

# Note



# Pad

# I. What is Notepad++?

Notepad++ is an updated version of Apple's original Note Pad desk accessory. Apple's Note Pad provided 8 independent pages for ideas and notes, and was designed to be a computerized version of the memo pad that's probably on your desk. A good idea, but they didn't take it very far. That's where Notepad++ comes in. Notepad++ gives you 35 pages, and many more features that Apple's utility does not provide.

*IMPORTANT:* Just like Apple's Note Pad, Notepad++ presents you with a "pad" of discrete pages (8 in Apple's, 35 in ours). Text will NOT flow from page to page. Each page is a complete, self-contained document.

## II. Installing Notepad++

Notepad++ runs on a Mac 512K Enhanced or better, and requires System 6.0 or higher. Install Notepad++ as you would any desk accessory. You can install it into your System file using the Font/DA Mover, or you can access it with a DA utility like Suitcase™ or MasterJuggler™. Consult your owner's manual for more information about the Font/DA Mover.

## III. Starting Notepad++

Just select Notepad++ from under the Apple menu. If you have not used it before, Notepad++ will create a new blank note pad for your use. Whatever you type will be automatically saved when you close the note pad. This information is kept in the System Folder, in a file called Notepad++ File (just as the Scrapbook information is kept in a file called Scrapbook File). Each page has a maximum capacity of 32 thousand characters.

*NOTE FOR ADVANCED USERS:* If you'd like, you may have multiple Notepad++ files, and they may reside in any folder. However, when you first invoke Notepad++, it will automatically open the Notepad File in the System Folder. To work with another note pad, select "Open Notepad++ File..." from the document icon discussed below. You may optionally configure Notepad++ to default to opening whichever note pad you last used (instead of automatically opening the one in the System Folder), also discussed below.

Most standard Mac editing features are supported (including cursor key support, cut and paste, undo, drag to select, resizable window, zoom box etc.). Both horizontal and vertical scrolling are supported, with "dual arrows" at each end of the scroll bars, which permit you to scroll up and down (or left and right) with minimal mouse movement. The left and right margins are adjusted by dragging the markers on the ruler, just as in most word processing programs. Many additional features are implemented through the buttons and menus along the bottom and right side of the Notepad++ window (the sections we refer to as the "command bars").

To exit Notepad++, click the Close box (or use the Command-Q keyboard short-cut).

If you are new to the Mac and unfamiliar with moving, re-sizing, and closing windows, text selection, scrolling, cut-and-paste, etc., please refer to your owner's manual.

## IV. Formatting Text: The Bottom Command Bar

### • The Ruler Menu

In the lower left corner, you'll find the Ruler Menu icon. From this menu, you may select left, center, or right alignment (justification). You can also disable word wrap (text will be aligned left), which is useful when working with some text files (Notepad++ can import text files from other applications, discussed below). The appearance of the icon will change to reflect the currently selected alignment. The keyboard short-cut Command-J permits you to rotate through the various justification options from the keyboard.

The ruler menu also includes an option to hide the ruler, to provide more workspace on screen. This is a toggle function (when the ruler is hidden, the command becomes Show Ruler). Command-R will also toggle the ruler on and off.

*IMPORTANT:* The alignment options, as well as the margins selected on the ruler itself, are global - in other words, the settings are applied to the entire document. The remainder of the formatting commands may be applied on a character-by-character basis.

## • The Font and Size Menus

To the right of the Ruler menu you'll find menus to change the font and size of the selected text. If you choose a new font or size with no text selected, your newly chosen font or size will be applied to new text you type at that insertion point. The menu titles themselves always reflect the current selection, and will change automatically as you move through differently formatted text.

## • The Style Buttons

To the right of the font and size menus are the Style buttons. As you can probably guess from the letters and styles of the buttons, the buttons represent: Plain, Bold, Italics, Underline, Outline, and Shadow. They work just like the Style menu commands found in most word processing programs. "Plain" always means "Plain" (it removes all other styles), but each other button is a "toggle" function (for instance, the U button will underline text if it is not already underlined, or remove underlining if it already exists). Again, like traditional Style menu commands, their function will be applied to any selected text. If there is no selected text, the desired function will appear with the next character typed at the insertion point.

The "Microsoft-style" command-key short-cuts are supported - command-shift together with the appropriate letter will enable any of these style buttons (i.e. Command-Shift-B is equivalent to hitting the Bold button, etc.). In addition, for the most common styles (Bold, Italic, and Underline), the "MacWrite-style" short-cuts (no shift key required) are also supported (Command-B for Bold, etc.).

## • The Color Buttons

To the right of the Style buttons are the six Color buttons. **These only appear if you have a color monitor and are operating with color enabled (in the Control Panel).** Just like the Style buttons, the desired color will be applied to any selected text. If there is no selected text, the desired color will appear with the next character typed at the insertion point.

