

# Scratch Pad Help Index

## How To ...

[Soothe your conscience](#)  
[Make Web browsing easier](#)  
[Make cutting and pasting easier](#)  
[Keep a copy of all Windows Clipboard activity](#)  
[Use Bookmarks](#)  
[Add Date / Time stamps](#)  
[Control Word Wrapping](#)

## Menus

[File menu](#)  
[Edit menu](#)  
[View menu](#)  
[Bookmarks menu](#)  
[Custom Settings](#)  
[Help menu](#)

## Full List of Commands

[Register](#)  
[Make cutting and pasting easier](#)  
[File menu commands](#)  
[Bookmarks menu](#)  
[Set Bookmarks command](#)  
[Go To Bookmark command](#)  
[Bookmarks dialog](#)  
[Custom Settings](#)  
[Custom Settings - Clipboard Capture page](#)  
[Custom Settings - Bookmark Settings page](#)  
[Custom Settings - Date Stamp Settings page](#)  
[Custom Settings - Page Settings page](#)  
[File New command](#)  
[File Open command](#)  
[File Save command](#)  
[File Save As command](#)  
[File 1, 2, 3, 4 command](#)  
[File Exit command](#)  
[Edit Undo command](#)  
[Edit Cut command](#)  
[Edit Copy command](#)  
[Edit Paste command](#)  
[Edit Select All command](#)  
[Edit Auto Capture command](#)  
[Edit Add Date Stamp Now command](#)  
[Edit Change Text Color command](#)  
[Edit Change Text Font command](#)  
[Edit Find Next command](#)

[View Jump To Line command](#)  
[View Toolbar command](#)  
[toolbar](#)  
[View Status Bar Command](#)  
[status bar](#)  
[View Always On Top command](#)  
[Help Help Topics](#)  
[Help About command](#)  
[Help Using Help Command](#)  
[System Minimize Command](#)  
[Choose Font Dialog](#)  
[Choose Color Dialog](#)  
[Edit Find Command](#)  
[Find Dialog](#)  
[Edit Replace Command](#)  
[Replace Dialog](#)  
[Edit Clear All](#)

## **Make Web browsing easier**

When browsing through the World Wide Web we often find information that we would like to keep for later reference. But how do we store the information we have found? If we keep the URL for the page we like, we need to reconnect to the internet every time we want to see the information again. This is slow and sometimes expensive. If we save complete web pages to our hard drive, we are saving a great deal of stuff we don't want. The best solution is to copy just the information you want from every page, and Scratch Pad can do just that. Even if what you want to keep is a map, a picture, an icon, a sound byte, or almost anything else!! How can you use Scratch Pad this way? Use Scratch Pad's auto capture feature. Start Scratch Pad, turn on auto capture, and begin surfing with your favorite Web browser. When you find information that you want to keep, just copy it to the Windows Clipboard, typically by pressing CTRL-C or using Copy from the Edit menu of your browser. The item will be "captured" by Scratch Pad and added to your current document. What if you want to keep graphics also? Most browsers allow you to right-click on a graphic and download it to your favorite graphics program, and because pictures that are a part of a Web page are usually small, this is typically a quick download. Once you have the picture in your graphics program, you can copy it to the Windows clipboard and \*ding\* it is copied to your Scratch Pad!! You can resize pictures by dragging the edges so that they fit wherever you want, and even drag them to a different place in your document. Try Print Preview to see how the printed output will look, color pictures and all!

## Register Scratch Pad

Scratch Pad is a shareware program. It is NOT FREE! If you use it, please register it.

### **Important!!**

To register Scratch Pad you MUST INCLUDE the unique Id number for your copy of the program. This number may be found in the About Scratch Pad box from the Help menu. After you have been using this program for 30 days, you will be reminded to register it if you have not already done so. This reminder screen also shows the unique Id number you must send to receive your password. Of course, you must also send the registration fee of \$15 for version 2.0 of Scratch Pad!

