

# 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.

## Clean

This is a specialty function for those of you that receive data via forms posted from the Web. It will filter out the extraneous characters, rendering the text much more readable than before.

## 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.

## Splash Screen

If the Splash Screen menu item is checked, clicking on it will uncheck it. If left unchecked, **Notebook**'s splash screen will not appear the next time the program is loaded.

## 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

**Ensign Systems**  
21 Tredown Road  
Sydenham, London  
SE26 5QQ  
United Kingdom

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** and **MASTER CARD**. Our registration phone number is **0181-778-2871** (FAX - **0181-776-8477**). The cost of registration is **£11.50**. If you would like a copy of the program on diskette, there is an additional **£2.50** shipping and handling charge.

If you prefer mail, please send a check in the amount of **£11.50** 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 **£2.50** shipping and handling charge.

Upon receiving the check, we will e-mail you the registration code immediately. If you have any questions or comments, please don't hesitate to drop us a line. To reach **Ensign Systems** by e-mail:

**[ENsignPub@aol.com](mailto:ENsignPub@aol.com)**

# On-Line Support

On-line support can be accessed through the **CT Software Forum on America Online** (keyword: **CT Software**). All of our programs and required support files can be easily found there, as well as the CT Software Message Board. In addition, valuable tips and information are posted regularly in our **Tip Of The Day** feature!

Please feel free to visit our World Wide Web site, from which you can download all of our software, and access complete product descriptions of the very latest versions of the shareware offered by CT Software, in addition to offering links to many 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 Calendar

**CT Calendar** is a small 32-Bit desktop calendar. We have tried to keep it small enough to keep on your desktop, but not so small that you need a magnifying glass to see it. It has many customizable features including color, format (U.S. or European), "always on top", and loading position. This program is free of charge with the registration of any CT Software 32-bit shareware program.

## 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.

## CT Launcher

**CT Launcher** is a small 32 bit program which places an icon in the Windows 95 taskbar tray. Right-clicking on this icon will bring up a menu of programs to launch. This menu is totally user configurable. You can add, edit, and remove items (including optional command parameters) from the menu through the **CT Launcher Setup** program, which can be accessed by left-clicking on the taskbar icon.

## 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.

## FormPost Edit

**FormPost Edit** is a special text editor for those of us who have to contend with posted Web forms. In addition to the many standard editing capabilities that the program has, its specialty is interpreting the extraneous characters contained in posted Web forms, turning them into easily readable text. Of course **FormPost Edit** can then either save or rename the form, as you wish, and also send it to your printer. In addition:

1. **FormPost Edit** offers full font and color control, and will save your settings.
2. **FormPost Edit** features a toolbar, complete with help balloons, which can be toggled on and off, as you wish.
3. **FormPost Edit** 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.

## QuickCopy

If you find yourself frequently accessing or typing the same text over and over again for copy and paste operations, this is a program you'll like! **QuickCopy** is a small 32 bit program which places an icon in the Windows 95 taskbar tray. Right-clicking on this icon will bring up a menu of text files, which can be very quickly copied to your Clipboard. This menu is totally user configurable. You can add, edit, or remove items from the menu through the **QuickCopy Setup** program, which can be accessed by left-clicking on the taskbar icon.

## Reminder

**Reminder** is a little program that does just what the name implies. It leaves reminders for you or for someone else who also uses your PC. This reminder will appear the next time the computer is turned on. You can send yourself or someone else a note, a "things to do" list, or whatever tickles your fancy. Once you click on the POST button, a shortcut is created to the document, and placed in your StartUp folder. Upon loading the file, the shortcut is automatically deleted, so if you choose to edit a previously posted note, you will need to post it again. The files the program generates are easily maintained. The

currently loaded reminder can be deleted with the click of a button, and by clicking on PURGE, all of your reminders will be sent to the Recycle Bin.

### **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.



