

## **Mega Edit HELP SYSTEM**

### **Registration**

#### **Up And Running !**

##### **Overview**

##### **Editing Multiple Files**

##### **Split Window Features**

#### **Quick Keyboard Lookup:**

##### **Keyboard**

#### **Menus**

##### **File**

##### **Edit**

##### **Search**

##### **Window**

##### **Options**

##### **Print**

## REGISTRATION

We at *Computer Witchcraft* believe that **Mega Edit** is a product meeting the highest standards of excellence in design and software craftsmanship. We hope that you agree!

As an additional benefit to the consumer, **Mega Edit** has been released as Shareware, so that you can try out the software on your system to see if it meets your needs "before you buy." If you make the determination that you would like **Mega Edit** to become a part of your software library, you should take responsibility to pay for the product by registering it.

### BENEFITS OF REGISTRATION:

When you register your copy of the software, you will receive a diskette containing the latest version of the product. This will often be a more advanced version than that available through shareware distribution channels. The software will be embossed, on its "About" screen, with your name and/or company name, but will otherwise be free from start-up screens or registration screens of any kind. The disk will include printable manuals in Microsoft Write and Microsoft Word formats. Also, we will put you on our company mailing list, so that you receive materials describing the availability, at reduced costs, of upgraded editions of the software as they become ready for release. Finally, registered users will receive information about getting technical support via CompuServe.

### HOW TO REGISTER:

As of this date, 01/01/1992, the Registration Fee for Mega Edit is **\$35.50** in US Dollars, PLUS a shipping and handling fee, (see table below). ALSO, California residents should calculate a state sales tax amount and add that to the total. We accept orders either by VOICE mail: (415)-752-2477, FAX: (415)-752-8971, COMPUSERVE Mail: 76130,1463, INTERNET Mail: megaedit@witchcraft.com, or by REGULAR MAIL at the following address:

Computer Witchcraft, Inc.  
Post Office Box 210441  
San Francisco, CA, 94121-0441

The FORM OF PAYMENT may be by CHECK, MONEY ORDER, or CREDIT CARD. Checks or money orders should be made payable to Computer Witchcraft, Inc., and should be in U.S. Dollars (drawn on U.S. Banks). ALSO, please include the appropriate shipping and handling fee, from the following table:

U.S.:	\$	3.50
Canada, Mexico:	\$	5.00
Other	\$	9.00

IF REGISTERING BY MAIL, please enclose the registration form, included with the Mega Edit (TM) distribution, (REGISTER.FRM). IF REGISTERING BY fax, phone or email, please include essentially the same information that is requested on the form (Name and or Company Name, disk media desired, address, and credit card number.

NOTE: If for some reason you cannot print the registration form (perhaps you don't have a printer!), it's fine just to send a note along with your check, money order, or credit card number along with the registration information.

PLEASE ALLOW UP TO FOUR WEEKS FOR DELIVERY. (We will try to do better than that).

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REGISTRATION FORM

Click or select 'Registration Form' below to bring up the actual form you can use to register **Mega Edit**. You can use then Help application's File/Print command to get a hard copy version. **Alternatively, you can use the Help applications Edit/Copy command to copy the form to the clipboard, and then into paste the form into Mega Edit. You can then type in your information and print the completed form.**

### Registration Form

When complete, please mail the form and payment to:

**Computer Witchcraft, Inc.  
Post Office Box 210441  
San Francisco, CA, 94121-0441**

THE REGISTRATION FORM CAN ALSO BE FOUND IN THE FILE  
'REGISTER.FRM', INCLUDED WITH YOUR PRODUCT FILES.

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In case of problems receiving your product disk, or simply to leave a message about anything you like, you may call 415-752-2477., or send a FAX to 415-752-8971

THANKS FOR REGISTERING **MEGA EDIT**. STAY IN TOUCH!