## How to send Registration

### FOR CREDIT CARD ORDERS ONLY

Credit card orders are taken for us by Public (software) Library, referred to below as PsL.

THE FOLLOWING NUMBERS ARE FOR CREDIT CARD ORDERS ONLY. PsL CANNOT ANSWER QUESTIONS REGARDING THE PROGRAM, BUT THEY WILL CHARGE US FOR THE CALL. Any questions about the status of the registration, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc, must be directed by e-mail to

lee@usa.nai.net

or by snail-mail to

Lee Services

PO Box 495

Georgetown, CT USA 06829

DO NOT CALL THE NUMBERS BELOW WITH QUESTIONS!

When registering through PsL, quote product **#14557**.

The easiest way to register is through PsL over the Internet at

**[http://206.109.101.6/cgi-win/psl\\_ord.exe/ITEM14557](http://206.109.101.6/cgi-win/psl_ord.exe/ITEM14557)**

You can also order with MC, Visa, Amex, or Discover from PsL by calling **800-2424-PsL** or 713-524-6394 or by FAX to 713-524-6398 or by Email to 71355.470@compuserve.com

If you prefer to mail a credit card order, mail it to PsL at P.O.Box 35705, Houston, TX 77235-5705.

REMEMBER, THE AUTHOR OF THIS PROGRAM CANNOT BE REACHED AT THESE NUMBERS.

To insure quick service, PsL will notify us the day of your order and we will send you your password promptly.

If you wish to pay with **cash or check** (no credit card orders to this address please!), please send to:

Lee Services

PO Box 495

Georgetown, CT USA 06829

Thank you!

## Make cutting and pasting easier

### Overview:

Scratch Pad includes features designed to make cutting and pasting from one application to another easier. For instance, if you are cutting multiple selections from one document to another, start Scratch Pad, turn on [Auto Capture](#), and switch to your source document. Now cut all clips that you will later want to use, one after the other, without having to switch applications. All of these clippings will appear one after the other in your Scratch Pad document. Once you are done cutting all needed selections, switch to Scratch Pad, select [Always On Top](#) so that the Scratch Pad window won't keep disappearing. You may now paste each selection from Scratch Pad to your destination document.

### [Always On Top](#):

If you use a word processor, are a programmer, or edit any kind of documents, (and who doesn't these days?) you probably spend a good amount of time cutting and pasting information from one place to another. Do you find it annoying when one window keeps disappearing behind the other? You can try to size your source and destination windows so they are side by side, but then you can't see much. You can keep switching back and forth from one document to another, but that's not only annoying, it's time consuming. Scratch Pad solves this problem. How? It can stay on top of all other windows, sized to fit in a small part of the screen, so it is always visible. Now you can cut multiple sections of text from your source document to your Scratch Pad without wondering... What line do I need to start with? Which paragraph did I need? Did I already copy this part? Then you can paste from Scratch Pad to your new document without losing your place in the source clippings.

### [Auto Capture Clipboard](#):

Scratch Pad can keep a copy of nearly anything you paste to the Windows Clipboard, from nearly any application. Every time you cut something to the clipboard, a copy of the cutting will be added to your current Scratch Pad document. This includes text, pictures, sound clips, and any other cutting in Text format, Windows Metafile format, or that conforms to OLE specifications (almost all 32-bit applications use this OLE clipboard format). See Custom Settings - Clipboard Capture to learn how to control placement of the captured items, sounding alerts when capturing items, and adding bookmarks and date/time stamps when capturing items.

## File menu commands

The File menu offers the following commands:

<a href="#"><u>New</u></a>	Creates a new document.
<a href="#"><u>Open</u></a>	Opens an existing document.
<a href="#"><u>Save</u></a>	Saves an opened document using the same file name.
<a href="#"><u>Save As</u></a>	Saves an opened document to a specified file name.
<a href="#"><u>Auto Save</u></a>	Toggle auto save feature on and off. It is on when checked.
<a href="#"><u>Print</u></a>	Prints a document.
<a href="#"><u>Print Preview</u></a>	Displays the document on the screen as it would appear printed.
<a href="#"><u>Print Setup</u></a>	Selects a printer and printer connection.
<a href="#"><u>Page Setup</u></a>	Sets margins and page orientation.
<a href="#"><u>Exit</u></a>	Exits Scratch pad.

