

# Introduction

Notebook is a text editor with very similar capabilities to the "Notepad" program that ships with "Windows". It does have six major enhancements, however, and several minor ones.

1. Notebook will open **very** large files.
2. Notebook offers full font and color selection, and will **save** your settings.
3. Notebook features a toolbar, complete with help balloons.
4. Notebook supports **drag and drop** text editing. Selected text can be moved by holding the left mouse button down on the selection, and dragging it to its new location. The text can be copied by holding the CONTROL key down before dragging.
5. Notebook supports overtype mode, as well as insert mode. Pressing the insert key will enable this feature. The caption at the left side of the status bar will indicate which editing mode the program is currently in.
6. Notebook will allow you to both print and save to a file **selected** text only, if desired. Simply select the text with the cursor before invoking the **print** or **save as** command, and only the selected text will be considered.

# Menu Commands

**File Menu Commands**

**Edit Menu Commands**

**Search Menu Commands**

**Options Menu Commands**

# File Menu

## New

Opens a new document. When you choose New, you can save changes to the document you have been working on.

## Open

Opens a file. When you choose Open, you can save changes to the document you have been working on.

## Insert

Adds a file to the current document. This is much like the Edit/Paste command; the difference being that Insert allows you to paste a file instead of the clipboard contents. Insert will paste the file at the insertion point or replace selected text.

## Save

Saves changes to the document you have been working on. When you choose Save, the document remains open so you can continue working on it.

## Save As

Saves a new or existing document. You can name a new document or save an existing document under a new name. The original document remains unchanged. **If any text is selected before calling Save As, only the selected text will be saved, so be careful not to accidentally overwrite the file.** When you choose Save As, the document remains open so you can continue working on it.

## Print

If no text is selected, prints one copy of the document. If the file is very large, it can take a while for Notebook to format the text for printing, so be patient. **If you select some of the text with the cursor, only the selected text will be printed.**

## Print Setup

Selects a printer and sets printing options. The available options depend on the type of printer selected.

## Page Setup

Sets the margins, and adds headers and footers to the printed document. If you do not care for the default settings, you can change and **save** them if you like - the settings can always be restored by clicking on the DEFAULT button. If you wish to eliminate any of the margins you must enter "0" in the appropriate field - you must not simply leave the field blank. The default header is the filename of the file you are printing, and the default footer is the page number.

## Exit

Closes the document you have been working on and quits Notebook. You can save the file before quitting.

# Edit Menu

## Undo

Undoes your last editing or formatting action. If an action cannot be undone, Undo appears dimmed on the Edit menu.

## Clear

Clears **selected** text from a document, but does not place the text onto the Clipboard. Use **Clear** when you want to delete text from the current Notebook document but you have text on the Clipboard that you want to keep.

## Cut

Deletes text from a document and places it onto the Clipboard, replacing the previous Clipboard contents.

## Copy

Copies text from a document onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

## Paste

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a document.

## Clipboard Append

Similar to the **Copy** command, except that the contents of the clipboard are not replaced, they are added to or appended. Use **Clipboard Append** when you want to copy selected text to the Clipboard, but do not want to lose the current Clipboard contents.

## Select All

Selects all the text in a document at once. You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

## Clear All

Clears all the text in the document at once.

## Time/Date

This function will bring up a dialog that will allow you to choose from several different time/date formats, and add the current time and/or date to a document. You can choose one of the formats as the “default”, which will eliminate the need for choosing the preferred format each time you use the function.

# Search Menu

## **Find**

Searches for characters or words in a document. You can match upper and lower case letters and search forward or backward from the insertion point.

## **Find Next**

Repeats the last search without opening the Find dialog box.

## **Replace**

Replaces characters or words in a document. You can match upper and lower case letters and replace either one instance or all instances of the item you want replaced.

## **Replace Next**

Repeats the last replace operation without opening the Replace dialog box.

## **Go To Line**

Brings up a dialog box which allow you to enter a line number for the currently loaded file. The cursor will immediately jump to the designated line number upon executing the appropriate command.

## **Word Count**

Returns the number of words in the current document.

## **Character Count**

Returns the total number of characters in the current document (including spaces).

# Options Menu

## Toolbar Visible

If the Toolbar Visible menu item is checked, clicking on it will uncheck it, making the toolbar disappear. If it is unchecked, clicking on it will make it reappear.

Note: Disabling the Toolbar will speed up edit operations.

## Toolbar Help Balloons

If this menu item is checked, help balloons will appear when the mouse is parked over any of the toolbar buttons, indicating the function of the button. If unchecked, the help balloons are disabled.

## Status Bar

If the Status Bar menu item is checked, clicking on it will uncheck it, making the status bar disappear. If it is unchecked, clicking on it will make it reappear.

Note: Disabling the Status Bar will speed up edit operations.

## Fonts

Allows you to select all font characteristics for both your display and your printer. The settings selected including font name, size, style and color will be saved upon exiting the program.

## Color

Allows you to choose the background color . The color setting will be saved upon exiting the program. To change the text color, choose the “Fonts” menu item.

## Color Print

Enabling this menu item will result in a document printed with text the same color as the text color on your display. Do not enable this feature if you do not have a color printer, as it may result in inferior print quality.

## Tab Set

This will set the tab and save your settings.