**PRODUCT REGISTRATION FORM**

Mega Edit (TM) Version 1.13C

Name: \_\_\_\_\_

Company/Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

(include area/country code)

Disk Media, check one: [ ] 5.25" (1.2 MB) [ ] 3.5" (720 MB)

Date Ordered: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Registration Name (Capitalization and Punctuation will be exactly as listed)

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Your Name (required): \_\_\_\_\_

Company/Org. Name (optional): \_\_\_\_\_

Credit Card Orders Please Check: [ ] Visa [ ] MasterCard

----- [ ] American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

(for Mail or Fax orders)

Price Calculation Registration Fee: \$35.50

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California residents add Sales Tax: \_\_\_\_\_

\$3.50 Unites States

Shipping and Handling: \_\_\_\_\_

\$5.00 Canada & Mexico

\$9.00 Other countries

Total Cost: \_\_\_\_\_

Checks or Money orders: Make payable in U.S. currency on a U.S. bank.

Credit card payments may be sent via mail, E-Mail, FAX, or telephone.

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How did you receive your copy of Mega Edit (TM)? -- Thanks!

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[ ] CompuServe [ ] BIX [ ] Genie [ ] Other BBS \_\_\_\_\_

[ ] Catalog \_\_\_\_\_ [ ] Other \_\_\_\_\_



## OVERVIEW

**Mega Edit** is a powerful ASCII text editor. It is designed specifically to facilitate complex editing tasks involving multiple and/or large files, where such tasks would be difficult or impossible with most editors currently available for MS Windows 3.x.

In addition to the usual capabilities of any Windows 3.x CUA compliant text editor, its features include:

**Support for very large file editing** -- up to the amount of available virtual memory on systems running in 386 Enhanced mode. With 16 megabytes of RAM installed, this can be up to about 64 megabytes. (In general, when running in 386 Enhanced mode, Windows will support about 4X the amount of installed physical RAM). **Mega Edit** has NO PRESET LIMITS for file size capability.

**Support for multiple file handling**--you can load up to 25 files at once.

**Support for Multi-Platform file formats**--the editor can automatically recognize and load **Macintosh** and **Unix** text files, as well as standard **DOS** text files. It also has an Export/Conversion capability for outputting files loaded in any one of the aforementioned formats to any of the others.

**Binary File Viewing**--the editor also allows loading of binary files for viewing. When a binary file is loaded, it is displayed in a clean, 72 character per line format.

**A split screen feature**--allows you to scroll through and edit the same document at two places simultaneously, or to view and edit different documents simultaneously.

**Support for variable, sizeable fonts.**

**Word Wrap.**

### **Mega Edit System Requirements:**

80286 or higher processor.

Window's Standard or Enhanced modes

VGA or higher resolution monitor recommended.

Mouse recommended

## Editing Multiple Files

Please note that each time you load a new file during an editing session, ***that file remains in memory***, even when you open or create a new file.

After opening one or more files, you will observe that the names of these files are appended to the bottom of the file menu. You can switch from one file to another by selecting the desired filename from the file menu.

Note that multiple file handling is supported by the split window feature, so that, once you have split the editing area, you can open or switch to a new file in the current pane and retain the original file in the other pane.

When you switch from one file to another, the line and column position of the caret is retained so that when you switch back, you can resume editing where you left off.

It is not necessary to explicitly save a file when opening or creating a new one. You can save the file at any time by switching back to it and selecting the 'Save' option from the file menu. If you exit the editor, you will be prompted to save any unsaved files in memory.

## SPLIT WINDOW FEATURES

**Mega Edit** supports the splitting of the main edit window into two separate panes of the same number of lines. You can split the edit window by either pressing Ctrl+S or by selecting the 'Split Window' option from the Window menu.

Initially, when you split the edit window in two, the same file exists on both sides of the divider that appears. You can now scroll each window 'pane' independently, using either the keyboard or one of the two scroll bars beside each pane, as well as performing any other editing functions on either side of the divider.

You can also open, create or switch to additional files on either side of the divider, so that more than one file is visible in the editing area at the same time.

After splitting the main editing area, you can switch between the two sides of the partition either by clicking the mouse in the opposite partition or by selecting the 'Switch Pane' option from the Window menu. The accelerator key for this operation is Ctrl+W.

Finally, you can resume editing in single window mode by selecting the 'Unsplit Window' option from the Window menu. The accelerator key for this operation is Ctrl+X. When you unsplit the window, the file that contained the caret just prior to your issuing the unsplit command becomes the current file, and the caret position is retained.



