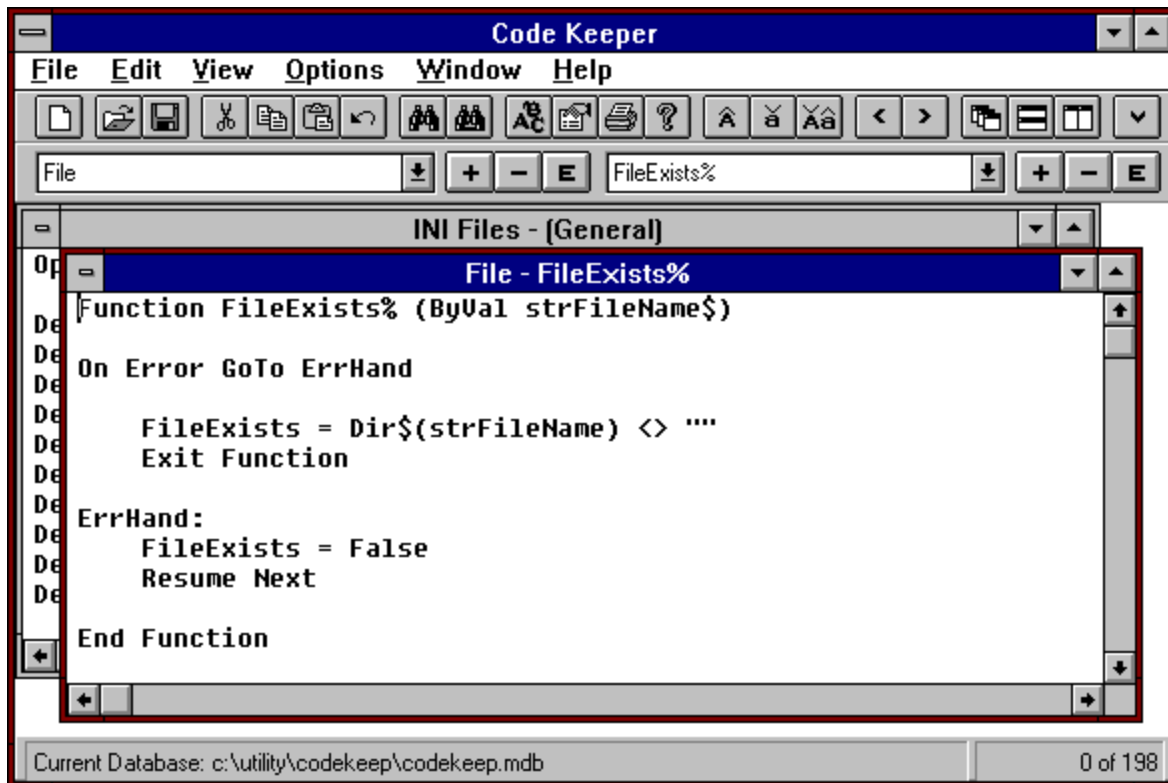




## Code Keeper Help Contents



Click on the part of the screen you would like help on.

[Registration](#)

[CODEKEEP.INI File](#)



## File Menu

<b>New</b>	Creates and opens a new Code Keeper database.
<b>Open</b>	Opens an existing Code Keeper database.
<b>Close</b>	Closes the currently selected window.
<b>Save</b>	Saves the current code segment in the database under the currently selected group and item.
<b>Save As</b>	Not in use.
<b>Import Database</b>	Allows you to select a database to import from. See <a href="#">Importing Databases</a>
<b>Import Text</b>	Allows you to select a text file for importing. See <a href="#">Importing Text</a>
<b>Export Text</b>	Allows you to export the current group to a text file. See <a href="#">Exporting Text</a>
<b>Print</b>	Prints the current code segment to the default printer.
<b>Exit</b>	Exits Code Keeper.



## Edit Menu

<b>Undo</b>	Undoes the last action.
<b>Cut</b>	Cuts the selected text into the clipboard.
<b>Copy</b>	Copies the selected text into the clipboard.
<b>Paste</b>	Pastes the text on the clipboard into the selected area.
<b>Delete</b>	Deletes the selected text.
<b>Copy Group</b>	Copies the current group into the clipboard. This function may not work sometimes if the group has too much information in it. In that case you have to copy each individual item in the group and paste it into your program.
<b>Copy Item</b>	Copies the current item into the clipboard.
<b>Find</b>	Finds an occurrence text within the currently selected item.
<b>Find Next</b>	Finds the next occurrence of text within the currently selected item.
<b>Replace</b>	Replaces all occurrences of one string with another in the currently selected item.
<b>Select All</b>	Selects all text in the current text file.
<b>Time/Date</b>	Inserts the current time and date into the active text file.
<b>Convert Case</b>	Converts the case of characters to all upper case, all lower case, or inverse of what they currently are.
<b>Shift</b>	Moves the selected text to the left or right by inserting or removing leading spaces.
<b>Group Item</b>	<u>Add</u> , <u>Delete</u> , <u>Edit</u> <u>Add</u> , <u>Delete</u> , <u>Edit</u>



## View Menu

<b>Tool Bar</b>	Makes the tool bar visible or invisible.
<b>Status Bar</b>	Makes the status bar visible or invisible.
<b>Font</b>	Changes the font for all windows. This information is saved in the <u>CODEKEEP.INI</u> file.
<b>Printing Font</b>	Changes the font for printing. This information is saved in the <u>CODEKEEP.INI</u> file.



