EditPartner

EditPartner is an improved feature replacement for the NotePad program included with Windows.

EditPartner includes all the functions of NotePad and adds the following features:

- **o** Support for files up to 16 Megabytes
- **o** Spelling Checker (US and UK English dictionaries available)
- **o** Search and Replace feature
- **o** Redo feature to compliment the Undo command

Use the <u>FILE MENU</u> to Open, Save and Print documents.

Cut, Copy and Paste are available from the <u>EDIT MENU</u>

Find and Replace text with the <u>SEARCH MENU</u>

The <u>SPELL MENU</u> allows you to check the spelling of the entire document or   just the selected text using an 80,000+ word common usage dictionary.

The <u>DICTIONARY MANAGER</u> allows you to delete words from the user dictionary.

SPELL MENU

Spelling
Test Document   Ctrl+T
Test Selected Text
Dictionary Manager
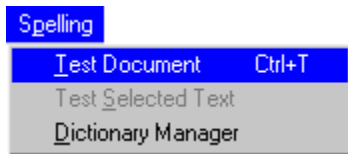
Test Document   Test the spelling of the entire document.

Test Selected Text   Test the spelling of the selected text.

Dictionary Manager   Utility to remove words from the dictionary.

The Suggestion List is the workhorse of EditPartner's spell checking.   It will be displayed each time an incorrectly spelled word is found in the document or the selected text.

The word in question will be displayed in the edit box at the top of the window.   You can manually correct the spelling of the word by making changes to it in the edit box.   You can also use the changes you made to created a new list of suggested correct spellings.   The list below that is the list of suggested corrected spellings for the word.   If you find the correct spelling on the list just double click it and ShareSpell will replace the word with the corrected word.

Alternately you can click the correct spelling once and then click the **Replace** button.   Also, if you want to replace all occurrences of the misspelling in the document click the correct spelling once and then click the **Replace All** button.

Clicking **Ignore** will cause it to ignore just that one occurrence of the incorrectly spelled word.   **Ignore All** will cause it to ignore all occurrences of the misspelling in the document.

Clicking the **Add** button will add the word to your personal dictionary and will be considered a good word from that point on.

Clicking the **Resuggest** button will cause it to create a new list of suggested correct spellings based on the changes you have made to the word in the edit box.

Clicking **Close** will cause spell checking   to stop.

The DICTIONARY MANAGER allows you to remove words from the dictionary that you have added with the Add button.

SEARCH MENU
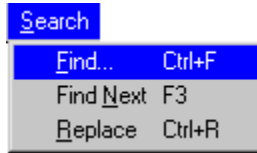
FIND   Find the first occurrence of specific text or words in the document.

1. On the Search menu click Find. Or type Ctrl+F.
2. In the Text to Find box, type the characters or words you want to find.
3. Click the OK button.

You also have the option to select were the search begins.   Selecting the Search Down will search from the beginning of the document to the end. Search Up will search from the end to the beginning.

The Match Case option will cause find to find the text or characters only if the case of the text matches exactly.

FIND NEXT   Find the next occurrence of a word in the document.

On the Search menu click Find Next. Or press the F3 key.

If another occurrence of the text or characters your searched for with the Find command are present it will be selected and the cursor moved to it.

REPLACE   Replace the first/all occurrences of a word in the document.
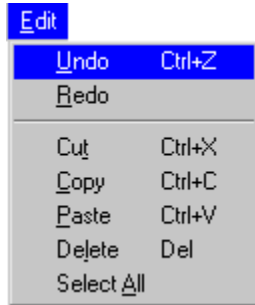
1. On the Search menu click Replace. Or type Ctrl+R.
2. In the Text to Find box, type the characters or words you want to find.
3. In the Replace with box, type the replacement text or words.
4. Click the OK button.

You also have the option to select were the search begins.   Selecting the Search Down will search from the beginning of the document to the end. Search Up will search from the end to the beginning.

The Match Case option will cause find to find the text or characters only if the case of the text matches exactly.

The Replace All option controls how many occurrences of the text are replaced.   If it is checked all occurrences of the text is replaced in the file. If it is not checked only the first occurrence found is replaced.

EDIT MENU

```
Edit
 Undo      Ctrl+Z
 Redo

 Cut       Ctrl+X
 Copy      Ctrl+C
 Paste     Ctrl+V
 Delete    Del
 Select All
```

COPY   Copy the selected text to the Clipboard.

CUT   Cut the selected text from the document and place it in the Clipboard.

PASTE   Paste the contents of the Clipboard into the document.

DELETE   Delete the selected text *without* placing it in the Clipboard.

SELECT ALL   Select all the text in the document.

UNDO   Undo the last change made.   Can be used repeatedly to keep undoing changes.

REDO   Redo the last undone change.   Can be used repeatedly to redo undone changes.

You select text by placing the mouse pointer at the beginning of the text to select and while holding down the left button move it over the text you wish to select.   The text will be highlighted as you select it to indicate what has been selected so far.

FILE MENU

NEW	Clear the current document and start a new one.
OPEN...	Load a document from the disk.
SAVE	Save the current document to the disk.
SAVE AS...	Save the current document to the disk using a different name.
PRINT SETUP...	Select the printer to use.
PRINT	Print the current document.
EXIT	Exit EditPartner.

DICTIONARY MANAGER

Dictionary Manager   [×]

User Words:

EDITPARTNER
HANSONVILLE
INTERNET

Delete Selected Words

OK   **Cancel**

The Dictionary Manager allows you to remove words from the user dictionary.   The user dictionary is the list of words you have added with the Add Button on the Suggestion List.

The list of User Words is a standard multiple section box.   You can highlight a word by clicking on it.   Highlight a group of words by clicking on the first one, and then while holding down the *Shift key,* click on the last word you want to select. If you want to select several words that are not next to each other on the list, you can click on the first word and while holding down the Control key