# <<YourApp>> Help Index

# File menu commands

The File menu offers the following commands:

| | |
|---|---|
| New | Creates a new document. |
| Open | Opens an existing document. |
| Close | Closes an opened document. |
| Save | Saves an opened document using the same file name. |
| Save All | Saves all modified documents using the same file names. |
| Save As | Saves an opened document to a specified file name. |
| Insert File | Inserts a file into the active document. |
| UNIX/MAC to DOS | Converts the file format from UNIX or MAC to DOS. |
| DOS to UNIX | Converts the file from DOS to UNIX. |
| Delete Active File | Deletes the disk file associated with the active window and closes the window losing all changes. |
| Print | Prints a document. |
| Print Preview | Displays the document on the screen as it would appear printed. |
| Page Setup | Set up page headers and footers for printing. |
| Print Setup | Selects a printer and printer connection. |
| Exit | Exits UltraEdit. |

# Edit menu commands

The Edit menu offers the following commands:

| | |
|---|---|
| Undo | Reverse previous editing operation. |
| Redo | Reverse the previous UNDO command. |
| Cut | Deletes data from the document and moves it to the clipboard. |
| Copy | Copies data from the document to the clipboard. |
| Paste | Pastes data from the clipboard into the document. |
| | |
| Select Line | Selects the line with the cursor. |
| Select All | Selects all the text in the active document. |
| Insert Page Break | Inserts a page break at the cursor position. |
| Find | Search document for a text string. |
| Find Next | Repeat the last find. |
| Replace | Search document for a text string and replace it with another text string. |
| Find In Files | Search files on disk for a text string. |
| Goto Line/Page | Position the cursor at the specified line or page break (or file position in HEX mode). |
| Add Indents | Presents a dialog to allow adding indentation to selected rows of text. |
| Remove Indents | Presents a dialog to allow removing indentation from selected rows of text. |
| Hex Edit | Toggles the state of the editing mode for the current window between HEX and ASCII. |
| Hex Insert/Delete | Presents a dialog allowing insertion or deletion of bytes in a file while in HEX editing mode. |
| To Upper Case | Converts the selected text to upper case. |
| To Lower Case | Converts the selected text to lower case. |
| Capitalize | Capitalize first character of each word in selected text. |
| Convert CR/LF's to Wrap | Convert CR/LF's to Word Wrap for selected text. |
| Convert Wrap to CR/LF's | Convert Word Wrap to hard CR/LF's for complete file. |

**View menu commands**

The View menu offers the following commands:

| | |
|---|---|
| Toolbar | Shows or hides the toolbar. |
| Status Bar | Shows or hides the status bar. |
| | |
| Toggle Bookmark | Toggles a bookmark at the current line. |
| Next Bookmark | Move the cursor to the next bookmark. |
| Set Font | Select the screen font to use. |
| Set Printer Font | Select the printer font to use. |
| Mirror Display Font | Use display font for the printer. |
| Reset Fonts (Default) | Reset the screen and printer fonts to default settings. |

## Column menu commands

The Column menu offers the following commands:

| | |
|---|---|
| <u>Column Mode</u> | Select column/block mode editing. |
| <u>Insert/Fill Columns</u> | Specify the text to insert into each column. |
| <u>Delete Columns</u> | Specify how many/which columns to delete. |
| <u>Cut Columns</u> | Specify how many/which columns to cut. |
| <u>Insert Number</u> | Specify number range to insert into each row. |

**Window menu commands**

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

| | |
|---|---|
| Duplicate Window | Creates a duplicate window that views the same document. |
| Cascade | Arranges windows in an overlapped fashion. |
| Tile Horizontal | Arranges windows in non-overlapped horizontal tiles. |
| Tile | Arranges windows in non-overlapped vertical tiles. |
| Next Window | Makes the next window active. |
| Previous Window | Makes the previous window active. |
| Arrange Icons | Arranges icons of closed windows. |
| Window 1, 2, ... | Goes to specified window. |

**Help menu commands**

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

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

**New command (File menu)**

Use this command to create a new document in UltraEdit.

You can open an existing document with the <u>Open command</u>.

**Shortcuts**

Toolbar:  
Keys:   CTRL+N

## Open command (File menu)

Use this command to open an existing document (file) 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.

This command presents the File Open dialog.   This allows multiple files to be selected and opened at one time.

Files may also be opened by dragging them from the File Manager into UltraEdit's window and dropping them. (Releasing the mouse button).

You can create new documents with the New command.

## Shortcuts

Toolbar:
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:
  *.*
**Drives**
Select the drive in which UltraEdit finds the file that you want to open.
**Directories**
Select the directory in which UltraEdit finds the file that you want to open.
**Read Only**
Check this item to open a file in a read-only manner.   Modifications will be disabled.
**Network...**
Choose this button to connect to a network location, assigning it a new drive letter.


UltraEdit allows multiple files to be selected from the file list and opened at one time.   To select multiple
files,   select the first file from the list, then with the CTRL key pressed, select other files in the list.   When
all files are selected,   select OK and the selected files will be opened.


Files may also be opened by dragging them from the File Manager into UltraEdit's window and dropping
them. (Releasing the mouse button).

**Close command (File menu)**

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

You can also close a document by using the Close icon on the document's window, as shown below:

**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, UltraEdit displays the <u>Save As dialog box</u> 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 <u>Save As command</u>.

**Shortcuts**

    Toolbar:   
Keys:   CTRL+S

**Save As command (File menu)**

Use this command to save and name the active document.   UltraEdit displays the <u>Save As</u> <u>dialog box</u> so you can name your document.

