

## **Notebook Help Index**

The index lists all Help topics available for Notebook. To learn how to use Help press F1 or choose Using Help from the Help menu.

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## **File Menu**

The File menu includes commands that enable you to open and save files, establish a new workspace, and to print.

<u>New</u>	Begins a new file.
<u>Open</u>	Opens an existing file.
<u>Save</u>	Saves the current document.
<u>Save As</u>	Names the current document.
<u>Backup</u>	Enables creation of a backup file.
<u>Merge</u>	Inserts a text file anywhere in a document.
<u>Run</u>	Starts an application and can open a document.
<u>Margins</u>	Sets the margins to the printed document.
<u>Print</u>	Prints the current document.
<u>Exit</u>	Allows exit from Notebook.

## **Edit Menu**

The Edit menu includes commands that enable you to move text to and from the clipboard, to undo a previous editing operation and to format the edit control.

<u>Undo</u>	Cancels a previous operation.
<u>Cut</u>	Deletes text and moves it to the clipboard.
<u>Copy</u>	Copies text to the clipboard.
<u>Paste</u>	Inserts text from the clipboard into the document.
<u>Delete</u>	Deletes text without moving it to the clipboard.
<u>Date</u>	Shows the date on the title bar.
<u>Time</u>	Shows the time on the title bar.
<u>Word Wrap</u>	Wraps text of a document.
<u>Fonts</u>	Selects the screen font and the tab spacing.

## **Search Menu**

The Search menu includes commands that enable you to go to a line, and/or to find the next or previous iteration of a text string, or to replace one or all occurrences of a text string.

Go To Allows line number, search and replace string entry.

Find Next Searches for the next occurrence of the search string.

Find Prev Searches for the previous occurrence of the search string.

Replace Replaces selected text with the replace string.

Replace All Replaces all occurrences of the search string with the replace string.

Bookmark Sets a bookmark position.

Position Displays the line number and document size information.

## **Push Button Menu Items**

Push button menu items are the right aligned buttons on the menu bar. A bitmap is used as the command to scroll through a document from one field to the next. The commands are enabled when scrolling is possible. Notebook has a nominal field size of 32 thousand bytes. The overlap between fields is one line.

Field Scroll Down Scrolls to the next field.

Field Scroll Up Scrolls to the previous field.

## **File New Command**

The New command clears the edit window and document name.

See...

[Creating New Documents.](#)

## **File Open Command**

The Open command shows a dialog box to allow reading the selected file into memory for display and editing.

See...

[Opening an Existing Text File.](#)

## **File Save Command**

The Save command writes the current named document to disk .

See...

[Saving a Document.](#)



## **File Save As Command**

The Save As command shows a dialog box to allow naming or renaming the document which then may be saved.

See...

[Saving a Document.](#)

## **File Backup Command**

The Backup command allows the creation of a backup file when the document is saved the first time after the original file is opened.

See...

[Backing Up a Text File.](#)

## **File Merge Command**

The Merge command allows the insertion of a text file into the document at the current caret position.

See...

Merging a Text File.

## **File Run Command**

The Run command allows the execution of an application and optionally the opening of an associated file.

See...

[Running an Application.](#)

## **File Margins Command**

The Margins command allows sending title and page numbers and the setting of margins to the printed document.

See...

[Setting Margins.](#)

## **File Print Command**

The Print command sends the document to the print spooler.

See...

[Printing a Document.](#)

## **File Exit Command**

The Exit command allows an exit from Notebook. A message box is answered if changes were made.

## **Edit Undo Command**

The Undo command allows the previous edit to be undone.

See...

[Undoing Edits.](#)



## **Edit Cut Command**

The Cut command removes selected text sending the text to the clipboard.

See...

Copying, Cutting and Pasting.

## **Edit Copy Command**

The Copy command sends selected text to the clipboard.

See...

Copying, Cutting and Pasting.

## **Edit Paste Command**

The Paste command inserts clipboard text into the edit window.

See...

Copying, Cutting and Pasting.

## **Edit Delete Command**

The Delete command removes selected text from the edit window.

See...

Deleting Text.

## **Edit Date Command**

The Date command displays the month and date in a MM/DD format.

See...

[Showing Date and Time.](#)

## **Edit Time Command**

The Time command displays the hour and minute in an HH:MM format.

See...

[Showing Date and Time.](#)

## **Edit Word Wrap Command**

The Word Wrap command allows the text of the edit control to be wrapped.

