Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Contents

Introducing TextPad

TextPad™ 1.32 is a fast and powerful text editor for 16 and 32-bit versions of MS Windows™.   It includes the following features:

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

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

■   CUA compliant keyboard commands.

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

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

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

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

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

■   Unlimited undo/redo capability.

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

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

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

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

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

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

◆   Visible bookmarks can be placed on individual lines, and on all occurrences of a search pattern. Bookmarked lines can be cut, copied or deleted.

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

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

◆   Viewer for binary files using a hexadecimal display format.

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

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

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

Copyright © 1992-1995 Helios Software Solutions

All Rights Reserved.

Specifications

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

Limitations:

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

What's New

In this Release

Changes and Enhancements:

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

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

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

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

The match brackets command now matches < with >.

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

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

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

Bug Fixes in Release 1.32:

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

Warnings due to unterminated last line are no longer given.

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

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

Additional Fixes in Release 1.32a:

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

Command names could not have spaces in user tools.

Parameters to user tools could not be quoted.

Changes Made in Previous Releases

Changes and Enhancements in Release 1.31:

- User settable default for the ANSI or DOS <u>character set</u>.
- "Options" on the Configure menu has been renamed "Preferences".
- Changes to configuration settings are saved immediately.
- Associating file extensions with TextPad must now be done from the <u>Associations</u> tab of the Preferences dialog box.   The setup program no longer has that as an option.
- Dates and times are displayed according to the Windows regional setting (32-bit only).
- <u>Uninstallation</u> now follows the Windows 95 guidelines.
- Paths can be omitted from the file names displayed in the Window Selector.   This is set from the General tab of the Preferences dialog box.
- The startup "splash" message can be disabled using the command line parameter "-q".
- A different caret is used in overtype mode.
- When auto-indent mode is enabled, a "}" is always unindented on an empty line, regardless of whether or not the caret is constrained to the text.
- The Find Next button on the Replace dialog box stops searching at the end of file, rather than wrapping around to the beginning, as happens with the Find dialog box.
- When run on NT with the 2nd new shell preview, TextPad now uses the new File Open dialog box.
- The environment variable COMSPEC is now used to determine which command interpreter to run for user tools.

Bug Fixes in 1.31:

- On Windows 95, file extensions are now always displayed, regardless of the setting in Explorer.
- Scroll bars now operate correctly on NT 3.5.
- When switching from word-wrap mode, horizontal scroll bars are now displayed if set on in View Preferences.
- Double clicking in the margin in word-wrap mode now selects the line as displayed, instead of the paragraph.
- Splitting lines longer than 4095 characters sometimes inserted garbage into a file.
- The 32-bit edition could not open some files with particular accented characters in their names.
- Starting with parameter "-s" cleared the "Save Workspace" flag on exit.
- Command line parameters are no longer case sensitive.
- CreateProcess error -1 in Run command on NT with the new shell preview.

Changes and Enhancements in Release 1.30:

- The state of the <u>workspace</u> can be saved between editing sessions, including open documents, window positions, bookmarks & fonts.
- The Command and Search windows can now be edited, by turning off the read-only property. (Double-click **Read** on the status bar.)
- Lines with <u>bookmarks</u> can be cut, copied or deleted.   The Edit menu has been slightly rearranged to accomodate the new commands.
- A selected block can be <u>filled</u> with a character or string.
- The left margin of word-wrapped paragraphs is now aligned with the first line of the paragraph, when the Maintain Indentation property is set on the <u>Document</u> tab of the Properties dialog box.
- Paragraphs can be <u>line-lengthened</u> when not in word-wrap mode.
- The Close All command has been moved from the Window to the File menu.
- The Stay on Top command has been added to the System menu.
- A word-wrap button has been added to the toolbar.

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

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

Text can be <u>converted</u> between the ANSI and DOS (OEM) character sets when opening and saving files.

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

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

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

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

Changes and Enhancements in Release 1.29:

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

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

The installation program automatically registers TextPad's DDE commands.

Getting Assistance While You Work

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

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

📘 Click

[⬚ ▲?] on the toolbar, then click

▲? where you want help.

📘 Hold the cursor over a toolbar button to find out what it does.

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

Technical Support

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

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

- Internet: textpad@heliosof.demon.co.uk
- CompuServe: 100041,235
- MSN: HelioSoft

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

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

How to Report Problems

Have you checked the known problems list first?

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

1. The version number and edition (16/32-bit) of TextPad.
2. The version of Windows (and Win32s if appropriate) that you're using.
3. Driver manufacturer and version numbers for printer problems.
4. How to reproduce the problem.

Tips

Here are some tips you may find useful:

- Remember to make use of the right mouse button.
- Double left click in the left margin selects the line.
- Ctrl+left click in the left margin selects the whole file.
- When you right click a "#include" line in a C/C++ source file, a command to open the included file is added to the pop up menu.
- To force TextPad to create a new document each time you start it up, specify an empty file name in quotes as the command line parameter. eg.   TXTPAD32.EXE ""
- When using the Save As dialog box, Windows 95 will not let you specify a name without an extension, or an arbitrary extension that it does not recognize, unless you select "No Extension" as the Save as type.
- When the File Open dialog box is enabled for multiple file opening, it does not show long file names (except on Windows 95).   This setting can be changed on the General tab of the Preferences dialog box.
- On Windows 95, you can create directories, and rename and delete files using the File Open dialog box, just like in Explorer.
- Ctrl+Shift+O brings up a simple dialog box for file opening.
- In the Replace dialog box, '\t' is interpreted as a tab in the replacement string, regardless of the Regular Expression check box setting.   To replace with the literal characters '\' and 't', you must specify '\\t' as the replacement string.
- After you have saved the Search or Command output results as an ordinary file, it loses its hypertext jump property, but you can always load an ordinary file into the Command output window by capturing the output from the DOS *TYPE* command.
- You can use Explorer's Send To command to open any file with TextPad.   Simply add a shortcut to TextPad in the folder \Windows\SendTo.