## Keyboard Commands

### Navigation

Beginning of document:	Ctrl+Home
End of document:	Ctrl+End
Start of line:	Home
First character of line:	Home+Home
End of line:	End
One word right:	Ctrl+Right
One word left:	Ctrl+Left

### General Functions

Insert line:	Ctrl+N
Delete line:	Ctrl+Y
Delete to end of line:	Shift+Ctrl+Y

### Extend Selection

Line up:	Shift+UpArrow
Line down:	Shift+DownArrow
Character right:	Shift+RightArrow
Character left:	Shift+LeftArrow
Page up:	Shift+PgUp
Page down:	Shift+PgDn
To end of document:	Shift+Ctrl+End
To start of document:	Shift+Ctrl+Home

### Accelerator Keys (Menu short cut keys)

Help:	F1
Save file:	F2
DOS shell:	F12
Exit application:	Alt+F4
Cut selected text:	Shift+Del
Copy selected text:	Ctrl+Ins
Paste Clipboard contents at current location:	Shift+Ins
Clear selected text:	Ctrl+Del
Find again:	F3
Goto line or % of document:	Ctrl+G
Split window:	Ctrl+S
Switch pane:	Ctrl+W
Unsplit window:	Ctrl+X
<b>(Courier font Only)</b>	
Enlarge text:	Ctrl+NumKeypad Plus
Reduce text::	Ctrl+NumKeypad Minus
Print current file:	Ctrl+P

## File Menu Commands

### **New, Open, Save, Save As, Save All, Close, Close All, Include File, Export/Convert, Run DOS Shell, Exit**

#### **New**

Choosing 'New' allows you to create a new, unnamed file for editing. Initially, the file is named 'noname'. When you save the file, you will be allowed to rename it something more distinctive.

#### **Open...**

Choosing 'Open' allows you to load a pre-existing disk file into memory for editing. Using various fonts that are available on the Options/Change Font menu, it is possible to view and edit files that are in any of the standard **DOS** text formats -- plain ASCII, ANSI, or OEM (ASCII plus IBM graphics characters), as well as standard **MacIntosh** and **Unix** text files. When a MacIntosh or Unix file is loaded, edited, and subsequently saved, it retains its original MacIntosh or Unix file format, unless you specifically convert the file to another format using the 'Export/Convert' menu choice (described below...).

Please see help for the Options/Change Font menu for more information on getting the best match between file format and character font.

NOTE: **Mega Edit also** lets you load **binary files** for viewing only. When you load a binary file, the editor will automatically detect that it is in binary format and display the file with 72 character length lines. This provides for a very clean, comprehensible display of the data. If you try to save a binary file once it has been loaded, the editor will prevent you from doing so. (To actually edit binary files, use a hexadecimal editor).

#### **Save F2**

Choosing 'Save' will cause the current file to be saved to disk. If the file is currently named 'noname', which is the default for files created with the Edit menu's 'New' command, you will be prompted for a file name of your own devising.

NOTE: Files originally loaded with MacIntosh or Unix formats retain their native characteristics when saved with any of the 'Save' commands. To modify the operating system format of a text file, use the 'Export/Convert' menu choice, described below...

#### **Save As...**

Choosing 'Save As' will bring up a dialog prompting you for a new name for the current file. After you supply the new name, the file will be committed to disk under the new file name, and will also be known within the **Mega Edit** environment by the new name from hence forth.

#### **Save All**

Choosing 'Save All' will cause all files currently loaded into the editor to be saved to disk. A dialog box will come up asking you to give your own name to any files created with the 'New' command as having the name 'noname', (see comments above about the 'New' command).

#### **Close**

Choosing 'Close' will cause the current file to be closed. If the file has been modified since it was last saved, (**the file name at the bottom of the screen turns to red whenever it has unsaved modifications**), you will be asked if you would like to save the file before closing it. If you say 'Yes', the file will be saved to disk before it is closed, including

allowing you to rename files name 'noname'.

### **Close All**

Choosing 'Close All' allows you to close all currently open files with one command. If any open files have modifications, you will be prompted about saving them, as with the 'Close' command.