## Options Menu

**Options** Brings up the Options Screen.  
**Customize Tool Bar** Allows the user to customize the tool bar.



## Window Menu

<b>Shrink</b>	Shrinks Code Keeper down to a mini window. This window which is always on top has a button on it that will re-activate Code Keeper. If you don't like the always on top feature, just minimize Code Keeper like any other window.
<b>Cascade</b>	Cascades the open windows.
<b>Tile Horizontal</b>	Tiles the open windows horizontally.
<b>Tile Vertical</b>	Tiles the open windows vertically.
<b>Arrange Icons</b>	Arranges the iconized windows.
<b>Window List</b>	Keeps a list of the current windows to select from.



## Help Menu

<b>Contents</b>	Brings up the help file.
<b>About</b>	Brings up the about screen.
<b>Register</b>	Brings up the <u>Registration</u> window. (not visible in registered version)



## **Group List Box**

Allows you to select a group for the active window. When a group is selected, the Item List Box is filled with all items under the selected group.





## **Add Group Button**

Allows you to add a new group to the database. This must be a distinct group name or the program will reject it. After adding a new group the program will ask for an item for the new group since a group can't exist without any items.



### **Delete Group Button**

Allows you to remove a group from the database. This will remove all items within the chosen group.



### **Edit Group Button**

Allows you to change the name of the current group. This must be a distinct group name or the program will reject it.



## **Item List Box**

Allows you to select an item for the active window.



### **Add Item Button**

Allows you to add a new item to the database under the current group. This must be a distinct item name or the program will reject it.



### **Delete Item Button**

Deletes the currently selected item from the database.



### **Edit Item Button**

Allows you to change the name of the current item. This must be a distinct item name or the program will reject it.



## **Code Window**

This window displays the currently selected code segment. Text in this window can be edited and then saved with the command from the File menu.

A new window can be created by selecting New from the File menu. This way you can have multiple segments displayed at the same time.





## Initialization File: CODEKEEP.INI

When you change any options on the options screen, they are saved to the CODEKEEP.INI in your Code Keeper directory.

The CODEKEEP.INI flag is an ASCII text file, which should not be edited since values read from this file are not validated. If an item is deleted from the file, Code Keeper will replace it with a default value.

The following information is saved to the CODEKEEP.INI file:

### Code Keeper:

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Default Database: Name of the database used by the program at startup.  
Maximized Child: Tells if the startup code window is maximized.  
TabWidth: The number of spaces inserted when tab is pressed.  
LeftMargin: Specifies the width (in pixels) of the margin for all text windows.  
StartupWindow: 'Large' for normal Code Keeper screen and 'Small' for mini window.  
RunVB: Tells Code Keeper to run VB at startup.  
VBLocation: Location of VB.EXE.  
CloseOnVB: Tells Code Keeper to quit when VB ends.  
StatusBar: Tells Code Keeper whether to display the status bar or not.  
ToolBar: Tells Code Keeper whether to display the tool bar or not.

### Font:

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Details about the default font used for all Code Keeper windows and printing.

### Window/SmallWindow:

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Position of the Code Keeper windows at startup. This is saved every time you exit.

### Registration:

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Encrypted information that tells the program if you are registered. Do not change these entries as it will render your program unregistered. Use the Registration screen to enter this data.



## Registration

I have used many other commercial and shareware utilities that keep code segments in a database, but I have always had problems with the way some of them work. That is why I decided to write Code Keeper. I hope you find it as useful as I do. I also hope you will register it if you feel Code Keeper has saved you time (which it will). It has saved me more time than any other programming tool I use.

Code Keeper for Windows is distributed as "shareware." It is not free software. You are being given a chance to use this program for a period of thirty (30) days before buying it. If after this time you continue to use Code Keeper, you are expected to register it. Registration gives you the right to continue to use this software as well as news and discounts on future upgrades. You are encouraged to distribute this software, providing it is distributed in its entirety and without charge (except for media and handling, if applicable). I reserve the right to change these restrictions in future versions.

If you find this product useful and continue to use Code Keeper after thirty days, you are required to register it by making a payment of \$10 (US) to Princeton Computer Consulting. Include an additional \$3 (US) if you would like the most recent version mailed to you. This fee will license one copy of Code Keeper for use on any one computer at any one time. To register Code Keeper, print out the form called REGISTER.WRI using Windows Write and send with your payment to:

Princeton Computer Consulting, Inc.  
20 Lorrie Lane  
PO Box 7345  
Princeton, NJ 08543-7345

You may also contact me by E-Mail at [bmurray@pluto.njcc.com](mailto:bmurray@pluto.njcc.com). I would like to hear suggestions for updates as well as overall comments.