Known Problems

The following problems have been identified with this release:

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

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

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

Obtaining Updates

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

Our Internet Web page at:
    http://www.textpad.com/

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

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

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

How to Uninstall TextPad

From Windows 95:

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

From Other Versions of Windows:

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

A Note About File Associations:

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

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

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

How to Create a New File

To create a new unnamed document:

From the File menu, choose New.

▶ Toolbar:

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

To create a new named file:

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

▶ Toolbar:

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

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

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

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

How to Open an Existing File

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

▶ Toolbar:

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

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

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

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

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

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

▶ Shortcut: Double-click a filename.

Tips:

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

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

How to Open a Hex View of a File

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

▶ Toolbar:

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

Tips:

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

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

Binary File Extensions

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

.COM .EXE .DLL .SYS .DRV .386 .DOS .VBX

.LIB .OBJ .PIF .RES .SYM .BIN .ZIP

.FON .FOT .TTF .MID .WAV .GRP

.WMF .TIF .PCX .BMP .CUR .ICO

.HLP .PPT .DOT .WRI .MDB .DBF .FRX

.XLS .IMP .WK1 .WK2 .WK3 .WK4 .TWS

How to Save a File

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

▶ Toolbar:

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

How to Save a File with a Different Name

1. From the File menu, choose Save As.   The File Save As dialog appears.
2. Select the drive and directory where the file is to be stored.   The default is the current drive and directory.
3. Choose the <u>File Format</u> if you want to convert from the original.
4. Check the DOS character set box if you want the file saved with the DOS OEM character set, otherwise uncheck it for the Windows ANSI character set.
5. In the File Name box, type the filename.
6. Click OK.

How to Save the Workspace

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

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

Notes:

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

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

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

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

How to Convert a File for DOS, Unix or Mac

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

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

5. Check the DOS character set box if you want the file saved with the DOS OEM character set, otherwise uncheck it for the Windows ANSI character set.
6. Click OK.

How to Close a File

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

Tip:

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

How to Set the Default File Folder

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

From a Program Manager Icon:

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

From a Desktop Icon:

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

From the Taskbar Start Menu:

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

Tip:

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

How to Switch to a File's Window

Do one of the following:

Click anywhere in the window.

Choose the window name from the Window menu.

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

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

How to Create a Second View

Using the Keyboard:

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

Using the Mouse:

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

How to Use the Window Selector

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

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

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

Use this Key:	To Do This:
Esc	Close the Window Selector.
Left Click	Select the file window.
Left Double Click	Select and activate the file window.
Enter	Activate the file window.
Delete	Close the selected file window.
Up Arrow	Select the previous window in the list.
Down Arrow	Select the next window in the list.
Home	Select the first window in the list.
End	Select the last window in the list.

How to Print a File

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

Shortcuts:

Toolbar: (Prints to the default printer.)

Keys: Ctrl+P

How to Display a Page Before Printing

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

Shortcuts:

Toolbar:

Keys: Ctrl+Shift+P

How to Copy a File

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

Toolbar:

2. Type the name of the file that you want to copy.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to copy multiple files.

3. Click Copy.   The Copy dialog appears.

4. Type the name that you want to give the copy.   If this is just a pathname, the file is copied to that directory, keeping its original file name.

5. Click OK.

How to Rename a File

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

Toolbar:

2. Type the name of the file that you want to rename.   This may include a path if it is not in the current working directory.   The filename may be a wildcard pattern if you want to rename multiple files.

3. Click Rename.   The Rename dialog appears.

4. Type the new name that you want to give the file.   If this is just a pathname, the file is moved to that directory, keeping its original file name.

5. Click OK.

How to Delete a File

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

Toolbar:

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

How to Update a File's Time Stamp

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

Toolbar:

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

3. Click Touch.   The Touch dialog appears.

4. Click OK to confirm that you really want to update the file.

How to Compare Text Files

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

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

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

How to Move Around in Text

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

Caret Mode:

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

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

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

How to Select Text

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

To select any text with the mouse:

1. Press and hold the left button down at the start of the text you want to select.
2. Drag the cursor to the end of the selection, and release the button.

   or

1. Click the left button at the start of the selection.
2. Hold the Shift key down and click the left button at the end of the selection.

To select any text using the keyboard:

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

To select a word:

Move the cursor over the word and double click the left button.

To select a whole line:

Double click the left button in the left margin, next to the line.

To select a block of text:

1. Choose Block Select Mode from the Configure menu.

Shortcut: Alt+Left click toggles block select mode on and off.
2. Use the keyboard or mouse to mark the selection as normal.

To select the whole file:

Choose Select All from the Edit menu.

or

Click Ctrl+Left button anywhere in the left margin.

To cancel a selection:

Press ESC.

How to Use the Clipboard

To insert text from the clipboard:

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

Toolbar:

To copy selected text to the clipboard:

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

Toolbar:

To move selected text to the clipboard:

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

Toolbar:

To move the line containing the caret to the clipboard:

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

To move the word containing the caret to the clipboard:

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

To copy all bookmarked lines to the clipboard:

Choose the Copy Bookmarked Lines command from the Edit menu.

To move all bookmarked lines to the clipboard:

Choose the Cut Bookmarked Lines command from the Edit menu.

To append text to the existing contents of the clipboard:

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

How to Drag and Drop

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

To move selected text:

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

To copy selected text:

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

To cancel a drag-drop:

Press ESC, or

Click the right button, or

Release the left button in the selection.

Notes:

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

How to Delete Text

You can delete by character, word, selection or the whole document as follows:

To Delete This:	Do This:
Selected text	Delete or Backspace
The next character	Delete
The previous character	Backspace
To the start of the next word	Ctrl+Delete
Back to the last start of word	Ctrl+Backspace
Lines with bookmarks	Choose the Delete Bookmarked Lines command from the Edit menu.
The whole document	Alt+Delete

See Also:

How to Use the <u>Clipboard</u> for commands to save deleted text on the clipboard.