See...

Wrapping Text.

## **Edit Fonts Command**

The Fonts command shows a dialog box to allow selection of font and of tab-stop spacing.

See...

Selecting a Screen Font

Setting Tab Spacing.



## **Search GoTo Command**

The Go To command shows a dialog box to enter a line number and/or search text.

See...

Finding Text

Going To a Line.

## **Search Find Next Command**

The Find Next command continues a search for text in the forward direction.

See...

[Finding Text.](#)

## **Search Find Prev Command**

The Find Prev command continues a search for text in the backward direction.

See...

[Finding Text](#).

## **Search Replace Command**

The Replace command replaces selected text with text from the replace edit control.

See...

Replacing Text.

## **Search Replace All Command**

The Replace All command replaces all occurrences of the search string text with text from the replace edit control.

See...

Replacing Text.

## **Search Bookmark Command**

The Bookmark command uses the caret position to set a document bookmark.

See...

[Using the Bookmark.](#)

## **Search Position Command**

The Position command shows a modeless dialog box to display current line and document size.

See...

[Determining File Size.](#)

## **Field Scroll Down**

The Field Scroll Down push button is inscribed with a down arrow. The command will show the first page of the next field of the document in the edit window.

See...

Determining File Size

Formating Text.



## **Field Scroll Up**

The Field Scroll Up push button is inscribed with an up arrow. The command will show the first page of the previous field of the document in the edit window.

See...

Determining File Size

Formating Text.

## **Backing Up a Text File**

1. Select unchecked Backup from the File menu.
2. A backup file is created when an opened file is saved for the first time. The backup file will get the extension "bak".
3. Select the checked Backup from the File menu to disable backup file creation.
4. Notebook.ini holds the Backup status.

## **Copying, Cutting and Pasting Text**

Copy, Cut and Paste selected from the Edit menu use the clipboard.

### **Copy**

1. Select text from the edit window.
2. Select Copy from the Edit menu.  
The selected text is copied to the clipboard. The text remains selected.

### **Cut**

1. Select text from the edit window.
2. Select Cut from the Edit menu.  
The selected text is removed from the edit window and copied to the clipboard.

### **Paste**

1. Text is copied to the clipboard.
2. Select Paste from the Edit menu.  
The clipboard contents are inserted at the current caret position.

## **Creating New Documents**

1. Select New from the File menu.
2. If there are changes to be saved then answer the message box. The edit window is cleared, and the document will be "untitled".

## **Deleting Text**

1. Select the text to be removed.
2. Select Delete from the Edit menu.  
The selected text is removed from the edit window.

## Determining File Size

1. Select unchecked Position from the Search menu.
2. The modeless dialog box is displayed to the left of the title bar and menu bar buttons. The two values shown in the box are current line and document size. The line value is the line number of the current caret position. The size value is the number of bytes in the document.
3. Select the checked Position from the Search menu to remove the dialog box.
4. Notebook.ini holds the Position status.

## **Finding Text**

1. Select Go To from the Search menu.
2. Enter the text to find in the search text control.
3. Check the Case check box to perform a case sensitive search.
4. Select the Next or Back push buttons depending on the search direction.
5. Use the Find Next or Find Prev commands from the Search menu to continue a search.  
Or use the accelerator keys to continue a search.
6. Searches begin at the current caret position. The entire document will be scanned to find matching text. If no match is found the speaker is beeped.

## Formating Text

1. To insert a space, press the Spacebar.
2. To end a line, press Enter.
3. To indent a line or insert a tab, press Tab.
4. To insert a blank line, move the caret to the beginning of a line, press Enter.
5. To split a line, move the caret to the text to move to the next line, press Enter.
6. To join two lines, move the caret to the beginning of the line to move. Press Backspace until the lines are joined.

On File Open or File Merge, if the number of characters on a line is greater than 1024, then a message box will appear. If an affirmative response is entered, then carriage return line feed pairs will be inserted into the document. The position dialog box shows the number of insertions during the process. This process may be aborted by pressing the escape key and answering the message box.

Line lengths must be equal to or less than 1024 characters when scrolling from one field to the next.



## Going To a Line

1. Select Go To from the Search menu to show the dialog box.
2. Enter the number of the line to go to in the line number control.
3. Select the Next or Back push buttons or press Enter.
4. Going To a Line can be combined with Finding Text. If the line number entry is greater than the actual number of lines in the document, the speaker is beeped.
5. The End push button will show the last line of the document in the edit window.