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

**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.

**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 UltraEdit session.   You can also use the Close command on the application Control menu.   UltraEdit prompts you to save 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 reverse the last editing action, if possible.    UltraEdit supports multiple levels of undo (the specific number varies based on the items being undone). Repeated Undo commands will attempt to step backwards through the previous commands and undo one at a time.   The Redo command may be selected to redo a command that has been undone.   If commands are undone and then a new command is performed, the Redo will nolonger allow previous undon actions to be redone.

**Shortcuts**
    Keys:        CTRL+Z or
                    ALT-BACKSPACE

## Redo command (Edit menu)

The Redo command allows commands that have previously been undone with the <u>Undo</u> to be redone.    If commands are undone and then a new command is performed, the Redo will nolonger allow previous undon actions to be redone.

**Shortcuts**
    Keys:      CTRL+A

**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**

Toolbar:
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**

Toolbar: 
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**

Toolbar:
Keys:   CTRL+V

**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in UltraEdit, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

**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 UltraEdit.

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

**Click      To**

Open a new document.

Open an existing document.   UltraEdit displays the Open dialog box, in which you can locate and open the desired file.

Close an existing document.   If the document has been modified, UltraEdit displays a dialog asking if the changes should be saved.

Save the active document or template with its current name.   If you have not named the document, UltraEdit displays the Save As dialog box.

Print the active document.

Display the active document as it will be printed.

Insert a page break character into the file at the cursor position.

Toggle the Word-Wrap mode.

Toggle the HEX/ASCII editing mode.

Remove selected data from the document and stores it on the clipboard.

Copy the selection to the clipboard.

Insert the contents of the clipboard at the insertion point.

Display the find dialog to search for a string.

Repeat the last find command.

Display the find and replace dialog.

Goto the specified line number or page break (or address in HEX mode).

Make the next document window active.

Make the next document window active.

Horizontally arrange multiple opened windows in a non-overlapped fashion.

Vertically arrange multiple opened windows in a non-overlapped fashion.

Cascade multiple opened windows in an overlapped fashion.

Display about box for UltraEdit.

Change the mouse pointer to a ? that displays help when clicked on an item.

**Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

**Status Bar**

The status bar is displayed at the bottom of the UltraEdit window.   To display or hide the status bar, use the Status Bar command in the View menu.

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.

The middle area of the status bar indicates line number (if enabled) of the cursor in the file, the column number, the date and time the active file was last modified (prior to this session), and the file size.   For new files the date and time shown is the creation date and time.   The file size is updated when UltraEdit writes any changes to the disk.

The right areas of the status bar indicate which of the following keys are latched down:

| Indicator | Description |
|-----------|-------------|
| OVR | The Overstrike mode is selected. |
| CAP | The Caps Lock key is latched down. |

**Duplicate Window command (Window menu)**

Use this command to open a new duplicate window with the same contents as the active window.   You can open multiple document windows to display different parts or views of a document at the same time.   If you change the contents in one window, all other windows containing the same document reflect those changes.   When you open a duplicate window, it becomes the active window and is displayed on top of all other open windows.

**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)

UltraEdit 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 UltraEdit 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 UltraEdit.

**Context Help command**

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

**Shortcut**
    Keys:       SHIFT+F1

**Title Bar**

UltraEdit - <filename>

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.

The horizontal scroll bar is used to position within the current document. The vertical scroll bar is used to change the horizontal viewing area of the document.

The horizontal scroll bar is not shown if <u>WORDWRAP</u> mode is selected.

**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 UltraEdit 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.   UltraEdit 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.   UltraEdit 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 UltraEdit 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.

**Ruler command (View menu)**

<< Write application-specific help here. >>

**Choose Font dialog box**

UltraEdit allows selection of fonts for the screen and printer.   The selection of screen fonts will also apply to the printer if the <u>Mirror Display Font</u> menu item is checked on the <u>View Menu</u>.   If this item is not checked,   the printer fonts have been selected independently from the screen fonts.

The Font dialog is presented when font selection is selected from the <u>View Menu</u>.   It will be presented if either the <u>Set Font</u> or the <u>Set Printer Font</u> is selected.

The Font dialog presents a selection of installed fonts that may be selected   for use.   If the fonts are being selected for the printer, only fonts applicable to the printer are available. Selection of font and font size is available.

**Choose Color dialog box**

<< Write application-specific help here. >>

**Find command (Edit menu)**

This command displays a dialog box for searching the document for the specified text.   In addition to searching for printable characters,   Tab characters and newline (Carriage Return/Line Feed) characters may be searched for.   To search for a Tab character, use "^t" characters in the dialog.   To search for the newline characters, use "^p" characters in the dialog.   To search for a "^" character, use "^^" in the dialog.

Additionally, the characters "^s" will be replaced with any text that is highlighted when a find is executed and the characters "^c" will be replaced with the contents of the clipboard (upto 200 characters).   This is useful particularly for macros.   When recording a macro, the option exists to include a find of a specified character string, or using "^s" the macro records the "^s" and when replayed will determine the text highlighted at the time the macro is playing back, likewise when using "^c", these characters will be replaced with the contents of the clipboard at the time the macro is playing back.

The following search options exist:

**Search Direction**
> The default search direction is down (toward the end of the document). The option to search up or down the document is given. If a search has already occurred in the document, the default search direction is that of the previous search.

**Match Case**
> By default, the search will not be case sensitive. The option to make the search case sensitive is given. If a search has already occurred in the document, the default selection for case sensitivity is that of the previous search.

