose Font dialog box

Use this dialog box to select a font for screen display or printing. Note that for a true type font, you can specify any point size by typing the point size in the Size edit box.

Find command (Edit menu)

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

Shortcut

Key: CTRL+F

Replace command (Edit menu)

Searches for characters or words in a document and replaces them with specified text. You can match uppercase and lowercase letters and search forward or backward from the insertion point.

Shortcut

Key: CTRL+R

Repeat command (Edit menu)

Use this command to repeat the last editing command carried out.

Shortcut

Key: F4

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 command (File menu)

Use this command to print a 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

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 Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

All Prints the entire document.

Selectio Prints the currently selected text.

n

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 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 print preview toolbar 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.

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 command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

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.