How to Change Case

Select the text to be changed, and then:

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

How to Indent Lines

To increase the indentation of multiple lines:

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

Toolbar:

To reduce the indentation of multiple lines:

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

Toolbar:

To change the indentation level of a single line:

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

Note:

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

How to Join Lines

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

To join a single line to the current line:

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

To join multiple lines to the current line:

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

Word-Wrap Joins

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

How to Split Long Lines

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

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

How to Insert New Lines

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

How to Insert the Date or Time

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

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

Shortcuts:

Mouse: Ctrl+Right click at the insertion point.
Keys: Ctrl+F10.

How to Insert a Page Break

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

More Information:

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

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

How to Insert a File

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

How to Transpose Text

To transpose adjacent characters:

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

To transpose adjacent lines:

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

To transpose adjacent words:

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

How to Fill Blocks

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

To fill with Characters:

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

To fill with Numbers:

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

Notes:

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

How to Cancel the Last Action

To cancel the last edit:

Choose Undo (Ctrl+Z) from the Edit Menu

Toolbar:

To cancel the last undo:

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

Toolbar:

To cancel all edits:

Type Ctrl+Shift+Z.

To redo all edits:

Type Ctrl+Shift+A.

Note:

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

The Status Bar

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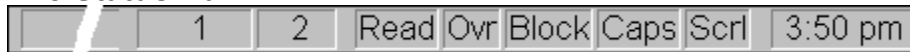
The status bar is displayed at the bottom of the main window.   To display or hide the status bar, use the Preferences command in the Configure menu.

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

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

Indicator	Description
1	The line number of the caret.
2	The column number of the caret.
Read	The file is read-only, otherwise **Edit** is shown.
Ovr	The Insert key is latched down, otherwise **Ins** is shown.
Block	Block or **Norm**al selection mode, or **Wrap** for word wrap mode.
Caps	The Caps Lock key is latched down.
Scrl	The Scroll Lock key is latched down.
3.50pm	The current time.

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

The Toolbar

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

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

Click	**To**
	Open a new document.
	Open an existing document. This displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document with its current name. If you have not named the document, the Save As dialog box is displayed.
	Display the Manage Files dialog. This allows you to copy, rename, delete and update files.
	Print the active document.
	Preview the printed layout of the active document.
	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.
	Cancel (undo) the last edit command.
	Cancel the last Undo command
	Reduce indentation of selected text.
	Increase indentation of selected text.
	Enable word wrapping (this button is latched down).
	Display the Find dialog. This allows you to specify text to search for in the active document.
	Display the Replace dialog. This allows you to find and replace text.
	Display the Find in Files dialog. This allows you you search for text in multiple files.
	Jump to the previous item in the search or command window.
	Jump to the next item in the search or command window.
	Display a cursor to click on an item you require help on.

The Keyboard

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

Z	Ctrl	Undo last edit
Z	Ctrl+Shift	Undo all edits
0-9	Alt	Run user tool 0,1,...,9
0-5	Alt+Shift	Run user tool 10,11,...,15
Break	Ctrl	Stop the tool running in the command window (only under 32-bit versions of Windows)
Backspace		Delete selection, or character before the caret.
Backspace	Ctrl	Delete back to the last start of word.
Delete		Delete selection, or character after the caret.
Delete	Ctrl	Delete forward to the next start of word.
Delete	Alt	Delete all lines in the document
Enter		Start a new line in an edit document, or do a hypertext jump in a log document.
Enter	Alt	Display in-context properties dialog box
Escape		Cancel any existing selection
Scroll Lock		Locks caret position when scrolling with page up/down keys.
Tab		Indent selected lines, or move caret to next tab stop
Tab	Ctrl	Next window (same as Ctrl+F6)
Tab	Shift	Un-indent selected lines, or move caret to previous tab stop
F1		In-context help
F1	Ctrl	Display document statistics on status bar
F1	Shift	Invoke in-context help cursor
F2		Go to next bookmark
F2	Ctrl	Set or clear a bookmark on the current line
F2	Shift	Go to previous bookmark
F2	Ctrl+Shift	Clear all bookmarks
F3		Invoke the Manage Files dialog box
F3	Alt	Invoke Windows File Manager or Explorer
F4		Hypertext jump to next item in Search or Command Output window
F4	Shift	Hypertext jump to previous item in Search or Command Output window
F5		Invoke the Find dialog box
F5	Ctrl	Invoke Find in Files dialog box
F6		Activate next view
F6	Ctrl	Activate previous view
F8		Invoke Replace dialog
F8	Ctrl	Replace next instance of search pattern
F9		Find matching { [(or)] }
F9	Shift	Select to matching { [(or)] }
F10		Invoke the main menu
F10	Shift	Popup the in-context document menu
F10	Ctrl	Popup the insert date/time menu
F11		Invoke the Window Selector
F11	Ctrl	Activate the Command Output window
F11	Shift	Activate the Search Output window
F12	Shift	Switch in and out of word-wrap mode

The Mouse

Cursor Positioning:

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

Text Selection:

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

In-context Menus:

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

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

How to Find Text

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

To find text:

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

Toolbar:

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

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

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

Tips

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

Examples

How to Replace Text

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

To Replace Text:

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

Toolbar:

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

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

5. Choose one of the following actions:

   a) Press Find Next to select the next occurrence.

   b) Press Replace to replace the current selection.

   c) Press Replace All to replace all occurrences of the search text.

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

Tips:

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

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

<u>Examples</u>

How to Find in Multiple Files

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

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

Toolbar:

2. In the Find What box, either type the search string, or choose a previous string from the drop-down list.   (Check that Text or Hex is correctly set for the type of string in the Conditions box.)

3. In the In Files box, either type a list of files using wild cards, or choose a previous list from the drop-down list.

4. In the In Directory box, either type the pathname to the directory containing the files, or select a previous directory from the drop-down list, or click Defaults to set it to the current working directory.

