

# INOTEPAD HELP

This program provides a few additions over the standard Microsoft Windows Notepad program. Added features include the ability to choose fonts, operates with word wrap on at all times, typing macros, ability to strip CrLfs from selected text, and printing of filename as a header for each page.

The program operates almost identically to Notepad. Typing macros maximum size is 2000 characters. The macro menu is obtained by either pressing the control key and shift key or with the mouse clicking on the MACROS menu. Macros are edited using the Edit Macros selection under the Edit menu.

In Inotepad WORD WRAP is always on and cannot be turned off.

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## **File Menu**

The File Menu is utilized to open and close files, Choose printer/Screen fonts, print files and to exit the program. these menu actions are very similiar to the Windows Notepad with the addition of the Font Selection.

### **New                      Shortcut    Ctrl-N**

To start a new file, select File New. All text in the notepad is removed. If you have not Saved the previous file, you are prompted to save before opening a New file.

### **Open**

To open a file on disk, select File Open. This will bring up a standard WIndows File Open dialog to select a file. Default file mask is All text Files.

### **Save                      Shortcut    Ctrl-S**

This is save, without prompting, the current file to disk. The current open file is part of the INOTEPAD Form label. If there is no file currently open, the Save As procedure is automatically called.

### **Save As**

This will bring up a standard Windows Dialog box to specify both the directory where you want to save the file and for the filename. If you try to overwrite and existing file, a caution prompt will be made and the file save operation may be canceled.

### **Choose Font**

This will bring up a standard Windows Dialog box to select the font desired. The font set is used both for printing and for screen display. The last font selected is also saved to disk and when the program is started up again that will be the font is use. Font size is restricted to 8-12 point font sizes.

Note, the default setting in the font dialog box is "Regular". Selecting "BOLD" will provide a slightly better screen display. The fontweight is NOT sent to the printer - thus you can pick "BOLD" for the screen display and the printed text will still be regular.

### **Print**

This will send the current file to the printer. If there is no text currently selected, the entire file is printed without any prompts. If you have a portion of the text selected (highlited), then a standard Windows dialog box appears and you can select to either print the entire file or ONLY the selected portion of the file.

### **Exit**

Selecting this will close down the program. If the current file has not been saved a prompt is issued.

## Edit Menu

The Edit menu contains the normal procedures for working with the Clipboard plus to additional features: Strip CrLf and Edit Macros. Strip CrLf is used to strip CrLfs from selected blocks of text. Edit Macros is used to edit the typing Macros available.

Strip CrLfs

Edit Macros

**Undo:** Undo will immediately UnDo the previous typing action taken. But this must be the next action you choose. If you perform any other editing, the UnDo buffer will be lost. If you Delete something by mistakes, click on the Edit Menu, then Undo and the deleted text will be restored.

**Cut: Shortcut: Ctrl + X** Cut will deleted the selected text from the textpad and copy it to the Clipboard.

**Copy: Shortcut: Ctrl + C** Copy will make a copy of the selected text and place it on the Clipboard. No change is made to the textpad

**Paste: Shortcut: Ctrl + V** Paste will place the text on the Clipboard into the textpad at the current location of the cursor.

**Del:** Del will remove the selected text from the textpad but it DOES NOT place the deleted text on the Clipboard. This action can be restored with the UnDo button.

**Select All:** Select All simply selects all of the text on the textpad.

## **Strip CrLfs**

## **Shortcut: Ctrl - Z**

Selecting this item will remove all Carriage Return - Line Feeds (CrLfs) from the selected text. To use: first select the text to operate on. Then click on Edit Menu, Strip CrLf (or use the shortcut key: Ctrl + Z). All CrLfs are removed.

This item is particularly useful when you copy text from the clipboard that has embedded CrLfs. If you want to strip them from the entire document use Edit Menu - Select All to select the text. Usually, paragraph breaks will want to be maintained. The easiest way to reformat the text is to use the mouse to select a paragraph and then use the shortcut key, Ctrl - Z, and strip the CrLfs. Be sure you do not include the paragraph ending CrLf.

The UnDo function does not work on this action.

## Edit Macros

The macro capability with INOTEPAD provides the capability of storing keystrokes, up to 2000 characters, and later inserting them into a document by use of a Pop up menu. The Pop up menu can be activated by either holding down the ctrl key and pressing the Shift Key or by clicking the mouse over the Macros menu item. The Pop up menu displays a list of the Macro TITLES.

### Editing Macros

to set up the macros, under the Edit Menu, select Edit Macros. This will bring up a second screen. The top portion of the screen lists the titles of the 25 macros available. The multiline text box at the bottom of the form displays the actual macro text attached to any specific label. Macro titles are limited to 30 characters. Macro text is limited to 2000 characters.

To edit a macro, click the mouse on either the labeled button (A through Y) or click the text entry box immediately to the right of the label. Type the macro title in the box next to the label. This is the title that will be displayed in the pop up menu. Then click in the textbox at the bottom of the form and type the desired text into the textbox.

Whenever you click on one of the lettered buttons (A through Y) the cursor is shifted to the textbox. You can start typing the text for the macro immediately. When the textbox loses focus the first 30 characters of the text box is inserted as the macro title. The only purpose of the title is to provide a basis for selecting the desired macro from the pop up menu. If the first 30 characters of the text of the macro is sufficient to identify the macro, then you do not have to separately type in a title.