To select all text between the cursor position and the search target, hold down the SHIFT key at the time the search is started with the FINDNEXT button.

If the editor active window is in <u>HEX</u> mode, an additional option exists:

**ASCII**
> By default, in HEX mode, the search will be for hexadecimal characters.   Optionally the find may be configured to search for ASCII characters.

When a find operation is complete the text is highlighted.

**Shortcut**
> Keys:        ALT+F3

**Find Next command (Edit menu)**

This command repeats the previous <u>FIND</u> command. The next occurrence of the find text will be found (if present) in the same direction as the previous find command.

To select all text between the cursor position and the search target, hold down the SHIFT key at the time the search is started with the FIND NEXT menu item or shortcut key.

**Shortcut**
    Keys:      F3
@Normal@

**Find dialog box**

<< Write application-specific help here. >>

**Replace command (Edit menu)**

This command displays a dialog box for searching the document for the specified text, and replacing it with a different text.

In addition to searching and replacing printable characters, Tab characters and newline (Carriage Return/Line Feed) characters may be searched for or replaced. To specify a Tab character, use "^t" characters in the dialog. To specify the newline characters, use "^p" characters in the dialog. To specify a "^" character, use "^^" in the dialog.

Additionally, the characters "^s" will be replaced with any text that is highlighted when a find is executed and the characters "^c" will be replaced with the contents of the clipboard (upto 200 characters). This is useful particularly for macros. When recording a macro, the option exists to include a find of a specified character string, or using "^s" the macro records the "^s" and when replayed will determine the text highlighted at the time the macro is playing back, likewise when using "^c", these characters will be replaced with the contents of the clipboard at the time the macro is playing back.

The following replace options exist:

**Find Next**
    Find next finds the next occurrence of the specified text.

**Replace**
    Replace finds the next occurrence of the specified text and replaces it with the new text.

**Replace All**
    Replace all finds every occurrence of the specified text and replaces each occurrence with the new text.

**Match Case**
    By default, the search will not be case sensitive. The option to make the search case sensitive is given. If a search has already occurred in the document, the default selection for case sensitivity is that of the previous search.

If the editor active window is in HEX mode, an additional option exists:

**ASCII**
    By default, in HEX mode, the search will be for hexadecimal characters. Optionally the find may be configured to search for ASCII characters.

When a find operation is complete the text is highlighted. In HEX mode additional characters may be highlighted if the specified search string crosses a line. In this case, all characters displayed from the first character of the search string on the first line to the last character of the search string on the last line are highlighted. If a replace is requested, only the search string will be replaced.

**Shortcut**
    Keys:        CTRL+R

**Replace dialog box**

<< Write application-specific help here. >>

**Repeat command (Edit menu)**

Use this command to repeat the last editing command carried out.   The Repeat menu item changes to Can't Repeat if you cannot repeat your last action.

**Shortcut**
    Key:        F4

**Clear command (Edit menu)**

<< Write application-specific help here. >>

**Clear All command (Edit menu)**

<< Write application-specific help here. >>

**Next Pane**

<< Write application-specific help here. >>

## Prev Pane

<< Write application-specific help here. >>

**Modifying the Document**

<< Write application-specific help here that provides an overview of how the user should modify a document using your application.

If your application supports multiple document types and you want to have a distinct help topic for each, then use the help context i.d. generated by running the MAKEHELP.BAT file produced by AppWizard.   Alternatively, run MAKEHM as follows:

      makehm IDR_HIDR_,0x2000 resource.h

If the IDR_ symbol for one of your document types is, for example, IDR_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR_CHARTTYPE.

Note, AppWizard defines the HIDR_DOC1TYPE help context i.d. used by this help topic for the first document type supported by your application.   AppWizard produces an alias in the .HPJ file for your application, mapping HIDR_DOC1TYPE to the HIDR_ produced by MAKEHM for that document type. >>

**No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX_HIDP_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX_HIDP_xxx value.   For example, AFX_HIDP_INVALID_FILENAME is the help topic for the Invalid Filename message box. >>

**Print command (File menu)**

Use this command to print a document.    This command presents a <u>Print dialog box</u>, 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 n** 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 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.

**Page Setup command (File menu)**

<< Write application-specific help here. >>

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Tool Bar Commands

Keyboard Commands

Right Mouse Button Commands

**Command Line Parameters**

Command Line

**Macro menu commands**

The Macro menu includes commands that let you record and playback macros, load and/or save a macro.

**What is a macro?**

A macro is a series of keystrokes or actions that have been 'recorded' in   the order performed. A macro allows you to 'record' a series of keystrokes or actions and then 'playback' or repeat the recorded keystrokes and/or actions. A macro is typically used to perform a similar set of actions, multiple times on each occurrence of a given text string.

For more information, select the Macro menu command name.:

Load a Macro                              Loads a macro from a file.
Save a Macro                              Saves a macro to a file.
Record a Macro                            Starts recording a macro.
Stop Recording a Macro           Stops recording a macro.
Playback a Macro                        Playback a macro.
Playback a Macro                        Playback a macro a defined number of times.
Multiple Times

**Options menu commands**

The Options menu provides access to the configuration dialog.   The configuration dialog is a "Tabbed" dialog with the following pages:

General Items
Tab Settings
File Types

**Macro Load (Macro menu)**

The Macro Load command presents a dialog box for loading a previously saved macro from a disk file. The dialog box allows selection of a file from any file device known to the system. The default file name presented is UltraEdit.MAC, although any filename is acceptable.