5. In the Conditions box, specify the search criteria as follows:

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

6. In the File Type box, choose Text if the files contain text, or Binary if they contain any NULL characters.

7. In the Report Detail box, choose All Matching Lines if you want each matching line printed out, or File Counts Only if you simply want to know how many occurrences there are in each file.

8. Click Search Subdirectories if you want to search through all files in the subdirectories of the directory specified in step (4) as well.

9. Click Find.

Hypertext Jumps:

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

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

Toolbar:

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

Toolbar:

How to Find a Matching Bracket

To Find a Matching Bracket:

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

To Select Text Between Brackets:

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

How to Use Bookmarks

To Set a Bookmark:

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

To Go to the Next Bookmark:

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

To Go to the Previous Bookmark:

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

To Clear a Single Bookmark:

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

To Clear all Bookmarks:

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

To Delete all Bookmarked Lines:

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

To Copy all Bookmarked Lines to the Clipboard:

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

To Cut all Bookmarked Lines to the Clipboard:

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

Examples - Finding Text

1. Find all trailing spaces:

    ```
    [ \t]+$
    ```
    finds one or more spaces or tabs followed by the end of line.

2. Find an empty line:

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

3. Find everything on a line:

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

4. Find "$12.34":

    ```
    \$12\.34
    ```
    Note that '.' and '$' have been escaped using the backslash to hide their regular expression meanings.

5. Find any valid C language variable name:

    ```
    \<[_a-zA-Z][_a-zA-Z0-9]*
    ```
    finds a word starting with an underscore or alphabetic character, followed by zero or more underscores or alphanumeric characters.

6. Find an inner-most bracketed expression:

    ```
    ([^()]*)
    ```
    finds a left bracket, followed by zero or more characters excluding left and right brackets, followed by a right bracket.

7. Find a repeated expression:

    ```
    \([0-9]+\)-\1
    ```
    This uses a tagged expression "\(...\)" to find one or more digits, followed by a hyphen, followed by the string matched by the tagged expression.   So this regular expression will find 12-12, but not 12-34.

Examples: Replacing Text

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

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

    ```
    \U&
    ```

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

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

    ```
    \u&
    ```

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

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

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

4. Find "paste":

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

    ```
    \p
    ```

Regular Expressions

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

Ordinary Characters

An ordinary character is an RE that matches itself.   It can be any character in the ANSI character set except <newline> and the special characters listed below.   An ordinary character preceded by a backslash is treated as the ordinary character itself, except when the character is (,), <, >, or the letter **t**, or the digits **1** through **9**.   In all contexts, a tab is represented by the pair **\t**.

Special Characters

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

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

Wildcard Character

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

Repetition Expressions

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

Class Expressions

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

Simple Characters

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

Negated Class Expressions

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

Range Expressions

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

Expression Anchoring

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

        ^   A circumflex as the first character of an RE anchors

the expression to the beginning of the line.

$ A dollar sign as the last character of an RE anchors the expression to the end of the line.

\<   The character pair **\<** anchors the next RE to the start of a word.

\>   The character pair **\>** anchors the previous RE to the end of a word.

Tagged Expressions

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

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

Replacement Expressions

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

Expression	Definition
&	Substitute the text matching the entire search pattern.
\0 to \9	Substitute the text matching tagged expression 0 through 9. \0 is equivalent to &.
\n	Substitute a newline.
\t	Substitute a tab.
\u	Force the next substituted character to be in upper case.
\l	Force the next substituted character to be in lower case.
\U	Force all subsequent substituted characters to be in upper case.
\L	Force all subsequent substituted characters to be in lower case.
\E or \e	Turns off previous \U or \L.
\p	Paste in the contents of the clipboard.

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

The Command Output Window

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

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

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

Loading a File into the Command Output Window:

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

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

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

Tool Argument Macros

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

Macro Name	Expanded String
$File	The fully qualified filename of the current document.
$FileName	The simple filename of the current document.
$BaseName	$FileName, stripped of any extension.
$FileDir	The drive and directory of the current document.
$Line	The caret line within the current document
$Col	The caret column within the current document
$Dir	The current working drive and directory.

Notes:

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

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

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

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

Command Line Arguments

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

Argument	Description
-av	Arrange windows vertically tiled.
-ah	Arrange windows horizontally tiled.
-ac	Arrange windows cascaded.
-am	Arrange windows maximized.
-p "file"	Print the specified file using default printer.
-q	Dont display startup "splash" message.
-s	Started by a DDE shell command.
-t "title"	Append "title" to the main window title bar.

Notes:

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

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

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

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

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

How Run Other Programs

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

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

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

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

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

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

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

8. Click OK.

Note:

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

How to Use as the Editor for Other Applications

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

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

Example 1:

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

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

Example 2:

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

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

Notes:

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

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

How to Customize: Overview

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

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

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

How to Customize General Preferences

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

Set this Option:	To Do This:
Save Settings on Exit	Save all settings between sessions.
Save the Workspace	Save the state of open documents between sessions, so that you can continue from where you left off.
Allow Multiple Instances to Run	Allow more than one instance of the program to run at a time. This is not possible for the 16-bit edition.
Use Multiple File Open Dialog Box	Allow multiple files to be selected in the File Open dialog. Disable this option if your file names contain spaces.
Directory Follows Active Document	Automatically change working directory, to match that of the active document.
Backup Files Before Saving Changes	Before a document is saved, make a backup copy of the original. On Windows 95 & NT, FILE.EXT is backed up as FILE.BAK.EXT, otherwise it is backed up as FILE.BAK
Display Full Path Names on Window Selector.	Display as much of the path as can be fitted in the Window Selector, otherwise omit the path and just display the file name.
Use OLE Drag and Drop	Enable the full drag and drop capabilities. This setting can only be changed when no document windows are open, and OLE2 has been installed.