## Edit menu commands

The Edit menu offers the following commands:

<a href="#"><u>Undo</u></a>	Reverse previous editing operation.
<a href="#"><u>Clear Everything</u></a>	Completely empties the current document.
<a href="#"><u>Cut</u></a>	Deletes data from the document and moves it to the clipboard.
<a href="#"><u>Copy</u></a>	Copies data from the document to the clipboard.
<a href="#"><u>Paste</u></a>	Pastes data from the clipboard into the document.
<a href="#"><u>Paste Special</u></a>	Pastes from the clipboard a link to data in another application.
<a href="#"><u>Add Date Stamp Now</u></a>	Adds a date/time stamp at the current position in the document.
<a href="#"><u>Change Text Color</u></a>	Change the color of the selected text, and any text typed after the current position.
<a href="#"><u>Change Text Font</u></a>	Change the font of the selected text, and any text typed after the current position.
<a href="#"><u>Find</u></a>	Find a word or phrase in the current document.
<a href="#"><u>Find Next</u></a>	Find the next occurrence of the word or phrase from the last Find.
<a href="#"><u>Replace</u></a>	Replace a word or phrase with a new word or phrase.
<a href="#"><u>Insert New Object</u></a>	Inserts and embeds an object, such as a chart or an equation in a document.
<a href="#"><u>Links</u></a>	List and edit links to embedded documents.
<a href="#"><u>Object Properties</u></a>	View and modify the properties of an embedded object.



## View menu commands

The View menu offers the following commands:

<u>Go To Line Number</u>	Jump to a specific line number.
<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Always On Top</u>	Toggle stay on top feature on and off.

## **Bookmarks menu**

The Bookmarks menu offers the following commands:

Set Bookmark: Set a bookmark at the current cursor (caret) location.

Go to Bookmarks: Display the Bookmarks dialog, allowing sorting, renaming and jumping to a bookmark.

## **Set Bookmarks (Bookmarks menu)**

Use this command to make a new bookmark at the current cursor (caret) location. If a selection is highlighted, the bookmark will include this highlight information. See [Bookmark Overview](#) for more information.

Shortcuts

Toolbar:



### **Go to Bookmark (Bookmark menu)**

This command causes the [Bookmarks dialog](#) to be displayed.

Shortcuts

Toolbar:



## **Bookmarks dialog**

Shortcut

Toolbar:

The bookmarks dialog allows the user to jump to a bookmark, to sort bookmarks by name or by their creation date, to rename bookmarks, to delete bookmarks, and to view bookmarks in different formats. The options are:

Sorting Bookmarks:

To sort the bookmarks you must go to the Detail view by pressing the button labelled Detail. To perform a sort, click on the label at the top of either column of the left hand pane. Click on "Bookmark" to sort the bookmarks by name, click again to sort in reverse order. Click on "Created" to sort the bookmarks by the date they were created, click again to sort in reverse order.

Jump To:

Press this button to go the bookmark location of the highlighted in the left pane of the bookmark dialog.

Change Name:

Press this button to rename the currently highlighted bookmark. Clicking once with the left mouse button on a selected bookmark does the same thing.

Delete:

Press this button to remove the currently highlighted bookmark.

Delete All !!:

Press this button to delete ALL of the bookmarks for the current document. You will be asked if this is what you really want to do. Press Yes to delete all of the bookmarks.

Close: Press this to close the bookmark dialog without jumping to a new location in your current document. Any changes to bookmark names made will be preserved.

View As:

Choose the button corresponding to the type of view you want.