When a file is selected for loading, a check is made to ensure the file is a UltraEdit macro file.

**Macro Save (Macro menu)**

The Macro Save command presents a dialog box for saving a macro that has been recorded using the Macro Record command to a disk file. The dialog box allows selection of a file from any file device known to the system. The default file name presented is UltraEdit.MAC, although any filename is acceptable.

This command is available only if a macro has been recorded, or loaded.

**Macro Record (Macro menu)**

The Macro Record command starts 'recording' keystrokes and actions for later playback. Recording is stopped when the Stop Recording menu selection is made.

**Notes for recording macros:**

The Macro Record function records all keystrokes and characters typed while recording is selected. All keystrokes are recorded, including key combinations that move to end of line, top or bottom of document etc. Care should be taken to ensure that when the macro is to be Played back the same keystrokes are appropriate.

Mouse motion and scrolling is NOT recorded while recording is selected. All positioning should be performed with the keyboard.

Macros will record and playback the Next Window and Previous Window commands.

Find and Replace is supported while recording is selected (see Find for special characters that are useful with macros). Any find or replace functions will be recorded directly as performed, unless using special characters that are replaced when executing with the contents of the clipboard or the highlighted text, see Find. If all, or any occurrences of "FIND" are replaced with "REPLACE" in a file, the same action will be performed when the macro is Played back.

Cut, Copy and Paste are also supported while macro recording is selected. Any of these operations will be performed dynamically as the macro is Played back. That is to say that if an item is cut while recording the macro, an item will be cut while playing back the macro based on the selected text at the time the macro is being played back. If the selected text is different while playing back the macro, from when the macro is recorded, the text cut while playing back the macro will also be different.

This command is not available if a macro record session is already active.

**Macro Stop Recording (Macro menu)**

The Macro Stop Recording command stops capturing keystrokes and actions that was started when the Macro Record function was selected. Once a macro has been recorded and the session has been stopped with this command, the macro may be played back by selecting the Macro Play command.

After a macro has been recorded, it may by saved using the Macro Save command.

This command is not available if a macro record session is not active.

**Macro Playback (Macro menu)**

The Macro Playback command allows a macro that has been recorded with the Macro Record command to be replayed. The macro is replayed one time for each invocation of the command. To replay the macro multiple times use the Macro Playback Multiple Times command.

This command is not available if a macro record has not been recorded or loaded.

**Macro Playback Multiple Times (Macro menu)**

The Macro Playback Multiple Times command allows a macro that has been recorded with the <u>Macro Record</u> command to be replayed multiple times. A dialog box is presented that prompts the user for a number between 1 and 100000 that specifies the number of times the macro should be replayed. To replay the macro a single time use the <u>Macro Playback</u> command.

This command is not available if a macro record has not been recorded or loaded.

**Word Wrap command (General Configuration Page)**

Use this command to automatically wrap words to the next line at the horizontal edge of the active window. When active, word wrap will automatically insert a hidden carriage return at the end of a line if it will not fit in the displayable area of the window.

If the editor active window is in <u>HEX</u> mode, this command is not available.

**About command (Help menu)**

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

**Setting and Moving to Bookmarks (View menu)**

UltraEdit allows you to set a "bookmark" to mark a position in a file. Once a bookmark has been set at a line, you may use menu or keyboard commands to move to that line.

 To set a bookmark:

1.      Move the cursor to the line where you want to set a bookmark.
2.      From the View menu, choose Toggle Bookmark.

## Shortcut
  Keys:    CTRL+F2

 To move to the next bookmark after the insertion point, choose Next Bookmark from the View menu.

## Shortcut
   Keys:    F2
@FootNote-HlpR@

**Automatic Line Indentation (General Configuration Page)**

UltraEdit provides automatic line indentation. This option is toggled on or off by selecting it from the Edit menu. When automatic line indentation is enable, UltraEdit automatically indents a line to match the indentation of the previous line. The indentation is performed by inserting spaces into the document.

This option is only active in <u>INSERT</u> mode, not in <u>OVERSTRIKE</u> mode.

**Delete Active File command (File menu)**

Use this command to close the active document and delete its associated file from the disk. This command prompts the user to ensure the file should really be deleted. If the file is deleted from the disk, it is no longer available. **USE THIS COMMAND WITH CARE**.

**Hex Mode Editing (Edit menu)**

The HEX Edit command selects the editing mode for the active window. The mode is toggled between Hexadecimal (HEX) and ASCII. The ASCII mode of editing is typically used for any ASCII (text) based files. In the ASCII mode, UltraEdit allows normal operation of all functions and allows any characters to be typed.

The HEX mode of editing is typically used for non ASCII files, or binary files. These files typically contain non-printable characters, and are not text files.

The following restrictions apply when HEX mode is selected:

Insert mode is not supported.

When the HEX mode of editing is selected for a given window, UltraEdit splits the screen area into three areas as shown:

**File Offset:  Hexadecimal Representation                        ; ASCII Representation**
000000h:     30 31 32 33 34 35 36 37 38 39 30 31 32 33 34 35  ;123456789012345

The file offset area shows the current byte offset of the character at the beginning of the line to form the beginning of the file.

The hexadecimal representation, shows the hexadecimal value of each file byte as a two character field, separated from the next byte by a space (' ').

The ASCII representation provides the view of printable characters. Non printable characters are shown with a period character ('.').

