Help Index

This is the contents page of the help file for the BigNote Notepad replacement program. BigNote is designed to replace the Windows 95 Notepad applet.   This version of BigNote will run only on Windows 95, not on Windows NT.

This is the unregistered evaluation version of BigNote. This program is copyrighted, and is offered as shareware. You are granted a limited license to install and use this program for a period of 30 days, for evaluation. At the end of the evaluation period, you must either register, or cease using this program and delete all it's files from your computer.

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For information on how to use Help, press F1 or select Using Help from the Help menu.

Edit Menu

The Edit menu provides commands to cut, copy, paste, and delete text in the edit window.

Undo   Undo the previous operation.
Cut   Delete selected text and move it to the clipboard.
Copy   Copy selected text to the clipboard.
Paste   Move text from the clipboard to the current document.
Clear All   Delete all text in document.
Delete Delete selected text.

File Menu

The File menu provides commands for creating new files, opening existing files, saving files, printing files, and exiting the application.

New	Create a new, untitled, document.
Open	Open an existing file.
Close	Close the current document.
Save	Save the current document if its contents have changed.
Save As	Save the current document under a new name.
Print	Print the current document.
Print Preview	View a sample printout of the current document.
Exit	Exit the BigNote application.

Search Menu

The Search menu provides commands to find and replace text.

Find   Find a pattern of text.

Replace   Replace one pattern of text with another.

Next   Find and/or replace the next occurrence of text pattern.

Window Menu

The Window menu provides commands to control the position and layout of application's windows.

Cascade   Resize and position all windows in an overlapping pattern.
Tile   Resize and position all windows in an non overlapping pattern.
Arrange Icons   Align all iconized windows along a grid.
Close All   Close all windows.

Help Menu

The Help menu provides access to the help system and the about dialog.

Contents   Help topic contents.
Search For Help   Search for a help topic using a keyword.
Using help   Help on using Windows help.

Copying Text

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose Edit|Copy from the menu.

Deleting Text

To delete text from a document, select the text, and choose Edit|<u>Cut</u> or Edit|<u>Delete</u> from the menu.   Cut will put the deleted text in the clipboard, and Delete will simply delete it.

Exiting

To exit the application, choose File|Exit from the File menu. If you have not saved the text in an edit window, you will be asked if you want to save the text to a file before the program exits.

Edit Window

The edit windows in this application allow reading, editing, printing and saving text files up to 5M B of characters in size.

Drag/Drop from Explorer or the File Manager

A file can be opened into an editor in the application by dragging the file from Explorer or
File Manager, and dropping it on BigNote's main window.

Printing

There are two commands on the File menu which support printing of documents from the application. File|Print Setup is used to select and configure a printer device. File|Print causes the current document to be printed to the default printer.

Edit Copy Command

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard.   To paste the copied text into another document, choose Edit|<u>Paste</u>.

Edit Cut Command

The Edit|Cut command removes the selected text from your document and places the text in the clipboard.   Choose Edit|<u>Paste</u> to paste the cut text into another document. The text remains selected in the clipboard, and can be pasted multiple times.

Edit Paste Command

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

Edit Undo Command

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation.   Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.

Edit Clear All Command

The Edit|Clear All command deletes the entire contents of the current document.   Use Edit|
Undo to restore the contents.

Edit Delete Command

The Edit|Delete command deletes the currently selected text from the current document. The text is not placed in the clipboard.   Use the Edit|Undo command to restore the text.

File Close Command

File|Close closes the currently active window. If you have modified the text in this window since you last saved it, you will be asked if you want to save the text before the window closes.

File Exit Command

The File|Exit command exits BigNote.   If you've modified documents without saving them, you'll be prompted to save before exiting.

File New Command

The File|New command opens a new, untitled document, and makes it the active window.
The application prompts you to name untitled documents when they are closed.

File Open Command

The File|Open command displays the Open a File dialog box so you can select a file to load into a new document window.   You can also create a new document by naming a file that doesn't currently exist.

File Print Command

The File|Print command prints the contents of the active window. Use File|<u>Print Setup</u> to select a printer, and to set printer options.