The six colors may also be selected with keyboard short-cuts. Holding down the Control key while typing any number (1 through 6) will perform the same function as clicking on one of those six buttons. All ADB keyboards (those used on the Mac SE and up) have Control keys. Non-ADB Macs do not, but those Macs are not color capable anyway.

*NOTE FOR ADVANCED USERS:* You may define your own color in each of the color buttons by selecting the button with the Option key down. The standard *Color Picker* dialog will be displayed for a new color selection. Note that this will not change any text already colored with that button.

## • The Help Button

To the right of the color buttons is the Help button (marked with a question mark), which will bring up a quick-reference screen and this documentation.

## V. Other Functions: The Right Command Bar

### • The Page Buttons

At the top of the command bar you'll see 8 buttons (numbered 1 through 8), between up and down arrows. Clicking on a number will take you directly to that page (remember that each page within the Notepad++ file is independent from every other page). By using the arrows to scroll, you'll be able to access all 35 pages, labeled 1 through 9, then A through Z.

You can also get to any page by holding down the Command and Option keys and hitting the key that represents the page number (or letter). In other words, Command-Option-5 brings you to page 5, Command-Option-H brings you to page H (the 17th page).

You can take advantage of the letter scheme to place things mnemonically. Don't feel you have to fill the pages in order. Maybe it makes sense to keep your phone list on page P, your 'To Do' list on page T, etc. Then you can call up your phone list with Command-Option-P, and so forth.

*FYI:* The first 9 pages can also be brought up with the Command-key modifier alone (without the Option key). This operation is consistent with the older 8-page versions of Notepad++, and is left in for those who might have gotten used to doing it that way. The additional modifier key is required for letter-named pages, otherwise we would have lost all our other command-key short-cuts.

With or without your own mnemonic planning, Notepad++ makes it easy to keep track of what you've written where. If you hold down the Option key while clicking a page button, you will see a pop-up menu that lists the pages you've created. At the bottom, if you select "Set Index Table," you'll be presented with an area where you can type a title for any of the pages. Then whenever you hold down the Option key and click a page button, you'll be able to see your titles for all the pages, and you can select the one you want to go to. Alternatively, you can set Notepad++ so it will *automatically* title each page with whatever you typed on the first line (that function is enabled via the Preferences menu, discussed below).

At any point, you can also use the keyboard short-cut Command-N to take you to the next page, and Command-Shift-N to bring you back to the previous page.

### • The Save Button

The next button down (with the disk icon) is a Save button. Although you will be prompted to save your work when you close Notepad++ (or your work may be automatically saved, depending on a setting in the Preferences dialog box, discussed below), you may want to use this button to save more frequently when working at length to avoid loss of information in the event of power loss or system error.

*NOTE:* The next 4 icons produce menus. On small (9") screens, or when the Notepad++ window is near the right edge of your screen, the menus pop-up directly under your pointer. If you depress the mouse button on one of these menus and then decide that you don't want to perform the function after all, drag the pointer off the menu area and then release.

### • The Find and Replace Menu

The functions of this menu (invoked by the button containing the letter 'F') are similar to the find-and-replace functions of most word processors, including "Whole Word" and "Case Sensitive" options. It will search from the current insertion point to the end of the document (page), or through all subsequent pages if you click the "Search All Pages" checkbox.

The Find command can also be invoked with the Command-F keyboard short-cut. Once the text is found in your document, you may use either the menu or the listed keyboard short-cuts to replace the text with whatever replacement text you specified (Command-H), find the next occurrence (Command-G), or replace the text **and** find the next occurrence (Command-Y). You may also tell it to continue its search on the **next** page (Command-K).

*FOR ADVANCED USERS:* You can specify “invisible” characters (like carriage returns) by selecting an appropriate section in your document (that contains the “invisible” character), ‘Copy’ it, then ‘Paste’ it into the Find dialog box with the Command-V keyboard short-cut.

## • The Miscellaneous Functions Menu

This next menu down contains a variety of functions.

- The “Select Current Page” command selects all the text of the current document (page) - it does not affect the other 34 pages. You can then easily change the font or type size of the entire selection. The short-cut for this is Command-A.
- The “Count” function will tell you how many characters, words, lines, and paragraphs are contained in the currently-selected text. If no text is selected, it will perform its count based on the entire current page.
- The “Insert Time Stamp” command will insert the date and time at your current insertion point (Command-T will do the same thing). The format of the date and time is user-configurable via another option that will be discussed below.
- The “Index Table” command displays the Index Table and permits you to change the titles of the pages—it’s the same as holding down the Option key while clicking a page button.
- The “Change Case” menu item produces a hierarchical menu which permits you to alter the case of any selected text (you may change the text to ALL UPPER CASE, all lower case, Or Just Initial Caps).
- The “Substitute Characters” menu item is another hierarchical menu, for more advanced users. It provides the facilities to convert spaces to tabs, line feeds to carriage returns, etc. This is useful when importing text files containing funny characters from the non-Mac computer world.
- Finally, the “Preferences..” command brings up a dialog box where you can customize many of the Notepad++ default settings. More on this later.