## Custom Settings menu

The Custom Settings pages allow the user to control many of the unique features of Scratch Pad.

[Clipboard Capture](#)      Change setting for automatically capturing the clipboard.

[Bookmark Settings](#)      Select what circumstances should cause Scratch Pad to automatically add a new Bookmark.

[Date Stamp Settings](#)      Select what circumstances should cause Scratch Pad to automatically add a new Date/Time stamp.

[Page Settings](#)      Change settings for margins, always on top, and various word wrap options.

## Custom Settings - Clipboard Capture page

Many of the custom setting make cutting and pasting easier. See [Making cutting and pasting easier](#) for tips on using these features. The Clipboard Capture page of Custom Settings allows the user to set the following options:

Automatic Capturing Of Windows Clipboard:



Capture a copy of anything pasted to the clipboard: Check this box to cause Scratch Pad to keep a copy of all items pasted to the Windows Clipboard from any other application.

Sound Alert When Capture: Check this box to cause Scratch Pad to give an audible confirmation whenever it captures an item any application has pasted to the clipboard.

Choose Sound: Choose what sound you want Scratch Pad to make when capturing an item from the clipboard. These sounds correspond to the settings made in the Windows Control Panel - Sounds.

Preview Sound: Press this to hear the sound selection you have made.

Colors:

Every capture is the same color text: Choose this to cause every auto capture from the clipboard to display in whatever color was last selected in the current Scratch Pad document.

Alternate between two text colors when capturing text: Choose this to cause every other auto capture from the clipboard to be a different color. This can aid you to differentiate between many small text clips.

Click to change color: The two small windows show the currently selected two colors to be used in the above option. Click on either of the windows to change the colors to be used with the above option. A color menu will be displayed, simply click on the color you want to use.

Cycle through all colors when capturing text: Choose this to cause every new auto capture from the clipboard to display in the next color from the color menu.

Position of Captured Items:

Insert at current position: Each item captured automatically from the clipboard will be inserted into the Scratch Pad document at the current location of the cursor.

Append every capture to the end of the document: Choose this to have every item automatically captured from the clipboard appended to the end of the current document.

Insert capture before current line: Choose this to have every item captured from the clipboard inserted into the current document on it's own new line. This new line will be inserted before the line on which the cursor (caret) is positioned.

## **Custom Settings - Bookmark Settings page**

The Bookmark Settings page of Custom Settings allows the user to change the following options:

Add a bookmark for every automatic capture from the clipboard: Select this to have Scratch Pad add a new bookmark for every item that is automatically captured from the clipboard.

Add a bookmark each time you manually paste from the clipboard: Select this to have Scratch Pad add a new bookmark every time you paste an item to the current document in the usual way, such as with the CTRL-V key, or using Paste from the Edit menu.



## **Custom Settings - Date Stamp Settings page**

The Date Stamp Settings page of Custom Settings allows the user to change the following options:

Add a Date/Time stamp for every automatic capture from the clipboard: Select this to have Scratch Pad add a new date/time stamp for every item that is automatically captured from the clipboard.

Add a Date/Time stamp each time you manually paste from the clipboard: Select this to have Scratch Pad add a new date/time stamp every time you paste an item to the current document in the usual way, such as with the CTRL-V key, or using Paste from the Edit menu.

## Custom Settings - Page Settings page

The Page Settings page of Custom Settings allows the user to change the following options:



Keep Scratch Pad visible always (always on top of other windows): Choosing this is the same as choosing [Always On Top](#), from the View menu.

Set Print Margins: Press this button to use the [Page Settings](#) dialog. This is the same as selecting Page Settings from the File menu.

### Word Wrap Options:

Do not wrap text - new line only on Enter: Choose this to turn off all soft returns (the wrapping of text to the next line at a certain margin, the edge of the window, etc.) Text will only go to the next line at a hard return (wherever Enter has been pressed).

Wrap text to window size: Wrap text to the next line at the edge of the Scratch Pad window. Use this option to keep all text in the current document visible no matter what the size of the Scratch Pad window.