File Print Setup Command

The File|Printer Setup command displays the Printer Setup dialog box which allows you to select and configure the printer to be used to print documents in the application.

File Save Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

File Save As Command

The File|Save As command allows you to save a document under an new name, or in a new location on disk.   The command displays the Save File As dialog box.   You can enter the new file name, including the drive and directory.   All windows containing this file are updated with the new name.   If you choose an existing file name, you are asked if you want to overwrite the existing file.

Search Find Command

The Search|Find command searches the current document for a text pattern.   The
command displays the Find dialog which controls the search process.   Options in the dialog
determine whether only whole words are to be matched, or whether the case of characters
is significant.   As each match is found, it is highlighted in the document.

To learn what each control in the Find dialog does, click on it.

Find		? ☒
Find what:	[ ]	Find Next
☐ Match whole word only		Cancel
☐ Match case		
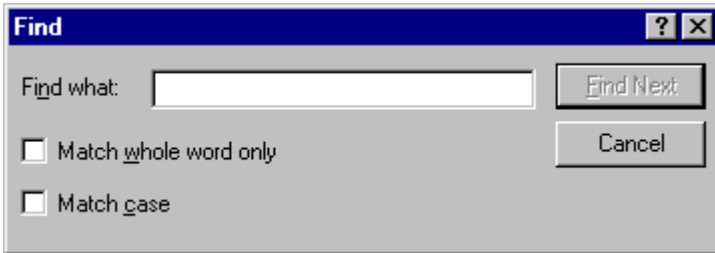
Search Next Command

The Search|Next command repeats the last Find or Replace operation.

Search Replace Command

The Search|Replace command searches the current document for a text pattern, and replaces occurrences of the of the pattern with new text.   The command displays the Replace dialog which controls the search/replace process.   Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant.   The dialog is also used to specify the pattern to search for, and the text to replace occurrences with.

To learn what each control in the Replace dialog does, click on it.
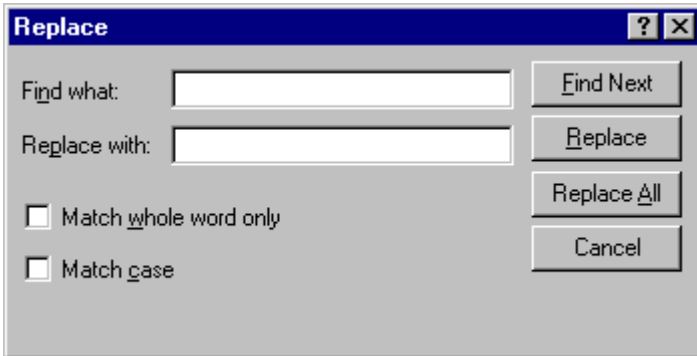
Window Arrange Icons Command

The Window|Arrange Icons command arranges all iconized windows into rows along the bottom of the application's main window.

Window Cascade Command

The Window|Cascade command arranges all document windows from the top-left position of the application's main window so that the title bar of each is visible.

Window Close All Command

The Window|Close All command closes all document windows open in the application.

Window Tile Command

The Window|Tile command arranges all document windows side-by-side in a non-overlapping pattern.

Help Table Of Contents

The Help|Contents displays the contents page of this help file.

Help On Using Help

Selecting the Help|Using Help command displays the help file for using Windows Help.

The Programs Menu

BigNote includes several built in commands which start other Windows applets. These commands are:

Dos Prompt - starts a Dos Prompt session.

Explorer - starts the Windows Explorer.

About The Authors Of BigNote

BigNote was written by Richard Buttars and Robin Vo. The authors welcome your questions and comments about this program. If you wish to contact them, you can do so by either e-mail, or regular mail.

To contact the authors by e-mail, send your message to:

72672.2240@compuserve.com

Or, if you wish to use regular mail, you can reach the authors at:

Robin Vo
P.O. Box 13123
Coyote, CA 95013

Registration Information

BigEdit is shareware, it is not free. This program is copyrighted, and you are granted a limited license to install and use this program for a period of 30 days, for evaluation. At the end of the evaluation period, you must either register, or cease using this program, and delete all it's files from your computer.