## **Importing Databases**

Brings up a dialog box to select a database to import. Once a valid Code Keeper database is selected, the import begins. The status bar (if visible) on the bottom of the screen will keep track of records processed. When the import is finished, a message box will tell you how many records were added and how many were skipped because the record already exists in the database.



## Importing Text

Brings up a dialog box to select a file to import. Once a file is selected, you are prompted for a group name to import the information into. If the group name already exists, you are asked if you want to merge with the existing group. If the file is a Visual Basic text BAS or FRM format, all sub procedures will be entered into the new group as an individual item with the Declarations section separate. Otherwise the text will be read into one item which you can then break up.



## **Exporting Text**

Brings up a dialog box to select a destination for the exported file. The program will then save all of the information in a text-formatted file. This file can then be used as a BAS module in Visual Basic.



## Options Screen

Allows you to change options for the program.

<b>Database</b>	When you click on the button next to the text box, a file dialog comes up allowing you to select a new default database. This is the database in use whenever the program is run. If the database is not a valid Code Keeper database, the program ignores the change.
<b>Compact Database</b>	Deleting records will leave extra space in a database over time. Every month or so (depending on usage), you should compact the database. This will save space and increase access time.
<b>Tab Width</b>	Sets the number of spaces inserted when the tab key is pressed.
<b>Left Margin</b>	Sets the width (in pixels) of the left margin. Must be between 0 and 9.
<b>Max Child Window</b>	Tells the program to maximize the active window at the start of the program.
<b>Mini Win on Startup</b>	Tells the program to start with the small, always on top window.
<b>Run VB on Startup</b>	Sets Code Keeper so that it runs Visual Basic on startup. If you select this option, you must tell Code Keeper where VB is located.
<b>Close on VB Close</b>	Sets Code Keeper so that it closes when Visual Basic closes.



## **Customize Tool Bar Screen**

Allows you to customize the tool bar by specifying which buttons you want on the tool bar and in what order.

You can add a new tool bar item to the end of the list on the left by double clicking the desired item in the list on the right. You can also insert a new item by selecting the desired item in the right list and selecting the item you would like it to precede in the left list and then clicking on the button with the < sign.

You can remove a selected tool bar item by double click on it in the left list or by clicking on it and clicking the button with the > sign.

The icon for the selector



## **Merge Text**

If you are importing into an existing group, all of the new items created will be added to that group. If an item name is already in use, the program will create a new distinct name by adding a number to the end of the name. Later you can go back and rename the items or delete the version you do not want.



**Group List Box**

Allows you to select a group for the active window. When a group is selected, the Item List Box is filled with all items under the selected group.

**Add Group**

Allows you to add a new group to the database. This must be a distinct group name or the program will reject it. After adding a new group the program will ask for an item for the new group since a group can't exist without any items.

**Delete Group**

Allows you to remove a group from the database. This will remove all items within the chosen group.

**Edit Group**

Allows you to change the name of the current group. This must be a distinct group name or the program will reject it.

**Item List Box**

Allows you to select an item for the active window.

**Add Item**

Allows you to add a new item to the database under the current group. This must be a distinct item name or the program will reject it.

**Delete Item**

Deletes the currently selected item from the database.

**Edit Item**

Allows you to change the name of the current item. This must be a distinct item name or the program will reject it.



**Code Window**

This window displays the currently selected code segment. Text in this window can be edited and then saved with the command from the File menu.

Windows are opened on Open and New from the File menu. Databases can be opened multiple times for easier navigation through the database.

**Shift Left/Right**

- < Shifts the selected text to the left by removing one leading space from each line.
- > Shifts the selected text to the right by adding one leading space to each line.

**Convert Case**

- A** Converts the selected text to all upper case letters.
- a** Converts the selected text to all lower case letters.
- Aa** Switches the case of all selected letters.

**New Database**

Creates a new Code Keeper database and opens a new window for it.

**Open**

Brings up a dialog box to open a Code Keeper database.

**Save**

Saves the current segment.

**Cut**

Cuts the selected text into the clipboard.

**Copy**

Copies the selected text into the clipboard. If no text is selected, it copies the whole item into the clipboard.



**Paste**

Pastes the text on the clipboard into the selected area.

**Font**

Changes the font for all windows and printing. This information is saved in the CODEKEEP.INI file.

**Print**

Prints the current code segment.

**Help**

Brings up the help file.

**Window Functions**

<b>Cascade</b>	Cascades the open windows.
<b>Tile Horizontal</b>	Tiles the open windows horizontally.
<b>Tile Vertical</b>	Tiles the open windows vertically.

**Shrink Window**

Shrinks the main window down to an always on top window with a button which re-activates Code Keeper.

**Status Bar**

Displays the database of the current window and the position in the text of the current window.

**Options**

Brings up the Options Screen.



**Undo**

Undoes the last action.

**Find/Replace**

Searches for text/Searches for text and replaces