### **Include File...**

Choosing 'Include File' allows you to incorporate a file existing on disk into the currently open file at the point where the caret is currently positioned. A dialog box will be presented similar to that which appears when you select the Edit menu's 'Open' command. When you have finished identifying a file with this dialog box, it will be immediately pulled into the current document at the current position of the caret.

### **Export/Convert**

Choosing 'Export/Convert' allows you to output the current file a different platform/operating system file format. This menu choice contains a sub-menu with three options, **DOS text...**, **Macintosh Text...**, and **Unix Text...**. Choose the desired output file format, and then respond to the 'File Save As' dialog box to either retain the same filename or rename the file, according to your needs. Using the 'Export/Convert' facility, you can repeatedly convert a file between the three different formats.

### **Run DOS Shell F12**

Choosing this option will cause a copy of the DOS operating system to be spawned, allowing you access to the DOS prompt. If you are running in 386 Enhanced mode, you can hit Ctrl+ENTER to window this process, and in any mode you can hit Ctrl+Esc to switch back to Windows. The DOS shell you spawn will continue after you exit **Mega Edit**, unless you explicitly close it. Once started, it is entirely independent of **Mega Edit**.

### **Exit Alt+F4**

Choosing 'Exit' is the same as choosing 'Close' from the system menu. It causes the **Mega Edit** application to shut down and exit. Before the **Mega Edit** completely shuts down, you will be prompted about saving any unsaved, modified files.

## Search Menu Commands

### Find, Again, Replace, Goto

#### Find

When you choose 'Find', a dialog box will prompt you for one or more characters or words for which you would like to search.

NOTE: Instead of typing the search text directly in to the input of the dialog box that comes up when you select Search/Find, **you may preselect the search text by highlighting the text in the document with the mouse or the keyboard** before you select Search/Find. If you do this, the text you selected from the document will appear in the dialog input automatically.

Beneath the input for the search text, there are several check boxes that allow you to tailor the specifics of how the search will be conducted:

If you check the '**Start at first line**' box, the search will commence from the first line of the current document. If you uncheck this box, the search will commence from the current position of the caret.

If you check the '**Case sensitive**' box, the search will match only with a case-exact match of the search text you supply. If this box is unchecked, the case of the characters will be ignored for matching purposes.

If you check the '**Whole words only**' box, the search will reject as a match any text found that matches your search text but that is surrounded on either side by alphabetic characters. This can help you weed out matches such as might result when you are looking for the word 'super' when the characters in 'super' occur in words such as 'supercalafragalisticexpialadochious'. If you leave this box checked, matches will be accepted when your search text is found as part of a larger group of characters.

After supplying the search text and configuring the criterion for the search as described above, and after selecting OK, a rapid, literal search will be conducted through the text of current document. If a match is found, the line containing the matching text will be centered in the edit area and the caret will be placed immediately after the last character in the matching text.

#### Again **F3**

Choosing 'Again' repeats the most recent search that you have configured and run previously, starting always from the current position of the caret in the current document. The accelerator key for this is **F3** -- it is much more convenient to use the accelerator key for this operation rather than selecting it from the menu.

#### Replace

Choosing 'Replace' allows you to configure and run an operation that substitutes one group of characters for another at one, several, or all locations where the text occurs in the current document. As with the 'Find' operation, a dialog box appears prompting you for search text.

NOTE: Instead of typing the search text directly in to the input of the dialog box that comes up when you select Search/Replace, **you may preselect the search text by highlighting the text in the document with the mouse or the keyboard** before you select Search/Replace. If you do this, the text you selected from the document will appear in the dialog input automatically.

Additionally, you are prompted for the replacement text that will be substituted for the search text. **It is acceptable not to list anything as the replacement text**, in effect telling the dialog box that you want **to delete** instances of the search text.

As with 'Find' you can also configure details of the operation via the checkboxes located within the box labeled 'criteria'. These check boxes work the same as in 'Find', (See above), except that there is an additional checkbox, called '**Confirm changes**'. If this box is checked, you will be prompted whenever a match is found for your search text as to whether this particular instance should be replaced by the substitution text. The dialog that appears to interact with you on this question also includes a Cancel button, allowing you to halt the whole operation at any point. **You should make sure this box is checked if you have any question that certain instances of your search text should NOT be replaced by the substitution text.** If you are certain that all instances should be replaced, it is best to leave this box unchecked as the operation proceeds much more efficiently when it is not necessary to prompt about each instance.