As a shortcut, if you know you need to type in a separate title, just click the title box immediately to the right of the label to which you wish to attach the macro. Then type the title. When you have completed the title, pressing the Tab key will switch you to the textbox so you will be able to type the macro text.

You may also paste whatever is on the Clipboard into the Textbox. If you elect to Paste from the Clipboard whatever is currently on the Clipboard will replace whatever was attached to that macro before. After you press the Paste From Clipboard button, a standard Windows dialog box will appear for the title of the macro. By default, the first 30 characters of what is currently on the Clipboard is offered as the title. you may accept this by pressing the OK button or edit it. Note, the entire title is highlighted, thus if you start typing, your typing will delete what is currently in the title and place there what you type into the prompt box.

At any point Clicking the Save Macros button will save the macros and text to disk. Clicking the Done button saves all macro data to disk AND closes the edit macro screen. If you expected to be revising the macros during work, you do not need to close the macro screen. It can be collapsed to an icon and reactivated anytime with a double mouse click on the icon. Macros are available as you revise them. After completing any editing action it is a good practice to Click the SAve Macros button to write all macro data to disk.

While working in the text box the Macro Pop up menu can be activated by pressing down the Ctrl key and holding the Ctrl key down while pressing the Shift key. They can also be selected by clicking the mouse over Macros on the menu bar. To select a particular macro, press the letter of the macro you want or move the highlight up and down the menu with the up and down arrow keys until the one you want is highlighted. Then press the Enter key. You can also click the item you want with the left mouse button. Selecting a Macro will insert the macro text at the cursor location in the text box.

## Search Menu

The Search Menu will find a text pattern within the text box. All searches when using the FIND menu item start from the TOP of the document. The Find Next item will find the next occurrence of the text pattern starting from the last find location.

### **Find:**

To find a text pattern, select Search - Find. A standard Windows dialog box will open to enter the text pattern you want to find. The Find operation IS CASE SENSITIVE. If the text pattern is found, the cursor is placed at the start of the pattern. Searches start from the top of the document, no matter where the cursor is currently located.

### **Find Next: (Shortcut: F3 key)**

Find Next will located the NEXT occurrence of the text pattern entered with the preceeding Find operation. No Dialog box is provided. Note the SHORTCUT. The Find Next searches only downward through the document.

## **Macros**

### **Shortcut: Ctrl + Shift**

Clicking this menu selection will Pop up the macro menu. To cancel the menu, press the ESC key or click, with the mouse, anywhere outside the menu.

The Macros Pop up menu can also be activated by holding down the Ctrl Key and pressing the Shift Key.

To select a macro, press the letter of the macro (A through Y), use the up and down arrow keys to select the menu item desired by pressing the enter key, or click the item you want with the mouse.

If you Pop up the Macros menu and the item you want is not on the menu, you want to edit one of the items, or you can't remember what the text is associated with the title: then Select Edit - Edit Menus from the menu bar and a form will open for editing/reviewing the macros. Since these macros take effect immediately after revising, they can be quickly revised. (Note: if you have the macros screen in an icon, just double click the icon to bring up the edit/review form). When you have completed revising macros it is a good practice to select click the Save Macros button to write the revisions to disk.

## How to Use the Macros

Before the macros can be used, the typing strokes desired with each title must be entered. This is done using the Edit Menu - Edit Macros Edit Macros.

To use a macro, select the Macros menu item, by:

- 1 - Click on the Macros menu title
- 2 - Hold down the Alt key and press letter "M" (This shortcut activates the Macros menu)
- 3 - Hold down the Ctrl Key and press the Shift Key

The edit macros screen can be left open while working within the Inotepad. It can be minimized to an icon by clicking on the down arrow in the upper right corner of the Edit Macros form.

Limits:

Size of macro text - 2000 characters

Number of macros - 25



## HowTo Print Selected Text

To only print selected portions of the text:

- 1 - Select the portion of text you want to print. (The easiest way is to place the cursor at the start of the text and while holding down the left mouse button, drag across the text desired.)
- 2 - Select File Menu - Print
- 3 - A standard Windows Print Select dialog box then appears. Click the option button for "Selection" and click OK. The selected block of text is then printed.

## How to Strip CrLfs

This function is used to remove CrLfs from text you may bring into the text box. Proceed as follows:

- 1 - Select the text from which you want to remove the CrLfs. This can be done by dragging the mouse across the text. (If you want to remove CrLfs from the entire document, use Select All on the Edit Menu.
- 2 - Select Edit Menu - Strip CrLfs or use the Shortcut keys: Ctrl + Z

## SHORTCUT KEY LIST

Ctrl + Shift	Macro Pop up Menu
Ctrl + S	Quick Save
Ctrl + Z	Strip CrLf
F3	Find Next
Ctrl + X	Cut
Ctrl + C	copy
Ctrl + V	Paste

## About and Technical Info

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### **Resources:**

INOTEPAD was written using Microsoft Visual Basic (VBRUN100.DLL required) and MicroHelp Muscle (Muscle.Vbx required). The Muscle calls are identified since they all start with "Mh". The declarations for each is in the Global module. The Muscle.Vbx runtime distributed copy CANNOT be run from within the Visual Basic environment.

### **Restrictions:**

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