Editing may be performed in the ASCII area, or the HEX area. Positioning from one area to the other is performed by clicking the left mouse button in the appropriate area or by pressing the TAB key. The TAB key switches the cursor between the ASCII and HEX area and maintains the character offset in the file.   In the HEX area, the only valid characters are, 0-9, A-F, and a-f. All other characters are invalid and are ignored. In the ASCII area, any printable character is valid, and will be accepted with the exception of <CR> and ENTER.

Editing in either the ASCII are or the HEX area automatically updates the other area after each valid character is typed.

All modifications are performed in OVERSTRIKE mode.
To insert or delete characters in HEX mode, use the HEX Insert/Delete selection from the Edit menu.

Cut, copy and paste are supported in HEX mode.

## Shortcut
Keys:    CTRL+H

**Insert/Overstrike Modes**

UltraEdit allows editing in both insert and over strike modes. The mode of operation is indicated in the status bar at the bottom of the UltraEdit window. The insert/overstrike mode is changed with   the INSERT key. The mode is toggled when the INSERT key is pressed.

If insert mode is selected, the second area of the status bar is clear, if overstrike mode is selected, the second area of the status bar shows 'OVR'.

Insert mode causes a key to be inserted into the document at the position of the cursor. Overstrike mode causes the character immediately to the right of the cursor to be overwritten by the new character.

If the editor active window is in HEX mode, the active window is always in overstrike mode.   To insert text in HEX mode, use the HEX Insert/Delete selection from the Edit menu.

**Tab Settings (Tab Configuration Page)**

UltraEdit allows for selection of TAB stops and for TAB characters to be replaced by spaces automatically while editing. The tab settings menu item under the edit menu displays a dialog that has two items that may be modified.

The first item, if checked instructs UltraEdit to replace TAB characters with spaces.   If this selection is made, the second item allows selection of the number of spaces to use.

The second item specifies the TAB stops, or the number of spaces to use in place of a TAB character.

If the option to replace TABs with spaces is chosen,    UltraEdit inserts spaces in place of TABS but maintains the TAB stop spacing using the number of spaces specified.

UltraEdit does not replace existing TAB characters that may exist within the document.

**Set Font (View menu)**

The Set Font menu item presents the Choose Font dialog box that allows selection of different fonts and font sizes.   The selection made will apply to the screen fonts and will also be applied to the printer font if the Mirror Display Font menu item is checked on the View Menu.   If this item is not checked,   the printer fonts have been selected independently from the screen fonts.

Font selections may be reset to default values by selecting the Reset Fonts menu item.

Note:   If the printer does not support the font,   Windows automatically adjusts to the closest font.

**Set Printer Font (View menu)**

The Set Printer Font menu item presents the Choose Font dialog box that allows selection of different fonts and font sizes for use by the printer.   The selection made will apply only to the printer fonts.   Selection of the printer fonts unchecks the Mirror Display Font menu item on the View Menu.   Only fonts applicable to the printer will be available.

Font selections may be reset to default values by selecting the Reset Fonts menu item.

**Mirror Display Font (View menu)**

The Mirror Display Font menu item instructs UltraEdit to use the font that is selected for the screen on the printer.   This overrides any font selection already made for the printer with the <u>Set Printer Font</u> menu item.

**Reset Fonts (Default) (View menu)**

The Reset Font menu item instructs UltraEdit to reset user selections of the screen and printer fonts to the default settings.   Any user selections of the screen fonts made with the <u>Set Font</u> menu item or printer fonts made with the <u>Set Printer Font</u> menu item will be lost.

**Add Indents (Edit menu)**

The Add Indents menu item presents a dialog that allows the user to specify the number of spaces to add at the beginning of each of the selected (highlighted) lines.   UltraEdit starts adding the specified number of spaces to each line beginning with the first highlighted line and ending with the last line that has at least one character selected (highlighted).

The Indents will be added to all lines stated above,   irrespective to and indentations that may already exist.

To remove indentations, use the <u>Remove Indents</u> menu item on the <u>Edit Menu</u>.

**Remove Indents (Edit menu)**

The Remove Indents menu item presents a dialog that allows the user to specify the number of spaces or tabs remove from the beginning of each of the selected (highlighted) lines.   If the checkbox specifying removal of all indents is checked, UltraEdit will remove ALL indentation at the beginning of the selected lines.   UltraEdit starts removing the indents beginning with the first highlighted line and ending with the last line that has at least one character selected (highlighted).

If no indentation is found at the beginning of a selected line, no changes are made to that line.

To add indentations, use the <u>Add Indents</u> menu item on the <u>Edit Menu</u>.

**Hex Insert/Delete (Edit menu)**

The HEX Insert/Delete command allows the insertion or removal of characters at the current cursor position while in the <u>HEX</u> mode.   This command presents a dialog that allows selection to insert or delete characters and requires the number of characters that are to be inserted or deleted to be specified.

If insert is selected, UltraEdit will insert the specified number of characters in the file and initialize them to a hexadecimal value of 20 (ASCII space).   The characters may them be modified as required.

If delete is selected, the specified number of characters will be removed from the file beginning at the cursor position.

# Shortcut
Keys:     CTRL+D

**Disable Line numbers (General Configuration Page)**

The Disable Line Numbers option allows the line number display in the status bar to be disabled. Under normal circumstances this option should be left unchecked. For very large files, file positioning may be slowed down while UltraEdit establishes the line number. In this case the line numbers may be disabled.

If the option is checked, line numbsers are disabled, if unchecked line numbers are enabled.