How to Customize File Preferences

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

Set this Option:	To Do This:
Number of Recent Files on File Menu	Set the number of most recently used files on the File menu to between 1 and 16.
Default File Extension	If you open or save a file using the File Open or Save As dialog boxes, and do not specify a file extension, this string will be used. It must not include spaces or dots.
Default Character Set	Set the default character set used. Click DOS if you want to use most of your text files with DOS applications, otherwise click ANSI. This setting is used for dropped files, and files opened by double clicking, but can be overridden for individual files on the File Open dialog box.
No Breaks in Lines	Save word-wrapped documents without actually breaking the lines as wrapped.
Hard Breaks at Column #	Insert new line characters at the specified column position, when saving word-wrapped documents.

How to Customize View Preferences

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

Set this Option:	To Do This:
Tool Bar	Display the tool bar at the top of the main window.
Status Bar	Display the status bar at the bottom of the main window.
Clock	Display the digital clock on the status bar.
Tool Bar Popup Tips	Display tool bar help by holding the cursor over a button.
Visible Alerts	Flash the window whenever the beeper is sounded.
Stay on Top of Other Windows	Keep the main window on top of all others, even when another application is active.
Horizontal Scroll Bar	Display a horizontal scroll bar in each view.
Block Caret	Display the caret as a block, instead of a vertical bar. The caret is temporarily changed to the alternate form in overtype mode.

How to Customize Document Preferences

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

Set this Option:	To Do This:
Word Wrap Long Lines	Word-wrap lines that are wider than the view, or than the column specified in <u>File Preferences</u>.
Constrain the Caret to the Text	Restrict the position of the caret to the existing text. Otherwise it can be placed anywhere in the document window. In word-wrap mode, the caret is always constrained.
Maintain Indentation	Automatically indent each new line by the same amount as the preceding line.
Auto-indent Blocks	Indent a new line following a line ending with **{**, and unindent a **}** on a line on its own. Maintain Indentation must also be set.
Read Only	Prevent the document from being edited. This cannot be set if the document has already been modified.

How to Customize Tab Stops

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

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

2. Select the Tabs tab.

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

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

5. Check Convert to Spaces, if you want tabs converted to the equivalent number of spaces.   This does not affect existing tabs, until a document is saved.

6. Click OK.

How to Customize File Filters

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

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

How to Customize File Associations

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

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

To revert an association back to its default:

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

Notes:

Clicking Cancel will leave your current associations intact.

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

How to Customize Hypertext Expressions

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

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

More Information:

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

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

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

1. **Microsoft and Symantec (Zortech) C/C++**
   Expression = ^\([^(]+\)(\([0-9]+\))
   File Register = 1
   Line Register = 2
2. **Borland C/C++**
   Expression = ^[WE][a-z]+ \([^]+\) \([0-9]+\):
   File Register = 1
   Line Register = 2
3. **Keil C51**
   Expression = ^.+ IN LINE \([0-9]+\) OF \([^:]+\):
   File Register = 2
   Line Register = 1
4. **Generic filename(line,column)**
   Expression = ^\([^(]+\)(\([0-9]+\),\([0-9]+\))
   File Register = 1
   Line Register = 2
   Column Register = 3

How to Customize the Screen Font

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

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

How to Customize the Tools Menu

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

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

How to Configure Document Properties

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

- Document for word-wrap and indentation settings.
- View for scroll bars and visible spaces.
- Tabs for tab settings.
- Statistics for information about the document, such as its word count.

How to Configure View Properties

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

Set this Option:	To Do This:
Horizontal Scroll Bar	Display a horizontal scroll bar.
Visible Spaces and Tabs	In visible mode, spaces are shown as () and tabs as (»).

How to View Document Statistics

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

Property:	Notes:
Full Name	Shows the fully qualified file name. You may need to scroll to the end if the name is longer than the available display space.
Last Saved At	Shows the date and time that the document was last written to its disk file.
Character Count	Shows the number of characters in the document.
Line Count	Shows the number of lines in the document. Note that a word-wrapped line is counted as a single line.
Word Count	Shows the number of words in the document. A word is composed of letters, numbers, hyphens, underscores and apostrophes.

How to Customize the Printer

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

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

Tip:

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

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

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

For example: to get a page header that looks like:

Left	Center	Right
readme.txt	Page 1	10/10/95

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

How to Customize Colors

The foreground and background colors used by TextPad can be modified, but there is no user interface yet.

Defining Colors on Windows 3.1:

To make changes, you must edit the values in the [Colors] section in TEXTPAD.INI, which is stored in your Windows directory.   Note that if you use TextPad to edit this file, your changes will be overwritten when you exit, so use NotePad!

Defining Colors on Windows 95 and NT:

Use the registry editor (regedit32.exe on NT, or regedit.exe on Windows 95) to edit the values for the key:

```
HKEY_CURRENT_USER\Software\Helios\TextPad\Colors.
```

Color Values:

Each color is specified by 6 hex digits in the form BBGGRR, so black is 000000, white is FFFFFF, pure blue is FF0000, pure green is 00FF00, pure red is 0000FF, and light gray is C0C0C0.   The defaults are as specified using the Control Panel Color applet.

Change this:	To set this color:
NormalFg	The normal foreground color of text
NormalBk	The normal background color of text
HighliteFg	The foreground color of selected text
HighliteBk	The background color of selected text
Bookmark	The color of bookmarks
InactiveView	The color used in the left margin to indicate inactive views

Note:

If you change your Windows color scheme whilst TextPad is running, it will update the first four entries in the above table to match the new color scheme.   If TextPad is not running, it will preserve your previous settings for these colors.

New command (File menu)

Use this command to create a new, unnamed document.

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

Shortcuts:

Toolbar:

Keys: Ctrl+N

<u>More information</u>

Open command (File menu)

Use this command to open an existing document.

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

Shortcuts:

　　　Toolbar:

Keys:　Ctrl+O

<u>More information</u>

Close command (File menu)

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

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

<u>More information</u>

Close All command (File menu)

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

Save command (File menu)

Use this command to save an open document.