### **Goto**

Choosing Goto brings up a dialog box prompting you for a number. This number is ordinarily interpreted by the Goto operation as the number of a line in the current document. Optionally, you can configure the operation to interpret the number you enter as a percentage of the document rather than as a line number. If for example you enter 75 as the number, and change the radio button to indicate that Goto should interpret the number as a percentage, when you click OK, the editor will locate and center on the CRT the line that occurs at a point 3/4ths of the way through the current document. Otherwise, the editor will locate and center the line corresponding exactly to the number you entered in the Goto dialog box.

## **Window Menu Commands**

### **Split Window, Unsplit Window, Switch Pane**

These commands control the *Mega Edit*'s split screen features.

#### **Split Window                      *Ctrl+S***

Choosing 'Split Window' will cause the editing area to be subdivided into two equal sections separated by a divider. Initially, the same file exists on each side of the divider, allowing you to scroll through and edit two parts of the file simultaneously. The split screen feature is integrated with multiple file handling features so that it is possible, once you have split the screen to load or create new files, or to switch to other currently loaded files, on either side of the divider. Current caret positions are retained in all loaded files, so that when you switch a file into one of the visible panes, your position within a given document remains what it was when you last worked with the file.

#### **Unsplit Window    *Ctrl+X***

Choosing 'Unsplit Window' causes the split editing area to revert back to a unitary window, with the document currently containing the caret to fill the entire area.

#### **Switch Pane                              *Ctrl+W***

Choosing 'Switch Pane' causes the caret to move from one side of the divider separating the two editing areas to the other, and makes the file on that side the current file. You can also move the caret from one side of the divider to the other by clicking with the mouse.

## Options Menu Commands

### Word Wrap, Set Tab, Colors, Change Font, Enlarge Font, Reduce Font, Preferences

#### Word Wrap On/Off

Choosing this command toggles **Mega Edit**'s word wrap feature on and off. If word wrap is currently on, a check mark appears by this menu choice. You can set the right hand margin where wrapping occurs via the Options/Preferences dialog box. The Options/Preferences dialog box also lets you set a default start up behavior for word wrap. (More information on the Options/Preference menu choice follows below...)

#### Set Tab

Choosing this option lets you set the value of tab stops in **Mega Edit**. Tab stops are positioned at a columnar interval across the editing area, and the value you supply here when prompted sets this interval, the unit being the width of a character. You can set the default start up tab interval via the Options/Preferences dialog box (see below).

#### Colors

Options on this pop-up menu let you choose between three different color sets for the editing area of **Mega Edit**:

Choosing '**Standard Colors**' will cause the editing area colors to correspond to the colors set in your system.ini file. These colors can in turn be controlled via the Windows 'Control Panel' utility, or some other utility that allows you to tailor Windows various system colors. 'Standard Colors' is the factory default, and allows you to best customize colors for certain types of monitors which support color irregularly or which only have monochrome colors (such as laptops).

Choosing '**Metallic Colors**' will cause text to appear as black on a silver background. Additionally, the reverse video highlight colors will be white text on a dark grey background. This color combination is attractive and very easy on the eyes, and is recommended for VGA or better CRTs.

Choosing '**Maze and Blue**' will cause text to appear as gold on a sky blue background. Highlight colors will be red text on a powder blue background. Another attractive color set for VGA CRTs.

#### Change Font

This pop-up menu allows you to customize **Mega Edit**'s text fonts to best suit your taste, viewing conditions, and text format.

Choosing '**Courier Font**' selects **Mega Edit**'s most flexible font, the courier font. **This is the only font supported that allows you to use the Options/Enlarge and Options/Reduce font controls to size the font for maximum visibility.** The courier font is an ANSI font. To view/edit files that have IBM extended ASCII characters, you should select the OEM (IBM) font.

Choosing '**ANSI Font**' selects the Window's ANSI font.