Wrap text to printer setting: Choose this to cause text to wrap to the width of the currently selected printer page size, minus the currently specified margins. Press the button Set Print Margins on this same page to change these settings.

## Help menu commands

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

Tip of the Day    Display the tip of the day. Tip of the day may be turned on or off in the Tip dialog.

[Help Topics](#)       Offers you an index to topics on which you can get help.


[About Scratch Pad](#)    Displays the version number of this application.

### **New command (File menu)**

Use this command to create a new document in Scratch pad. This creates a new Scratch Pad document (\*.sct), but the document may be saved as a Rich Text file by specifying a .rtf extension when saving, or the document may be saved as an ascii text file by specifying any extension other than .sct and .rtf when saving.

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

### Shortcuts

Toolbar: 


Keys: CTRL+N

## Open command (File menu)

Use this command to open an existing document.

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

Shortcuts

Toolbar: 

Keys: CTRL+O

## **File Open dialog box**

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

### **File Name**

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

### **Look In**

Select the drive and directory in which Scratch pad stores the file that you want to open.

## Save command (File menu)

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

### Shortcuts

Toolbar: 

Keys: CTRL+S

**Save As command (File menu)**

Use this command to save and name the active document. Scratch pad displays the [Save As dialog box](#) so you can name your document. The document may be saved as a Rich Text file by specifying a .rtf extension when saving, or the document may be saved as an ascii text file by specifying any extension other than .sct and .rtf when saving.

To save a document with its existing name and directory, use the [Save command](#).



## **File Save As dialog box**

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

File Name:

Type a new filename to save a document with a different name. Typing a filename extension of .rtf will save the file as a Rich Text Format file. Typing a filename extension of .sct will save the file as a Scratch Pad file, this will preserve your bookmarks.

Save in:

Select the drive and directory in which you want to store the document.

**Auto Save (File menu)**

This command toggles the Auto Save feature on and off. It is on when a check mark appears alongside this menu item.

The Auto Save feature is used to make sure that the latest changes to the current Scratch Pad document are always saved to your hard drive. When this feature is on, the document will be saved whenever the input focus is switched to another window. This means that whenever you switch to another program, or display a dialog window such as the Find dialog, Bookmarks dialog, etc. Scratch Pad will save any changes made to your document. This is especially useful for programmers, or in any other situation where your computer may crash at any time.

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

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

**Exit command (File menu)**

Use this command to end your Scratch pad session. Scratch pad prompts you to save documents with unsaved changes.

**Shortcuts**


Mouse: Click on the X in the upper right corner.

Keys: ALT+F4

## Undo command (Edit menu)

Use this command to reverse the last editing action, if possible.

Shortcuts

Toolbar: 

Keys: CTRL+Z or  
ALT-BACKSPACE

### **Cut command (Edit menu)**

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

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

Shortcuts

Toolbar: 


Keys: CTRL+X

### **Copy command (Edit menu)**

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

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

Shortcuts


Toolbar: 

Keys: CTRL+C

### **Paste command (Edit menu)**

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

#### Shortcuts

Toolbar: 

Keys: CTRL+V



## **Select All (Edit menu)**

Use this command to select the entire contents of the document.


Shortcuts

Keys: CTRL-A

### **Auto Capture Clipboard (edit menu)**

This command causes Scratch Pad to capture any text, metafiles, and OLE objects cut or copied to the Windows Clipboard from any other applications. The captured item appears in the current Scratch Pad document.

Shortcuts

Toolbar: 

Also available from:

Custom Settings menu - Auto Capture page: Select "Capture a copy of anything pasted to the clipboard"

### **Add Date Stamp Now (Edit menu)**

Use this command to add a date/time stamp at the current location. See [Custom Settings - Date Stamp Settings](#) for information on automatically adding Date stamps under different circumstances.