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

Shortcuts:

Toolbar:

Keys: Ctrl+S

More information

Save As command (File menu)

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

<u>More information</u>

Save All command (File menu)

Use this command to save all modified documents.

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

Shortcuts:

    Keys: Ctrl+Shift+S

Manage Files command (File menu)

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

Shortcuts:

Toolbar:

Keys: F3

More information

Print command (File menu)

Use this command to print the active document.

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

Shortcuts:

    Toolbar:

Keys: Ctrl+P

More information

Print Preview command (File menu)

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

When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The 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.

Shortcuts:

Toolbar:

Keys: Ctrl+Shift+P

More information

Print Setup command (File menu)

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

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

More information

Send command (File menu)

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

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

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

Exit command (File menu)

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

Shortcuts:

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

Keys: Alt+F4

Undo command (Edit menu)

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

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

Shortcuts:

    Toolbar:

Keys: Ctrl+Z   or   Alt+Backspace

More information

Redo command (Edit menu)

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

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

Shortcuts:

Toolbar:

Keys: Ctrl+A

More information

Select All command (Edit menu)

Use this command to select the whole document.

Shortcuts:

Mouse: Crl+Left click in the left margin.

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

More information

Cut command (Edit menu)

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

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

Shortcuts:

Toolbar:

Keys: Ctrl+X   or   Shift+Delete

More information

Cut Selection Append command (Edit menu)

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

Shortcuts:

    Keys: Ctrl+Shift+X

More information

Copy command (Edit menu)

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

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

Shortcuts:

   Toolbar:

Keys: Ctrl+C   or   Ctrl+Insert

More information

Copy Append command (Edit menu)

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

Shortcuts:

    Keys: Ctrl+Shift+C

More information

Paste command (Edit menu)

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

Shortcuts:

Toolbar:

Keys: Ctrl+V   or   Shift+Insert

More information

Invert Case command (Edit menu)

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

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

Shortcuts:

Keys: Ctrl+K

More information

Upper Case command (Edit menu)

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

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

Shortcuts:

Keys: Ctrl+U

More information

Lower Case command (Edit menu)

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

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

Shortcuts:

    Keys: Ctrl+L

More information

Capitalize command (Edit menu)

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

This command is unavailable if no text is currently selected.

Shortcuts:

Keys:　　　Ctrl+Shift+U

More information

Transpose command (Edit menu)

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

This command is unavailable if any text is selected.

Shortcuts:

Keys: Ctrl+T

Transpose Words command (Edit menu)

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

This command is unavailable if any text is selected.

Shortcuts:

Keys: Ctrl+Shift+T

Unindent command (Edit menu)

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

Shortcuts:

Toolbar:

Keys: Shift+Tab

More information

Indent command (Edit menu)

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

Shortcuts:

Toolbar:

Keys: Tab

<u>More information</u>

Insert File command (Edit menu)

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

Shortcuts:

Keys: Ctrl+Shift+V

More information

Join Lines command (Edit menu)

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

Shortcuts:

Keys: Ctrl+J

More information

Line Lengthen/Split Lines command (Edit menu)

Line Lengthen:

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

Split Lines:

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

Shortcuts:

Keys: Ctrl+Shift+J

Insert Line After command (Edit menu)

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

Shortcuts:

Keys: Ctrl+I

More information

Insert Line Before command (Edit menu)

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

Shortcuts:

    Keys: Ctrl+Shift+I

More information

Insert Page Break command (Edit menu)

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

Shortcuts:

Keys: Ctrl+Shift+L

More information

Insert Time command (Edit menu)

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

Insert Short Date command (Edit menu)

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

Insert Long Date command (Edit menu)

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

Cut Line command (Edit menu)

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

Shortcuts:

Keys: Ctrl+Y

More information

Cut Line Append command (Edit menu)

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

Shortcuts:

    Keys: Ctrl+Shift+Y

More information

Cut Word command (Edit menu)

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

Shortcuts:

    Keys: Ctrl+Q

More information

Cut Word Append command (Edit menu)

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

Shortcuts:

Keys: Ctrl+Shift+Q

More information

Mark Clean command (Edit menu)

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

This option is disabled until the document has been modified.

Delete command (Edit menu)

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

Delete Bookmarked Lines command (Edit menu)

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

Cut Bookmarked Lines command (Edit menu)

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

Copy Bookmarked Lines command (Edit menu)

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

Fill Block command (Edit menu)

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

You can fill with tabs by entering \t as the fill character.   If you actually want to fill with \t, enter it as \\t.

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

Clear All command (Edit menu)

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

Shortcuts:

Keys: Ctrl+Del

Find command (Search menu)

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

Shortcuts:

Toolbar:

Keys: F5

More information

Find Next command (Search menu)

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

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

Shortcuts:

    Keys: Ctrl+F

More information

Find Previous command (Search menu)

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

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

Shortcuts:

Keys: Ctrl+Shift+F

More information

Find in Files command (Search menu)

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

Shortcuts:

Toolbar:

Keys: Ctrl+F5

More information

Replace command (Search menu)

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

Shortcuts:

Toolbar:

Keys: Ctrl+F8

More information

Replace Next command (Search menu)

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

Shortcuts:

Keys: Ctrl+F8

More information

Go To command (Search menu)

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

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

Shortcuts:

Keys: Ctrl+G

Jump Next command (Search menu)

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

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

Shortcuts:

Toolbar:

Keys: F4

Jump Previous command (Search menu)

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

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

Shortcuts:

Toolbar:

Keys: Shift+F4

Toggle Bookmark command (Search menu)

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

Shortcuts:

Keys: Ctrl+F2

More information

Next Bookmark command (Search menu)

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

Shortcuts:

    Keys: F2

More information

Previous Bookmark command (Search menu)

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

Shortcuts:

Keys: Shift+F2

More information

Clear All Bookmarks command (Search menu)

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

Shortcuts:

Keys: Ctrl+Shift+F2

More information

Match Bracket command (Search menu)

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

Shortcuts:

    Keys: Ctrl+M

More information

Compare Files command (Tools menu)

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

More information

File Manager command (Tools menu)
Use this command start Windows own File Manager.