## Merging a Text File

1. Move the caret to the position in the document where the file is to be placed.
2. Select Merge from the File menu to show the dialog box.
3. The default check box can quickly set the open filespec to **\*.TXT** or **\*.\*** for the list box.
4. Select a file from the list box. Or type the appropriate text into the edit control.
5. Select Merge.

See...

Formating Text.

## Opening an Existing Text File

1. Select Open from the File menu to show the dialog box.
2. The default check box can quickly set the open filespec to **\*.TXT** or **\*.\*** for the list box.
3. Select a file from the list box. Or type the appropriate text into the edit control.
4. Select Open.  
The filename of a text file as a command line parameter will open the file after Notebook initialization. Appropriate modification to the Extensions section of the win.ini file allows associated opening.

See...

Formating Text

Running an Application.

## **Printing Documents**

1. Select Print from the File menu.
2. The current document is sent to the print spooler. Printing may be aborted while the print file is being created. Lines that do not fit inside the margins will be wrapped.

See...

Notebook Keys

Setting Margins.

## Replacing Text

To replace a single instance of selected text...

1. Select GoTo from the Search menu to show the dialog box.
2. Enter text into the replace edit control.
3. Select text of the document with the keyboard or mouse.
4. Select Replace from the Search menu or use the accelerator keys.  
The replace command with the finding text features can selectively replace repeating words or small phrases.

To replace all occurrences of the search string with the replace string...

1. Select GoTo from the Search menu to show the dialog box.
2. Enter text into the search and into the replace edit controls.
3. Select Next or Back to find an instance of the search string.
4. Select Replace All from the Search menu or use the accelerator key.  
The replace all command shows a message box with the occurrence count and the string values. If the message box receives an affirmative response, then the process of replacing all occurrences begins. The position dialog box shows the number of occurrences left during the process. The replace process may be aborted by pressing the escape key and answering the message box. Upon completion the edit window shows the first line of the document.

See...

Notebook Keys.

## Running an Application

1. Select Run from the File menu to show the dialog box.
2. The default check box can quickly set the run filespec to \*.\* or \*.**EXE** for the list box.
3. Select an application or associated file with the mouse by using the list boxes. Or type the exact or appropriate text into the command line edit control. If the application filename does not contain an extension, then .EXE is assumed.
4. Select Run or press the enter key.  
This feature allows an efficient system interface and fast utilization of Notebook output with other applications.

See...

Opening an Existing Text File.

## **Saving Documents**

To save an untitled document or rename the document...

1. Select Save As from the File menu to show the dialog box.
2. Enter a filename into the edit control.
3. Select Save.

To save a titled document ...

1. Note only documents that have been changed can be saved.
2. Select Save from the File menu.

## Selecting a Screen Font

1. Select Fonts from the Edit menu to show the dialog box.
2. Select a font from the radio-button control choices.
3. Select Accept.
4. Notebook.ini holds the screen Font status.

See...

Setting Tab Spacing.



## Selecting Text

1. Move the caret with the mouse pointer to the beginning or end of the text to select.
2. Hold down the mouse button while moving the pointer to highlight the text.
3. Release the mouse button when the correct amount of text is highlighted.

See...

Notebook Keys.

## Setting Margins

1. Select Margins from the File menu to show the dialog box.
2. The check box control for the margin must be checked to allow the change.
3. Select a margin size from the list box control.
4. The header can be customized by typing into the title edit control. The default header is the document filename.
5. To allow the header or the page number as a footer to be sent to the print spooler, check the appropriate check box.
6. Choose Accept.
7. Notebook.ini holds the margin size.

## **Setting Tab Spacing**

1. Select Fonts from the Edit menu to show the dialog box.
2. Select a tab-stop spacing from the list box control choices.
3. Select Accept.  
The tab-stop spacing is also used to format the document sent to the print spooler for hardcopy. Notebook.ini holds the tab spacing value.

See...

Selecting a Screen Font.

## Showing Date and Time

1. Select Date or Time from the Edit menu to display the date or time, respectively .
2. The MM/DD or HH:MM format is shown in the title bar. Accelerator keys can toggle the date and time display as desired.
3. Notebook.ini holds the date and time status.

See...

Notebook Keys.