#### Shortcuts

Keys: CTRL-D

## Change Text Color (Edit menu)

This command causes the Choose Color menu to be displayed. Use this command to change the color of the selected text. Any text typed after this location, but before the location of the next color change, will appear in the new color.


Shortcuts

Toolbar: 

## Change Text Font (Edit menu)

This command will cause the [Choose Font](#) dialog to appear. Use this command to change the font and size of the selected text. Any text typed after this location, but before the location of the next color change, will appear in the new font.

Shortcuts

Toolbar: 

**Find Next (Edit menu)**

Use this command to find the next occurrence of the last word or phrase entered in the [Find](#) dialog.

**Shortcuts**

Keyboard:      F3

**Go To Line Number (view menu)**

This displays the Go To Line Number dialog. Enter the number of the line you want to display and press OKAY.

**Toolbar command (View menu)**

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

See [Toolbar](#) for help on using the toolbar.



## Toolbar



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

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

Click To



Open a new document.



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



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



Completely empty the current document. You will be asked for confirmation.



Reverse the last editing. Note: You cannot undo some actions.



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.



Change Fonts.



Change text color.



Keep Scratch Pad Always On Top



Automatically capture all clipboard captivity.



Use the Find dialog.



Set a bookmark at the current cursor (caret) location.



Use the Bookmark dialog, including jumping to a bookmark, sorting bookmarks, renaming bookmarks, etc.



Preview what the current document will look like printed.



Print the active document.

**Status Bar command (View menu)**

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

See [Status Bar](#) for help on using the status bar.

## Status Bar



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

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


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

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

### **Always On Top (view menu)**

Choose this command to make Scratch Pad stay on top of all other windows, always visible, even when using another application. See [Make cutting and pasting easier](#) to learn about the value of this command.

### Shortcuts

Toolbar: 

**Help Topics command (Help menu)**

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

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

### **Using Help command (Help menu)**

Use this command for instructions about using Help.

**About Scratch Pad command (Help menu)**

Use this command to display the copyright notice, version number, and ID Number of your copy of Scratch pad.



## Context Help command



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

### Shortcut

Keys: SHIFT+F1

**Title Bar**

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

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

**Scroll bars**

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

### **Size command (System menu)**

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



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

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

Shortcut

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

### **Move command (Control menu)**

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



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


Shortcut

Keys: CTRL+F7

### **Minimize command (application Control menu)**

Use this command to reduce the Scratch pad 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.

**Restore command (Control menu)**

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



## **Switch to command (application Control menu)**

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

Shortcut

Keys: CTRL+ESC

Dialog Box Options

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

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

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

Tile

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


Arrange Icons

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

### **Choose Font dialog box**

Choose the font name, style, and size of the font you want. Press OK to use the selected font, or CANCEL to close the font dialog without making any changes.


Shortcuts

Toolbar: 

### **Choose Color menu**

A color menu will be displayed, click on the color you wish to use.


Shortcuts

Toolbar: 

## Find (Edit menu)

Use this command to display the Find dialog.

Shortcuts

Toolbar: 

Keyboard:      CTRL-F

## **Find dialog box**

The find dialog allows the following entries:

### **Find What**

Enter the word or phrase you wish to search for.

### **Match Whole word only**

Check this to avoid searching for partial words

### **Match Case**

Check this to search for words or phrases matching the upper and lower case entries made under Find What.

### **Find Next**

Press this to find the next occurrence of the specified word or phrase. Press again for the next occurrence.

### **Cancel**

Press this to close the Find dialog

## **Replace (Edit menu)**

Use this command to display the [Replace](#) dialog.

### Shortcuts

Keyboard:      CTRL-H

## **Replace dialog box**

The Replace dialog allows the following entries:

### **Find What**

Enter the word or phrase you wish to replace.

### **Replace With**

Enter the word or phrase you wish to have appear instead of the word or phrase entered under Find What.

### **Match Whole word only**

Check this to avoid searching for partial words.

### **Match Case**

Check this to replace words or phrases matching the upper and lower case entries made under Find What.