**Drag and Drop**

UltraEdit supports dragging and dropping files from the File Manager into an open session of UltraEdit. Files may be selected from the File Manager (multiple files may be selected) and dragged into the UltraEdit window.   If the mouse button is released with the mouse over UltraEdit's window the files selected will automatically be opened for editing with UltraEdit.

**Command Line Parameters**

UltraEdit supports command line parameters specifing files to be opened.   UltraEdit allows multiple files to be specified in the command line.   Each of the files specified will be opened when UltraEdit starts up. The filenames on the command line should be separated with a space (' ').

UltraEdit accepts a '/P' or '/p' on the command line.   This instructs UltraEdit to print the files that appear on the command line automatically and to exit when the files have been printed.

**Page Setup (File menu)**

The Page Setup menu item presents a dialog allowing the user to set up page headers, footers and margins for printing.   The page header, if setup, is printed at the top of every page.   The page footer, if setup, is printed at the bottom of every page.   If a page footer or header is setup, a single line is printed across the page between the header or footer and the text to be printed.

The header or footer may be disabled by selecting the appropriate check box.

The page header and footer may include text defined by the user, and additionally special characters to allow the filename, and page numbers to be printed in the header or footer.

The special characters are:

| | |
|---|---|
| **&f** | This is replaced in the header or footer with the filename. |
| **&p** | This is replaced in the header or footer with the page number. |

Additionally,   the header or footer may include the file date and time or system date and time.   Two radio buttons allow the selection of either the file date, or the system date to be included in the header or footer. The radio buttons select the source of the date and time,   additional special characters used in the header or footer specify if the date and time are to be printed and what format is used.

The characters used to specify the time and date format are shown below,   the absence of any of these characters result in the time and date not being printed.

## The formatting codes date and time   are listed below:

| Format | Description |
|---|---|
| %a | Abbreviated weekday name |
| %A | Full weekday name |
| %b | Abbreviated month name |
| %B | Full month name |
| %c | Date and time representation appropriate for the locale |
| %d | Day of the month as a decimal number (01-31) |
| %H | Hour in 24-hour format (00-23) |
| %I | Hour in 12-hour format (01-12) |
| %j | Day of the year as a decimal number (001-366) |
| %m | Month as a decimal number (01-12) |
| %M | Minute as a decimal number (00-59) |
| %p | Current locale's AM/PM indicator for a 12-hour clock |
| %S | Second as a decimal number (00-59) |
| %U | Week of the year as a decimal number, with Sunday as the first day of the week (00-51) |
| %w | Weekday as a decimal number (0-6; Sunday is 0) |
| %W | Week of the year as a decimal number, with Monday as the first day of the week (00-51) |
| %x | Date representation for current locale |
| %X | Time representation for current locale |
| %y | Year without the century as a decimal number (00-99) |
| %Y | Year with the century as a decimal number |
| %Z | Time zone name or abbreviation; no characters if time zone is unknown |
| %% | Percent sign |

Examples:

Date is July, 4th 1994.   Time is 9:00pm
**"%X , %x"** prints                                   "21:00 , 07/04/94"


Date is July, 4th 1994.   Time is 9:00pm
**"%c"** prints                                        07/04/94 21:00


Date is Jan, 10th 1991.   Time is 5:00am
**"%A, %B %d, %Y %I:%M%p"** prints          Tuesday, January 10, 1991   05:00:am

## Page Margins

The page margins may be set up in either inches or millimeters (mm).   Each margin, top, bottom, left and right may be set independently.   The margins are applied before the headers and footers are generated. If the printer is set up to have a minimum margin that is greater than the margin selected in UltraEdit the printer margin will be in effect.


## Page Break Character

The page break character may be set to any ASCII character.   The page break character defaults to a form-feed character ,12 (0C HEX).   This character may be changed if required but should not be set to any printable character as a page break will be inserted on every occurrence of this character when printing occurs.   It may be desirable to change this character if the font being used does not allow the page break character to be seen.

**Goto Line/Page (Edit menu)**

The Goto menu item presents a dialog that allows the user to specify the line or page break at which the cursor should be positioned.   The cursor is positioned at the line specified and the line is scrolled into view.   If the line number is greater than the number of lines in the file, the cursor is positioned at the end of the file.

When Page Break is specified, the cursor is positioned at the line with the specified page break character.

In <u>HEX</u> mode the goto dialog allows the user to select the offset into the file at which the cursor should be positioned.   If the offset is greater than the file size, the cursor is positioned at the end of the file.

## Shortcut
Keys:    CTRL+G

**Insert Page Break (Edit menu)**

The Insert Page Break menu item inserts a page break character at the current cursor position.   The page break character can be configured in the <u>Page Setup</u> dialog.

When the document is printed,   the page break character is replaced with a page break.   Printing continues on the next page following a page break character.

**Generate Backup File (General Configuration Page)**

The Generate Backup File menu item determines if UltraEdit will copy the original file to a backup file when changes are saved.   If this item is checked UltraEdit will copy the original file to a file with the same name and a ".BAK" extension when the file is saved.   If this item is not checked, a backup file will not be generated.