## Word Wrap

Wraps text in a document. The Word Wrap setting (checked or unchecked) will be saved upon exiting the program.

## File Extensions

This will allow you to select up to 6 file extensions to use as filters for the File Open dialog. They will appear in the dialog in the order you put them, so your first choice will be the default.

# Registration

**CT Software**  
**759 Galleon Lane - Elk Grove, IL 60007**  
**USA**  
**1-800-617-7740**

This program is shareware, and, as such, may be used freely for a period of 30 days. If, after the 30 day evaluation period expires, you find this nifty little utility useful, and plan to continue using it, you are required to register the program.

By supporting the shareware concept you are helping to ensure its continuation, which, I think you'll agree, will benefit us all.

If you wish to register the program, we do accept **VISA**, **MASTER CARD**, and **AMERICAN EXPRESS**. Our toll-free registration number is **1-800-617-7740**. The cost of registration is **\$15.00**. If you would like a copy of the program on diskette, there is an additional **\$2.00** shipping and handling charge.

If you prefer mail, please send a check in the amount of **\$15.00** to the above address. Be sure to include your name, address, e-mail address, and the exact name of the program, so that we can immediately send you the registration information. If you would like a copy of the program on diskette, there is an additional **\$2.00** shipping and handling charge.

If you are a CompuServe subscriber, the program can be registered on-line. Go SWREG - the SWREG# is **8565**. Upon receipt, a registration number will be e-mailed immediately.

**CompuServe: 75264,3237**  
**America On-Line: RON2222**  
**Internet: RON2222@aol.com**

# CT Software Web Site

Please feel free to visit our WEB site, from which you can download software, and access complete product descriptions of the very latest versions of all of the shareware offered by CT Software, in addition to offering links to other excellent shareware sources. The CT Software Home Page URL is:

["http://members.aol.com/ron2222"](http://members.aol.com/ron2222).

# Other Programs by CT Software

## CT HotSpot

**CT HotSpot** is a small utility with which you can create 2 hotspots - 1 to turn your screensaver on, and the other to turn it off. This can be quite useful when downloading a large file, doing a tape backup, or when using the Windows 95 utility, *DEFRAG*. Having a screensaver come on during any of these activities can wreck havoc with your computer and your files.

## DiskCopy

**DiskCopy** is a simple little 32-Bit program for formatting and creating duplicate disks. **DiskCopy** will prompt you for the number of copies you have in mind, making for a very quick operation. **DiskCopy** does not perform an actual track by track copy, it simply copies the directory structure and files, but 99% of the time, that is all that is really required.

## Safety Net

**Safety Net** is a highly acclaimed utility for backing up key files by file extension. It has one default setting - to backup key "windows" and system files including INI files, Registry Files, CONFIG.SYS, and AUTOEXEC.BAT- and 5 user configurable options. **Safety Net** could easily backup all of the document and/or database files on your drive, for example, with the directory structure **intact**, and it can Zip them to disk (*PKZIP is required for this option*)! **Safety Net** can also print file lists, print your directory tree, and make a boot disk.

## Safety Net Pro

**Safety Net Pro** is a highly acclaimed utility for backing up key files by file extension. It has one default setting - to backup key "windows" and system files including INI files, Registry Files, CONFIG.SYS, and AUTOEXEC.BAT- and 5 user configurable options. **Safety Net Pro** could easily backup all of the document and/or database files on your drive, for example, with the directory structure **intact**, and it can Zip them to disk. **Safety Net Pro** has several advanced features that **Safety Net** lacks, including built-in 32-bit zip compression (PKZ v2.04 compatible) and the ability to span Zip files across multiple disks. **Safety Net Pro** can also print file lists, print your directory tree, and make a boot disk.

## Winsock Swapper

The purpose of **Winsock Swapper** is to automate the process of swapping various WINSOCK.DLL files for those of you who use more than one Internet service provider with your default Web Browser. With one quick double-click, you can swap up to three DLL's, and optionally launch your browser. It doesn't get any easier than that!

## YahtC

This game is a clone of the immensely popular game, Yahtzee. **YahtC** combines attractive 3D graphics with extreme ease of use. There are no complicated instructions, and no hidden forms. Each player's score is always visible. A sound card, while certainly not necessary, will greatly enhance the game, which produces sound effects when a player rolls the dice, "zeroes" out a scoring category, or rolls a "YahtC". The game will also keep a permanent record of High Scores, which can be easily cleared at any time. **YahtC** is fully functional, and supports up to 4 players.

## ZipWorks

ZipWorks is a full featured 32 bit ZIP file manipulator for Windows 95. The built-in 32 bit compression is fully compatible with PKZIP v2.04. With this program you can ZIP, UnZip, add comments to your ZIP files, test archive integrity, and repair damaged ZIP files. This program can create files across multiple disks, and can store directory structure, making it a pretty fair choice for a backup utility, though its "cousin", Safety Net Pro, might be a little better suited for that purpose. There is an option in the Preferences dialog to associate ZipWorks with the file extension "ZIP". We highly recommend that you take advantage of this very useful feature, which will add 3 right-click menu items to your appropriate zip files in Explorer - open, UnZip, and UnZip To Path. The primary help engine for this program revolves around the context-sensitive help concept that Windows 95 makes such liberal use of.