To register your copy of BigNote, send $10.00 to:

    Robin Vo
    P.O. Box 13123
    Coyote, CA 95013

The authors welcome your questions and comments on this program, as well as suggestions for improvements. If you want to contact the authors, the best way is via e-mail, and you can reach them at the following address:

72672.2240@compuserve.com

Or, if you prefer, you can write via "snail mail" to the registration address above.

Searching For Help

If this menu option is selected the help search window will open. You can either enter a keyword in the text box, or select one from the list.

The Main Application Window

When you first start BigNote, the main application window will open. Initially, no edit windows will be opened, unless you specified a file name as a command line argument when you started the program.

The Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu.   Buttons on the toolbar activate and deactivate according to the state of the application.

Button	Action	Menu Equivalent
	Create a new document	File|New
	Locate and open a file	File|Open
	Save the file in the active window	File|Save
	Cut selected text to Clipboard	Edit|Cut
	Copy selected text to Clipboard	Edit|Copy
	Paste text from Clipboard	Edit|Paste
	Undo previous editor action	Edit|Undo
	Search for text	Search|Find
	Repeat last Find or Replace operation	Search|Next
	Print the active window	File|Print
	Display help file contents	Help|Contents

Windows Keys

Cursor Movement Keys

Key(s)	Function
Arrow key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
Page Up or Page Down	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancels all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor.
	Or, deletes selected text.
Delete	Deletes the character to the right of the cursor.
	Or, deletes selected text.

Help Keys

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	Changes the pointer to so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.
	(This feature is not available in all Windows applications.)

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window.
	Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window.
	Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu.
	Or, changes the size of a window when you have chosen Size from the Control menu.

Enter the text you want to find in this textbox.

Click this button to find the text you are seeking in the edit window.

Click this button to close the dialog when you have finished searching for text.

Check this checkbox to restrict your search to whole words only.

Check this checkbox to restrict matches to those words which match the case of the letters in your search string.

Enter the text you wish to have replace the found text in this textbox.

Click this button to search for the first occurrence of the search text and replace it with the replacement text you entered in the replace textbox.

Click this button to replace all occurrences of the search text in the edit window with the replacement text in the replace textbox.

Click here to open the File menu, which allows you to create a new file, open an existing file, and save a file which you have created or edited.

Click here to open the Edit menu, which allows you to cut, copy and paste text in the active editor window.

This is the application's title bar, displaying the name of this program, BigNote.

Click here to open the Search menu, which allows you to find and replace text within the active editor window.

Click here to open the Programs menu, which allows you to start a Dos Prompt session or the Windows Explorer without having to switch away from BigNote.

Click here to open the Window menu, which allows you to tile, cascade, and arrange icons for open editor windows.

Click here to open the Help menu, which allows you to get help on how to use this program.

Using The New Explorer Style File Dialogs

Windows 95 introduces a new style of File Open/Save Dialog, which includes many powerful features. In many ways, these dialogs are actualy mini-Explorer sessions, allowing you to do far more than selecting a file to open or save. In addition, the dialog provides tooltips help for the buttons used in the dialog.

The File Open Dialog

The File Save Dialog

The File Open Dialog

When you select a file open command in your application, the file open dialog box will appear on your screen.

This combobox displays the current folder(directory). The list of this control displays a tree view of the directory structure of your computer.

Click this button to move up one level on the directory tree.

Click this button to create a new folder(directory).

The files in the currently selected folder(directory) are displayed in this window.

Click this button to view a list of the files in the currently selected folder.

Click this button to see a detailed view of the files, including size, date, and time created. This view is actually a mini-Explorer session. If you right click on a file in this view, you will get the same menu you would get if you right-click the file in Explorer.

Type the name of the file you wish to open in this dialog. Or, if you select a file in the file window, it's name will appear in this text box.

This listbox will list the available file types. Only the files of the type currently selected in the file type listbox will be visible in the file window.

Click this button to open the file you have selected or typed in the file name box.

Click this button to cancel the file open operation.

The File Save Dialog

When you select a file save-as command in your application, the file save dialog box will appear on your screen.