Shortcuts:
Keys: Alt+F3

Stop command (Tools menu)

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

Shortcuts:

    Keys: Ctrl+Break

More information

Run command (Tools menu)

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

More information

User Tool command (Tools menu)

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

More information

Block Select Mode command (Configure menu)

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

This command is not available in word-wrapping mode.

Shortcuts:

Mouse: Alt+Left button

More information

Preferences command (Configure menu)

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

More information

Screen Font command (Configure menu)

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

More information

Tools command (Configure menu)

Use this command to bring up the Tools dialog box.   This lets you add or modify your own entries on the Tools menu.

<u>More information</u>

Document Properties command (Configure menu)

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

<u>More information</u>

Split Window command (Window menu)

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

Pressing escape cancels this command.

More information

Tile Across command (Window menu)

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

Tile Down command (Window menu)

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

Cascade command (Window menu)

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

Arrange Icons command (Window menu)

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

Use Selector command (Window menu)

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

Shortcuts:

    Keys: F11

More information

Search Output command (Window menu)

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

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

Shortcuts:

Keys: Shift+F11

More information

Command Output command (Window menu)

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

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

Shortcuts:

Keys: Ctrl+F11

More information

0,1,... command (Window menu)

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

Contents command (Help menu)

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

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

Search for Help command (Help menu)

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

File Statistics command (Help menu)

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

Shortcuts:

    Keys: Ctrl+F1

About TextPad command (Help menu)

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

Context Help command

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

Pressing escape cancels this command.

Shortcuts:
  Keys: Shift+F1

Open Include File

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

Quick Open File Dialog Box

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

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

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

Fill Selected Block Dialog Box

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

Type in the character or characters that you want to fill the current block selection with.   You can fill with tabs by entering \t as the fill character.   If you actually want to fill with \t, enter it as \\t.

Manage Files Dialog Box

Use the manage Files dialog to:

- Copy Files
- Delete Files
- Rename Files
- Update Timestamps of Files

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

Copy/Rename/Move Dialog Box

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

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

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

Delete/Touch Dialog Box

This dialog box appears when you click Delete or Touch on the Manage Files dialog box.
Confirm that the files in the edit box are what you want, and edit them if necessary.   Then click OK.

Tool Arguments Dialog Box

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

Type any arguments that the program requires in the Arguments box, and click OK.

Go To Line dialog box

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

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

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

Go To Address dialog box

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

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

Shareware, License and Ordering Information

Helios Software Solutions

Mail Address:

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

Tel/Fax: +44-(0)1772-324353

E-Mail Addresses:

CompuServe: 100041,235
MSN: HelioSoft
Internet: textpad@heliosof.demon.co.uk

How to Order

Registration Benefits:

This product makes use of the most advanced software technology available today.   As the technology improves, so does our software.   Your registration fee enables us to keep it at the forefront of technology, so that you continue to benefit from the productivity gains it gives you.

As a registered user, you will receive:

📕   A copy of the latest release of both 16 and 32-bit editions on 3.5" diskette, which include support for OLE2 drag and drop editing, plus the Win32s installation disks.

📕   A license to use all future maintenance releases (which will be made available for downloading using FTP, and from CompuServe).   This license file will be e-mailed to you, if you quote your address with your order.

📕   The display of your name, company and registration number on the About dialog box.

📕   Technical support via e-mail, by FAX, or through the mail, at no charge, for at least 101 days.

Registration Instructions:

The registration fee can be paid direct to Helios Software Solutions in UK Pounds, or to PsL using a credit card, or it can be debited from your CompuServe account using the shareware registration service.   Which ever way you choose to order, we send you an invoice.

Note that discounted site licenses can be supplied on request.

Ordering by Cheque (Check)
Ordering by Credit Card
CompuServe Registration
Purchase Orders

Ordering by Cheque (Check)

Payment must be by UK pound denominated drafts drawn on a UK bank, or by EuroCheque, or by Pound Sterling International Money Order.   Sorry, but banking fees for payments in other denominations are prohibitively expensive.

Please enclose a cheque (check) or money order with your order form, payable to:

"Helios Software Solutions".

See the Order Form for current pricing.

CompuServe Shareware Registration Service

If you have a CompuServe account you can have the registration fee debited from your account. Simply GO SWREG and follow the online instructions, quoting registration ID number 3938.

To ensure that you get the latest version, CompuServe will notify us on the day of your order and we will ship the product directly to you.

The registration fee for orders made using this service in US Dollars is $30 plus $5.00 shipping and handling.

Credit Card Orders

MasterCard, Visa, American Express, and Discover orders must be placed through PsL, a credit card order taking service.   You can reach PsL 24 hours a day 7 days a week by fax at 1-713-524-6398 or by CompuServe mail to 71355,470 or Internet mail to 71355.470@compuserve.com.   You can also call PsL at 1-800-242-4PsL(4775) or 1-713-524-6394 between the hours of 7:00 am and 6:00 pm CST Monday-Thursday and 7:00 am and 12:30 pm CST on Fridays, except holidays.   You can also mail orders to PsL at P.O. Box 35705, Houston, TX 77235, USA.

THESE NUMBERS ARE FOR ORDERING ONLY.   Any other queries, including the the status of the shipment of the order, must be addressed to Helios Software Solutions.   PsL will charge us $2.50 for any queries you make, then pass them on for us to answer anyway, so *please ask us directly*!

PsL requires the following information:

Credit Card [   ] MasterCard [   ] VISA [   ] AMEX [   ] Discover

Credit Card Number: _____

Expiry Date: _____

Name On Card: _____

Billing Address: _____

                             _____

                             _____

To ensure that you get the latest version, PsL will notify us on the day of your order and we will ship the product directly to you.