### **Find Next**

Press this to find the next occurrence of the specified word or phrase, without replacing the currently highlighted selection. Press again for the next occurrence.

### **Replace**

Press this to replace the currently highlighted selection with the word or phrase entered under Replace With.

### **Replace All**

Press this to replace all occurrences of the word or phrase entered under Find What with the word or phrase entered under Replace With.


### **Cancel**

Press this to close the Replace dialog

### **Clear Everything (Edit menu)**

Use this command to completely empty the current document. You will be asked if you really want to do this, if you answer yes the document will be cleared. The Undo command will reverse this action.

Shortcuts

Toolbar: 



## Modifying the Document

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

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

```
makehm IDR_HIDR_,0x2000 resource.h
```

If the IDR\_ symbol for one of your document types is, for example, IDR\_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR\_CHARTTYPE.

Note, AppWizard defines the HIDR\_DOC1TYPE help context i.d. used by this help topic for the first document type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR\_DOC1TYPE to the HIDR\_ produced by MAKEHM for that document type. >>

[BLANK PAGE]

No Help Available

No help is available for this area of the window.

## **No Help Available**

No help is available for this message box.


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

[BLANK PAGE]

## Print command (File menu)

Use this command to print a document. This command presents a [Print dialog box](#), where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar: 

Keys: CTRL+P

## Print dialog box

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

### Printer

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

### Setup

Displays a [Print Setup dialog box](#), so you can select a printer and printer connection.

### Print Range

Specify the pages you want to print:

**All** Prints the entire document.

**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 Scratch pad is sending output to the printer. The page number indicates the progress of the printing.


To abort printing, choose Cancel.



## Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The [print preview toolbar](#) offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

### Shortcuts

Toolbar: 

## **Print Preview toolbar**

The print preview toolbar offers you the following options:

### **Print**

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

### **Next Page**

Preview the next printed page.

### **Prev Page**

Preview the previous printed page.

### **One Page / Two Page**

Preview one or two printed pages at a time.

### **Zoom In**

Take a closer look at the printed page.

### **Zoom Out**

Take a larger look at the printed page.

### **Close**

Return from print preview to the editing window.

## **Print Setup command (File menu)**

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

## **Print Setup dialog box**

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

### **Printer**

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

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

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

### **Paper Source**

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

### **Options**

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

### **Network...**

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

## Page Setup command (File menu)

The Page Setup command will display the Page Setup dialog. The following choices are available:

### Size

Select the size of the paper from the drop-down list.

### Source

Select the source of the paper from the drop-down list.

### Orientation

Choose the printer orientation. Your choices are reflected in the picture at the top of the dialog.

### Margins

Change the top, bottom, left, and right margins to suit your taste. Margins outside the printable area of the page will be reset to the minimum allowable margin.

### OKAY

Press okay to apply the changes.

### CANCEL

Press cancel to close the dialog without applying the changes.

### Printer

Press Printer to display the [Printer Setup](#) dialog.

[BLANK PAGE]

**Paste Link command (Edit menu)**

Use this command to paste and object as a link.

**Links command (Edit menu)**

Use this command to display a [Links dialog box](#) which lets you edit links between your document and other documents.

This command is unavailable if you have no links in your document.



## **Links dialog box**

Use the features of this dialog to maintain the links for the current document.

**Object verb (Edit menu)**

Edit the currently selected object.

Shortcut

Mouse: Double-click the object with the left mouse button.

**Insert New Object command (Edit menu)**

Inserts and embeds an object, such as a chart or an equation in a document. The application in which the object was created becomes active on the screen.

Select the object you want to insert into your document using the [Insert New Object dialog box](#).

### **Insert New Object dialog box**

Select the type of object you wish to embed.

### **Change Icon dialog box**

Select a new icon.

## **Convert dialog box**

<< Write a topic here that discusses the Convert dialog box. >>

### **Paste Special dialog box**

Select the format that you wish to use when pasting this object.