Choosing '**OEM (IBM)**' font selects a font modeled after that which, prior to the widespread use of MS Windows, served as the default text font for DOS and DOS applications for IBM and compatible computers. The Windows OEM (IBM) font supports most of the extended character set that is part of the OEM font, and is useful for viewing files produced with DOS applications that might have these characters (mostly line and box drawing characters, along with a variety of special

symbols, for mathematics, et. OEM extended characters will appear as the corresponding characters from the ANSI character set if one of the other fonts is selected, but these will probably not match the original symbols in the OEM font.

Choosing '**System Font**' will select the Window's fixed width system font. This is the same font used by the 'NotePad' utility supplied with the retail Windows product.

### **Enlarge Font**

**This option can only be selected when you have set the default font to 'Courier'** from the 'Options/Change' Font pop-up menu. Selecting it will cause a magnification of the display of the courier text of your document. You can select this option repeatedly until the maximum amount of magnification has been reached. It is easier to control this operation by using the keyboard accelerator, **Ctrl+Numkeypad Plus**. Note: on some systems, eliciting this choice once only may not produce a change in the size of the font. Try hitting Ctrl+Numkeypad Plus repeatedly until a change in the font size occurs.

### **Reduce Font**

**This option can only be selected when you have set the default font to 'Courier'** from the 'Options/Change' Font pop-up menu. Selecting it will cause a decrease in the size of the display of the courier text of your document. You can select this option repeatedly until the minimum display size of the font has been reached. It is easier to control this operation by using the keyboard accelerator, **Ctrl+Numkeypad Minus**.

### **Preferences**

Choosing 'Preferences' invokes a dialog box that allows you to set some default behaviors of **Mega Edit** to best suit your use of the product. When you modify values in the preferences dialog and click OK to exit, your changes are retained from one editing session to the next, until you again invoke this dialog and make changes:

**Tabs: Default setting :** The value you supply here becomes the default tab interval that is set when you start up a **Mega Edit** session. You can also change this value 'on the fly' by modifying the value here or with the 'Options/Set Tab' menu choice.

**Word Wrap: Start up in Word Wrap Mode :** If this check box is checked, **Mega Edit** will start up assuming that you want the word wrap feature turned on for all documents. You can override the default during a particular editing session by selecting Options/Word-Wrap On/Off to toggle the word wrap feature to the desired state, (see above). If you uncheck this box, **Mega Edit** will start up assuming that you do not want to use the word wrap feature in each new document. Again, override the default at any time by toggling the feature with the Options/Word-wrap On/Off menu choice.

**Word Wrap: Right Margin At:** The value you enter here will indicate the character position for each line at which text should be wrapped to the next line when the word wrap feature is toggled on. This is measured in character width units. In effect, the value here represents the maximum line length in characters.

**Default Search Criteria:** The states of these various check boxes will determine the default configuration that appears pre-selected in the dialog that appears when you select 'Find' from the 'Search' menu. Please see help on the [Search/Find](#) command for specific details.

**Default Replace Criteria:** The states of these various check boxes will



determine the default configuration that appears pre-selected in the dialog that appears when you select 'Replace' from the 'Search' menu. Please see help on the Search/Replace command for specific details.

**Default File Mask:** The 'default file mask' is the 'wildcard' text that appears by default in all dialog boxes that involve opening new files for loading or importing into **Mega Edit**. This 'mask' or 'wildcard' can be used to derive a specific subset of files from the entire list of files that would appear in the 'Files' list box of these dialog boxes. The factory default of '\*.\*' selects all files, without doing any filtering. A mask text of '\*.txt' would filter all files in the current directory except those with the extension '.txt'. If you use **Mega Edit** to work with files that follow specific naming conventions, such as program source code files, (\*.c' for 'C', or '\*.pas' for Pascal), or if you impose naming conventions on your files for organizational purposes, you might want to consider setting the default file mask to perform some filtering for you. Otherwise, just leave it set to the factory default of '\*.\*'.

## **Edit Menu Commands**

### **Cut, Copy, Paste, Clear**

#### **Selecting text**

To use the Cut, Copy, or Clear commands on this menu, you must first select some text from the current document so that the command has an object upon which to operate.