The registration fee for orders through PsL in US Dollars is $30 plus $5.00 shipping and handling.

Purchase Orders

Purchase orders (net 30 days) are accepted only from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number.   Please be sure to include the standard TextPad order form with a purchase order.

See the <u>Order Form</u> for current pricing.

User License Agreement
LIMITED WARRANTY AND REMEDIES

THE PROGRAM IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.   IN NO EVENT WILL THE AUTHOR BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OF THE PROGRAM, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, SUPERSEDING ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN US RELATING TO THE SUBJECT MATTER OF THIS LICENSE.

Windev and TextPad are shareware programs and are provided at no charge to the user for evaluation. Feel free to share them with your friends, but please do not give them away altered or as part of another system.   The essence of shareware software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.

If you find this program useful and find that you continue to use it after a reasonable trial period, you must make a registration payment (see the registration instructions for details).   This registration fee will license one copy for use on any one computer at any one time.   All users will receive a copy of the latest release when they register, and free technical support for a limited period.

Commercial users must register and pay for their copies within 30 days of first use or their license is withdrawn.   Site License arrangements may be made by contacting Helios Software Solutions.

Anyone distributing this product for any kind of remuneration must first contact Helios Software Solutions for authorization.

You must treat this software just like a book.   For example, this software may be used by any number of people and may be freely moved from one computer location to another, as long as there is no possibility of it being used at more than one location at a time.   Just as a book cannot be read by two people at the same time.

You are encouraged to pass a copy of this software along to your friends for evaluation, but you must include all files in the original distribution.   Please encourage them to register their copy if they find that they make use of it.

Distributor License Agreement

Anyone wishing to charge people a fee for giving them a copy of this software must have the written authorization of the author, without which, the distributor is guilty of copyright violation.   To receive such authorization, send this completed application, along with a copy of your software library's order form to Helios Software Solutions.   Include £5.00 to cover the cost of processing the application and of sending you the latest version of the software.   For distributors already recognized by the Association of Shareware Professionals, this application is not necessary.

```
Name of Organization: _____

Your Name: _____

Address:    _____

            _____

            _____
```

Terms of Distribution of Windev and TextPad:

1.   The fee charged may not exceed $10, including postage, mailer and any other charges.

2.   Your library's catalog or listing must state that this program is not free, but is copyrighted software that is provided to allow the user to evaluate it before paying.

3.   The offering and sale of the software will be stopped at any time the author so requests.

4.   Copies must be made from the copy of the software sent to you with this agreement. This is required for control purposes.

5.   Problems or complaints about the program will be reported to the author for investigation.   In return for a license to charge a fee for the distribution of the programs Windev and TextPad, I agree to comply with the above terms of distribution.

```
Signed, _____  _____
            your signature                             date




_____   _____   _____
     Keith MacDonald        control #          date
```

Definition of Shareware

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

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

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

Association of Shareware Professionals

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

The primary goals of the ASP include:

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

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

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

o To assist members in marketing their software.

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

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

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

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

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

The ASP has put in place a system to help ensure that users are treated fairly and professionally.   If a user is unable to resolve a problem with a member author then the user can contact the ASP Ombudsman with their complaint.   The Ombudsman will then try to help resolve the dispute.

ASP Ombudsman Statement:

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

Please write to the ASP Ombudsman at:

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

or send a CompuServe message via CompuServe MAIL to ASP Ombudsman 70007,3536.

TextPad Order Form

Please register me as a licensed TextPad user, and send me a copy of the latest release.

```
Name:_____
Company:_____
Address:_____

_____

_____
Phone:_____
Fax:_____
E-mail:_____    _____
```

Payment Due (in UK Pounds, valid from 1-January-1996)**:**

```
    Registration Fee:                    £19.00
    Shipping & Handling*:                £_____
    Total paid:                          £_____
```
    (*UK: £1.00, Europe £2.00, Worldwide: £3.00)

```
Cheque/Draft No._____
```

```
Signed:_____
Date:_____
```

```
How did you discover TextPad?_____
```
_____

Any Comments:_____

_____

_____

_____

When you have filled in the above details, mail this to:

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

Thank you for your interest in this product.

File Open dialog box

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

File Name

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

List Files of Type

Select the type of file you want to open:

Drives

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

Directories

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

Network...

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

File Save As dialog box

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

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

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

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

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

Title Bar

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

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

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.

2. Press a DIRECTION key to move the border.

3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
  Keys: Ctrl+F7

Minimize command (application Control menu)

Use this command to reduce the window to an icon.

Shortcut
    Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon on the title bar; or double-click the title bar.

Keys: Ctrl+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window.   This corresponds to the order in which you opened the windows.

Shortcut
Keys: Ctrl+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. This corresponds to the order in which you opened the windows.

Shortcut
  Keys: SHIFT+Ctrl+F6

Close command (Control menus)

Use this command to close the active window or dialog box.
Double-clicking a Control-menu box is the same as choosing the Close command.

Shortcuts
Keys: Ctrl+F4 closes a document window
                 ALT+F4 closes the main window or a dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
Keys: Ctrl+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
Select the application you want to switch to or close.

Switch To
Makes the selected application active.

End Task
Closes the selected application.

Cancel
Closes the Task List box.

Cascade
Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
    This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup
    Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range
    Specify the pages you want to print:
    All   Prints the entire document.
    Selection   Prints the currently selected text.
    Pages   Prints the range of pages you specify in the From and To boxes.

Copies
    Specify the number of copies you want to print for the above page range.

Collate Copies
    Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
    Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print
     Bring up the print dialog box, to start a print job.

Next Page
     Preview the next printed page.

Prev Page
     Preview the previous printed page.

One Page / Two Page
     Preview one or two printed pages at a time.

Zoom In
     Take a closer look at the printed page.

Zoom Out
     Take a larger look at the printed page.

Close
     Return from print preview to the editing window.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
    Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
    Choose Portrait or Landscape.

Paper Size
    Select the size of paper that the document is to be printed on.

Paper Source
    Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
    Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

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