## • The Document Menu

Normally, Notepad++ automatically loads the Notepad++ File that is in your current System folder. From the Document menu, you may perform any of the following functions:

- Begin a new Notepad++ file (which may be saved anywhere on any disk, with any name).
- Open any previously existing Notepad++ file on any disk (the “Open...” command may also be invoked with Command-O).
- Use the “Save As...” command to save the current Notepad++ file with a new name, leaving undisturbed the original file you opened (just like the Save As function of many Mac programs).
- Use the “Save a Copy As...” command to create a new Notepad++ file that is a duplicate of the one you’re using (unlike “Save As...”, you will continue to be working with the original file you opened, and subsequent changes will be saved to the original file, not the copy).

- Import a text file (of up to 32,000 characters) on to the current page. A “radio button” option permits you to choose whether the imported text will appear at the insertion point, or if it instead will replace any existing text on the current page.

*IMPORTANT:* The imported text will normally **replace** any existing text on the current page. This operation can NOT be un-done! Please use with caution!

*IMPORTANT:* Notepad++ will not permit more than 32,000 characters on a page. Therefore, if you tell Notepad++ that imported text should be **inserted** among other text on the page, you will no longer be able to import 32,000 characters—that number will be reduced by the amount of text already on that page.

- Export the text in the current Notepad++ file to a new plain text file (that Notepad++ will create). A “radio button” is provided where you can instruct Notepad++ to create a text file with only the contents of the current page, or instead to export the contents of all 35 pages.

### • The Print Menu

Two standard items here, your traditional Page Set-up and Print commands. All standard printing options are supported.

## VI. The “Preferences...” Dialog Box

As mentioned earlier, the Preferences command, under the “Miscellaneous Functions” menu, permits the more adventurous user to customize some aspects of Notepad++.

There are a series of “check-box” commands, which enable the following functions:

The “Enable Left & Right Character Matching” function will produce a beep if you type a ‘right’ character without a matching ‘left’ character (i.e. brackets, parenthesis, quotes). It is primarily useful for programmers. You can use the “Left & Right Table...” button described below to get to a screen where you can modify which characters this feature will track.

The “Enable Page Title Header Printing” function does just what it says.

The “Turn Menus Into Buttons” option disables most of the pop-up menus (Ruler, Find, Document, and Print). Instead of producing a pop-up menu, clicking on these buttons will invoke immediate actions, as follows:

- Clicking the Ruler button will step through the alignment options.
- Clicking the Ruler button with the Option key held will toggle the hide/show ruler function.
- Clicking the Find button will produce the Find-and-Replace dialog box.
- Clicking the Print button will print (if you hold down the Option key, you will go to the Page Set-up dialog box first).
- Clicking the Document button corresponds to selecting “Open...”
- Clicking the Document button with the Option key held corresponds to selecting “New...”
- Clicking the Document button with the Shift key held corresponds to selecting “Import...”

*IMPORTANT:* The keyboard short-cuts for all of these functions, and all the other functions normally found in these menus, are enabled as always.

The “Automatically Save Notepad++ File” option permits you to have Notepad++ automatically save your changes when you close it (like many desk accessories), or you can leave it so it will prompt you each time to verify that you want your changes saved (like most applications).

The “Display Busy Spinning Earth Cursor” option allows you to turn off the Notepad++ alternative to the usual watch cursor during “busy” periods.

The “Auto-Insert Index Entry Per Page” option allows you to tell Notepad++ to automatically “title” each page (in the Index Table) with the first 64 characters of the first line that appears on that page.

The “Open Notepad++ File” section of the dialog box allows you to tell Notepad++ that it should automatically open whatever Notepad++ File you last used, instead of necessarily automatically opening the one in the System Folder.

The “Time Stamping” section permits a choice for the format of the date and time as they will appear in your document when inserted with the “Insert Time Stamp” command (or Command-T). These “radio buttons” permit you to choose either a long or short time stamping format.

The next section permits you to specify (via pop-up menus) the default font and size Notepad++ should use when beginning a new page.

The “Left and Right Table” button brings up a dialog box where you can specify which characters should be automatically matched. Type in whatever pairs you require. For example, the “(” and “)” characters are used so that typing the close parenthesis will automatically highlight the corresponding open parenthesis.

Finally, the “Word Break Table...” button brings you to a dialog box where you can modify which characters Notepad++ recognizes as being part of a word for selection and word-wrap purposes.

## VII. Shareware Fees

Send **\$20** U.S. dollars to: Sen

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