#### **Cut**            ***Shift+Del***

Choosing 'Cut' causes the selected text to be excised from the document and also placed in the Window's Clipboard where it is available for subsequent pasting either to another location or to another file loaded into **Mega Edit** or to another application altogether (for example, your wordprocessing application, or to a terminal emulation program).

#### **Copy**            ***Ctrl+Ins***

Choosing 'Copy' causes the selected text to be placed in the Window's Clipboard where it is available for pasting into another location or file, or into another application altogether. The selected text in its current location is not affected.

#### **Paste**            ***Shift+Ins***

When the 'Paste' option is selectable from the Edit menu, the Window's Clipboard contains contents compatible with **Mega Edit** (i.e., some form of ASCII text). You may position the caret at any position within an open file and select 'Paste' to insert the contents of the clipboard at the location of the caret. The text will flow into place as though you had typed it yourself, leaving the caret at the end of the text that was pasted in.

#### **Clear**            ***Ctrl+Del***

Choosing 'Clear' causes the selected text to be excised from the document where it appears highlighted. The text is not placed in the Clipboard. Use this option when the Clipboard contains data that you do not want to overwrite.

## Selecting Text

**USEFUL TIP:** When you select text with any of the methods below, notice that whole lines, including the invisible newline at the end of the lines, are selected when the highlight extends all the way to the right edge of the editing area, next to the scroll bar, and conversely, newline characters at the ends of lines are not selected when the highlight does not extend all the way to the right. Selecting or not selecting whole lines, including the new line at the end of each line subtly effects how various Edit menu operations behave. Experiment with this to get a good understanding of how cut and paste operations work.

You can select text either with the mouse, the keyboard, or the scroll bar.

### Selecting with the Mouse:

To select text with the mouse, first click the left mouse button at a point in the text which you wish to have serve as the origin point for the selection. You may continue to hold the left mouse button down as you drag the cursor in any direction. All text between the original origin point and the current location of the cursor becomes selected, as indicated by the reverse video highlighting of the selected region. If you drag the cursor outside of the editing window, the editor will perform automatic scrolling to expand or contract the selection in any direction. Once you have highlighted the region you wish to select, release the left mouse button. You may then continue to modify the currently selected region using combinations of the SHIFT key and various caret navigation keys, such as the arrow keys, the home and end keys, and the Page Up, and Page Down keys, or, alternatively, use the scroll bar to scroll through your document and SHIFT CLICK to extend the selection to a new position.

### Selecting with the keyboard:

To select text with the keyboard, first position the caret at a point in the text which you wish to have serve as the origin point for the selection. You can position the caret either by left-clicking with the mouse or by navigating the caret to the desired position with the keyboard. To start selecting, hold down the SHIFT key in combination with one of the various caret navigation keys, such as the arrow keys, the home and end keys, and the Page Up, and Page Down keys. Continue these techniques until the section of text that you wish to select is highlighted in reverse video.

### Selecting with the scroll bar:

To select text with the scroll bar, first position the caret at a point in the text that you wish to have serve as the origin point for the selection. Next, using the scroll bar, scroll up or down through the document by clicking above or below the thumb, by dragging the thumb, or by clicking on the scrollbar up and down arrows, until you reach to place in your document where you want to mark the other end of your selection. (Notice that the caret remains 'stuck' to the origin point of the selection, and if you scroll a full windowfull or more, will no longer appear on the screen). Finally, hold down the SHIFT key while pointing the cursor at the point in your text that will serve as the end-point for your selection, and CLICK the left mouse button. The caret will be placed where you clicked and your selection will appear highlighted. You can continue to modify or refine your selection, if you wish, by holding down the SHIFT key and using the keyboard, by continuing to hold down the left mouse button after you CLICK and dragging, or by using the scroll bar again. As long as you use the scroll bar to move around your document, the selection remains 'sticky' and you can SHIFT CLICK somewhere else to redefine the end-point of your selection.

## **Print Menu Commands**

### **Print File**

#### **Print File   Ctrl+P**

Choosing 'Print File' causes the current file to be printed on the currently selected and configured printer.