## **Undoing Edits**

1. Verify that Undo from the Edit menu is enabled.
2. If enabled, then select Undo from the Edit menu to undo the last edit.

## Using the Bookmark

1. Select Bookmark from the Search menu to set the bookmark. Bookmark command will be checked when set. Caret position is the offset stored as a bookmark.
2. If Bookmark is set when selected, then a message box is shown to allow the user to clear the bookmark. A new bookmark can be set after the old one is cleared.
3. Select Go To from the Search menu to show the dialog box.
4. Select the Bookmark push button control.
5. The edit control will show the offset into the document that was stored when the bookmark was set. The bookmark is a number only. It is not associated with any particular document. If the bookmark is not set, then selecting the Bookmark push button will show the beginning of the document which is zero offset. Notebook.ini holds the Bookmark status.

## Wrapping Text

1. Choose Word Wrap from the Edit menu.
2. The edit control is redrawn with no horizontal scroll bar to indicate word wrap mode.
3. Text will be broken at a space character.
4. Notebook.ini holds word wrap status.

A word wrapped edit control needs twice as much local buffer memory when Notebook is minimized. Therefore field size is nominally 16 thousand bytes in word wrap mode.





## **Notebook Keys**

Choose from the following list to review the keys used in Notebook.

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Function Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

## Cursor Movement Keys

The mouse pointer is called the cursor. The text insertion point is called the caret.

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the caret left, right, up, or down in a <u>field</u> .
CTRL+Home	Moves to the beginning of a field.
CTRL+End	Moves to the end of a field.
Home	Moves to the beginning of a line.
End	Moves to the end of a line.
CTRL+Left Arrow	Moves left one word.
CTRL+Right Arrow	Moves right one word.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

See...

Formatting Text.

## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
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.
DIRECTION 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+ DIRECTION 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

<b>Key(s)</b>	<b>Function</b>
Backspace	Delete the character to the left of the caret. Or, delete selected text.
ALT+Backspace	Undo the previous edit.
SHIFT+Delete	Cut selected text from the edit window and move it to the clipboard.
CTRL+Insert	Copy selected text from the edit window and move it to the clipboard.
SHIFT+Insert	Paste text from the clipboard to the caret position.
ALT+Insert	Replace selected text with text from the dialog box replace edit control by way of the clipboard.
Delete	Delete the character to the right of the caret. Or, delete selected text.

See...

[Copying, Cutting and Pasting Text](#)

[Deleting Text](#)

[Selecting Text.](#)

## Function Keys

<b>Key(s)</b>	<b>Function</b>
F1	Gets Help and displays the Help Index for Notebook. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.
F2	If there is text in the edit window, then the text is sent to the print spooler.
F3	If search text has been entered into the Go To dialog box, a search for the next occurrence of the string is performed.
F4	If search text has been entered into the Go To dialog box, a search for the previous occurrence of the string is performed.
F5	The real time clock date is displayed on or removed from the title bar.
F6	The real time clock time is displayed on or removed from the title bar.
F7	If search and replace text have been entered into the Go To dialog box, the replacement of all occurrences of the search string with the replace string is performed.

See...

Finding Text

Printing Documents

Replacing Text

Showing Date and Time.

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
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.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window.

<b>Key(s)</b>	<b>Function</b>
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	Notebook uses the help engine. See Hot Keys.

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
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 <u>field</u> .
CTRL+SHIFT+HOME	Selects text to the beginning of the field.

See...

Selecting Text.



## Window Keys

<b>Key(s)</b>	<b>Function</b>
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.
DIRECTION 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.



## **Accelerator Keys**

Accelerator keys are shortcut keys that let the user choose a command from a menu by using a single key stroke.

**Associate**

To identify a filename extension as belonging to a particular application, so that the requested opening of any file with that extension will immediately run the particular application and open the requested file.

## **Bitmap**

A bitmap is an image formed by a pattern of bits.

**Caret**

The caret is the text insertion point of an edit control. It is represented by a blinking vertical bar.

## **Clipboard**

The clipboard is the main data-exchange feature of Windows. It is a common area to store data handles by which applications can exchange formatted data.

**Control**

A control is a predefined child window that carries out a specific input or output.



## **Cursor**

The cursor is a special bitmap that shows the user where actions initiated with the mouse will take place. The cursor can be an arrow, hourglass, I-beam, cross-hair or other custom shape.

**Field**

A field is a memory resource with application determined content and size.