**Keyboard Commands**

UltraEdit allows the use of keyboard commands for a number of commonly used features.   The keyboard commands are listed below:

| | | |
|---|---|---|
| **F1** | Help | Show UltraEdit help |
| **Shift+F1** | Context Help | Invoke the context help command and cursor. |
| **Ctrl+N** | File New | Create a new document file |
| **Ctrl+O** | File Open | Open an existing document file |
| **Ctrl+F4** | File Close | Close an existing document file |
| **Ctrl+S** | File Save | Save the active document |
| **Ctrl+P** | File Print | Print the active document |
| **Ctrl+X** | Edit Cut | Cut text from the document into the clipboard |
| **Ctrl+C** | Edit Copy | Copy text from the document into the clipboard |
| **Ctrl+V** | Edit Paste | Paste text from the clipboard into the active document |
| **Ctrl+Z** | Edit Undo | Undo the last action if possible |
| **Ctrl+A** | Edit Redo | Reverse the last Undo action if possible |
| **Alt+F3** | Edit Find | Find a character string |
| **F3** | Edit Find Next | Repeat last find |
| **Ctrl+R** | Edit Replace | Find and replace a character string with another |
| **Ctrl+G** | Edit Goto | Goto the specified line (or HEX address) |
| **Ctrl+F5** | Edit To Lower | Convert selected text to lower case |
| **ALT+F5** | Edit To Upper | Convert selected text to Upper case |
| **F5** | Edit Capitalize | Capitalize first character of each word in selected text |
| **ALT+C** | Column Mode | Toggle column/block mode on and off |
| **Ctrl+Backspace** | Delete previous word | Delete the word preceding the cursor |
| **INS** | Insert/Overstrike Mode | Toggle between Insert and Overstrike mode |
| **Ctrl+H** | HEX Edit | Toggle HEX editing mode |
| **Ctrl+D** | HEX Insert/Delete | Insert or delete characters in HEX editing mode |
| **Ctrl+F2** | Set Bookmark | Toggle bookmark on and off |
| **F2** | Goto Bookmark | Goto next bookmark |
| **Ctrl+M** | Macro Play | Replay a macro |
| **Ctrl+L** | Macro Play Multiple Times | Replay a macro the specified number of times |
| **Ctrl+F6** | Next Window | Make the next document window active |
| **Ctrl+Shift+F6** | Previous Window | Make the previous document window active |
| **Alt+F4** | Exit UltraEdit | Exit UltraEdit |
| **Ctrl+Alt+A** | Inserts ä character | |
| **Ctrl+Alt+Shift+A** | Inserts Ä character | |
| **Ctrl+Alt+O** | Inserts ö character | |
| **Ctrl+Alt+Shift+O** | Inserts Ö character | |
| **Ctrl+Alt+U** | Inserts ü character | |
| **Ctrl+Alt+Shift+U** | Inserts Ü character | |
| **Ctrl+Alt+S** | Inserts ß character | |
| **Ctrl+Alt+Shift+S** | Inserts ß character | |

**UNIX/MAC to DOS (File menu)**

Use this command to correct the end of line characters for display in UltraEdit and other text editors.

Some documents generated from UNIX based systems (and some other systems) do not terminate each line with a carriage return and linefeed.   UltraEdit requires all lines to be terminated with a carriage return and linefeed character.

This command searches the file for all carriage return and line feed characters.   If a carriage return character is found without an accompanying linefeed character, a line feed character is added.   If a linefeed character is found without a preceding carriage return character a carriage return character is inserted.   If a linefeed is found preceding a carriage return the characters are reversed.

To convert a file to UNIX format, use the DOS to UNIX command.

**To Upper Case (Edit menu)**

This command changes all selected text to upper case.   There is no limit on the amount of text that may be selected.

## Shortcut
   Keys:    ALT+F5
@Normal@

**To Lower Case (Edit menu)**

This command changes all selected text to lower case.   There is no limit on the amount of text that may be selected.

## Shortcut
   Keys:     CTRL+F5
@Normal@

**Capitalize (Edit menu)**

This command changes the first letter of all words in the selected text to upper case and the remaining letters to lower case.   There is no limit on the amount of text that may be selected.

## Shortcut
    Keys:      F5

**Right Mouse Button Commands**

UltraEdit allows the right mouse button to display a pop-up menu.

If the right mouse button is clicked while in a document window, the <u>Edit Menu</u> is displayed at the position of the mouse click.   If the right mouse button is clicked while in the UltraEdit main window and outside of a document window, the <u>File Menu</u> is displayed at the position of the mouse click.

**Insert File (File menu)**

Use this command to insert an existing document (file) into the active document.

This command presents a dialog allowing selection of the file to insert.   The complete contents of the selected file is inserted in the active document at the cursor position.

**Convert CR/LF's to Wrap (Edit menu)**

Use this command to remove the CR/LF (carriage return/line feed) characters from the file allowing the text to be Word Wrapped by UltraEdit.   This feature removes all CR/LF characters for text that is selected.   If no text is selected this function has no effect.

To remove all CR/LF characters from the file select the complete file.   To do this, position the cursor at the beginning of the file and press CTRL+SHIFT+END at the same time.

To add CR/LF (carriage return/line feed) characters to the file use the Convert Wrap to CR/LF's command.

**Convert Wrap to CR/LF's (Edit menu)**

Use this command to <u>Word Wrap</u> the text based on either the width of the display window or a specified column number and write CR/LF (carriage return/line feed) characters to the file.   If a space is found at the position of the wrap a single space is removed.   This allows the document to be saved as viewed in the word wrap state with CR/LF characters inserted at the end of each word wrapped line.

When this item is selected, a dialog box is displayed allowing selection of the wrap parameters.   By default, the text will be wrapped based on the current view.   That is to say, the text will be wrapped at the window boundary as shown on the screen.   This dialog allows selection of a column number at which the text should be wrapped.   In this case the text will be wrapped at the specified column or at the preceding word boundary on the line.

This feature works on the complete file irrespective of any text that may be selected.

To remove CR/LF (carriage return/line feed) characters from the file use the <u>Convert CR/LF's to Wrap</u> command.

:

**Multiple Instances (General Configuration Page)**

The Multiple Instances menu item determines if UltraEdit opens another instance of UltraEdit if it is invoked when a copy is already active.   If this option is enabled, a new instance is opened each time EditPro is invoked.   If this option is not enabled, only a single instance of UltraEdit is opened, and any additional requests result in the first instance becoming active with the new file loaded in addition to any files already open.

**Save All command (File menu)**

Use this command to save all modified documents to its current name and directory.   When you save a document for the first time, UltraEdit displays the <u>Save As dialog box</u> 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 <u>Save As command</u>.

**Column Mode (Column menu)**

This command changes the operation of the editor for selecting text.   When column mode is selected highlighted text is based on the character column position of the first character selected to the column of the last character of text selected.   Text selected in this mode does not automatically include all text between the start and end position, but includes all text in the columns between the first and last character selected.

Column mode editing is sometimes referred to as block mode editing as the act of selecting text forms a rectangle.

Cut, Copy and Paste work with the selected text.

Column mode editing requires the Word Wrap be turned off and a fixed pitch font be selected.

When column mode is enabled, additional column features are enabled; Insert/Fill Columns, Delete Columns, Cut Columns and Insert Number.


**Shortcut**
   Keys:    ALT+C

**Insert/Fill Columns (Column menu)**

This command presents a dialog that allows a text string to be entered.   This text string will be inserted into every row starting at the current cursor position and proceeding to the last row of the file.   The text string will be inserted into every row at the column position indicated by the cursor when this command is invoked.   If text does not exist at this column in any row, spaces ' '   will be added to pad the row allowing the text to be inserted correctly.

If at the invocation of this command, text is highlighted, the columns indicated by the highlighted text will be replaced with the specified text.

**Delete Columns (Column menu)**

This command presents a dialog that allows the number of columns to be deleted to be specified. The columns will be deleted from the file from every row starting at the current cursor position and proceeding to the last row of the file. If a value of zero '0' is entered, columns will be deleted based on the highlighted text when this command is invoked. This command does not save the deleted text in the clipboard.

**Cut Columns (Column menu)**

This command presents a dialog that allows the number of columns to be cut to be specified.   The columns will be removed from the file from every row starting at the current cursor position and proceeding to the last row of the file.   If a value of zero '0' is entered, columns will be removed based on the highlighted text when this command is invoked.   This command saves the removed text in the clipboard.

**Insert Number (Column menu)**

This command allows a sequential number to be inserted into very line at the column position indicated by the cursor.   This command presents a dialog that allows the initial value to be entered and the increment for each line.   This provides an easy method to add line numbers into a text file.

If any text is highlighted at the invocation of this command, the highlighted text will be replaced by the inserted line numbers.   The spacing required for the line numbers is calculated automatically based on the number of lines in the file, the initial value and the increment.   All numbers must be positive integers.

**Find In Files command (Edit menu)**

This command displays a dialog box for searching for a text string in files on a disk.   You can specify the string to search for and the files to search.   Valid filenames may include wildcard characters, so to search all text files with the extension "*.txt" you may specify "path\*.txt" where path is the drive and full directory path to the files.   You may also select to search files in sub directories.

The following search options exist:

**Match Case**
   By default, the search will not be case sensitive. The option to make the search case sensitive is given.

**Search Sub directories**
   By default, only files specified in the specified directory are searched.   This instructs the search to search all sub directories of the specified directory.

When the find is executed, a new file window is opened (if it does not already exist) with the title "Find Results".   This windows is updated with each occurrence of the found string and the line number of the file in which it was found.   This window may be saved, printed, or edited in the same manner as any file.

Successive finds update an existing "Find Results" window if it already exists, or creates a new window if it does not.   If the window already exists, results are appended to the end.

**Select All command (Edit menu)**

This command selects (highlights) all the text in the current document.

**Select Line command (Edit menu)**

This command selects (highlights) the current line of text.

**General Configuration Page**

The general options page has the following selections:

| | |
|---|---|
| <u>Disable Line Numbers</u> | Disables line number display. This improves speed on large files. |
| <u>Auto Indent</u> | Toggles the state of automatic line indentation for UltraEdit. |
| Allow Positioning Beyond Line End | This option allows the cursor to be positioned beyond the end text in a line. |
| <u>Word Wrap</u> | Toggle state of word wrap for the current window. |
| <u>Multiple Instances</u> | If checked, allow multiple instances of UltraEdit. |
| <u>Generate Backup File</u> | If checked, generate a backup file when document is saved. |
| Use Large Icons On Tool Bar | If checked, large icons are used on the tool bar.   This option is only read at startup. |

**File Type Configuration Page**

This page allows the list of file types that appear in the <u>File Open</u> and <u>File Save As</u> dialog boxes to be configured.   Upto 10 file types may be configured.   These file types will be shown in the file operation dialog boxes in the same order they are shown on this page.

Each file type configured consists of a file name and file description.   The file name may (and probably does) include wildcard characters and may include multiple file extensions each separated by a semicolon   ";"(i.e. "*.c;*.cpp").   The file description is a text field describing the file types.

This dialog also provides a DEFAULT button that resets the file types to the initial settings.

**DOS to UNIX (File menu)**

Use this command to convert the file to a UNIX format.   This will replace the carriage return and line feed combinations to a line feed only.

To convert a file from UNIX or MAC format, use the UNIX/MAC to DOS command.