About NotePads+

Introduction

Welcome to **NotePads+**, an easy to use, yet powerful text editor for Windows 95, 98 and Windows NT. For Help on Windows, either press F1 or choose How to Use Help from the Help menu.

- Clicking on Help|About **NotePads+** will give you the version number, whom **NotePads+** is registered to and your processor, Windows version and build number.

Thank you for registering NotePads+.

Product support and updates can obtained by snail-mail

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or by e-mail at   **support@jsoftconsulting.com**

or our web-site at   **http://www.jsoftconsulting.com**

To receive update notices on **NotePads+** or any of the other fine software we write and market, send an e-mail to **mail@jsoftconsulting.com** with ADD in the body.

And don't forget, updates and product support are **FREE** to registered users. Download copies of all the software we write and market from our web-site at **http://www.jsoftconsulting.com**.

Character Menu

This menu is only available when there is an open workspace.

- **Left** - Align all the text to the left side of the workspace. This is the default when **NotePads+** loads.
- **Right** - Align all the text to the right side of the workspace.
- **Center** - Center all the text in the workspace.
- **Word Wrap** - Set wordwrap on or off. The default when **NotePads+** loads is word wrap on.
- **Convert**

lowercase - changes the highlighted text to lowercase text. If no text is highlighted then ALL the text is made lowercase.

UPPERCASE - changes the highlighted text to uppercase. If no text is highlighted then ALL the text is made uppercase.

Capitalize - Capitalizes the highlighted text. If no text is highlighted this command has no effect.

Title Case - Capitalizes all words in the highlighted text. If no text is selected then ALL the words in the workspace are capitalized.

tOGGLE cASE - Toggles the character case in the highlighted text. If no text is selected then ALL the characters in the workspace are toggled.
- **Special Characters** - displays a special character box containing all of the characters in the particular font you have chosen as your default workspace font. This allows you to use foreign and non-keyboard characters in your text files.

Edit Menu

This menu is only available when there is an open workspace.

- **Undo** **Ctrl-Z** - Undoes the last edit you made to the workspace.
- **Redo** **Ctrl-Y** - Redoes the last undo you made to the workspace.
- **Cut** **Ctrl+X** - Cut the highlighted text and save it to the Windows clipboard.
- **Copy** **Ctrl+C** - Copy the highlighted text to the Windows clipboard.
- **Paste** **Ctrl+V** - Paste to the cursor position from the Windows clipboard.
- **Paste Special** - Displays all the paste options available on the current Windows clipboard.
- **Delete** **Ctrl+D** - Delete the highlighted text.
- **Select All Ctrl+A** - Select all the text in the file.
- **Date & Time** **F5** - Inserts the date and time at the position of your cursor based on the options defined in Options|Preferences|Date - Time..
- **Spell Check** - allows you to spell check your workspace, based on the options defined in Options|Preferences|Spell Check.
- **Count Words** - allows you to count the number of words in your workspace.

Right-clicking with the mouse when the cursor is over a workspace brings up a pop-up menu that includes the Undo, Redo, Cut, Copy, Paste, Delete and Select All functions above.

This list contains all of the email addresses you've sent emails to through Notepads+. The list is updated after an email has been successfully sent and is added to the beginning of the list.

Double-clicking on a chosen address is equivalent to selecting an address and clicking on the Use button above.

To delete an email address from this list, highlight it then click on the Trash Can.

Addresses can also be sorted by right-clicking on the Tool Bar and clicking on Sort Email Addresses.

If an email address is highlighted, clicking on Close will place that address in the To Address in the Send Email Form.

Use - copies the highlighted email address from the list below into the To: field on the email form and then closes the Email Address box.
Cancel - closes the Email Address box without copying an email address.

Clicking on the button with the Plus sign allows you to add a file as an attachment to the email.

To remove an attachment, highlight the attachment, then click on the button with the Minus sign.

Attachments are sent MIME encoded.

This is a list of attachments to the email.

Attachments are sent MIME encoded.

This is where you enter the body of your email.

The From Email address as defined in Options|Preferences|Network.

This is also the address to which emails are BCC'd to, so you have a record of all emails you've sent through NotePads+ in your usual email program.

Send - send the email to the Email address in the To field.
Text - enter text into the body of the email.
Attach - attach a file or two to the email.

The subject line of the email.

*** Hint *** - leaving Note: to start your subject line will make it easier to find emails you've sent through NotePads+ in your usual Email program.*

The Email address you're sending an email to.

Clicking on the button to the immediate right of the input field, opens a box which contains all of the email addresses you've sent something to through NotePads+. You can either choose one of those or type in a new one.

New email addresses typed in here are saved automatically in the Email Address box after the email has been successfully sent.

Features

NotePads+ comes with many features to make editing text files an easy and enjoyable task.

- **NotePads+** interface has been redesigned with an IExplorer type interface. Buttons can now be customized to have either an IEplorer type or standard Windows look.
- Any text file you are editing can be sent as an email through **NotePads+** by clicking on the Send As Email button.
- Text files can be imported into a current workspace. They are placed into the current workspace at the position of the cursor.
- **NotePads+** now resides in the system tray.
- **NotePads+** has a spell checker. It ships with English but British, Dutch, French, German, Italian, Spanish, Legal and Medical dictionaries can be downloaded for free from our web-site at http://www.jsoftconsulting.com.
- Number of words in a workspace can be easily counted with the click of a button.
- Toolbars for both the Main Menu and Edit Menu are now fully customizable.
- **NotePads+** can easily be set as the default Windows notepad by selecting Options|Default Windows Notepad.
- **NotePads+** supports large (up to 8 mb) text files.
- **NotePads+** now supports drag and drop editing. Drag a file from Explorer, Winzip, etc. and drop it into **NotePads+** to edit it. As well, text can be highlighted and dragged and dropped anywhere in the workspace.
- Open/Save Input Filters can be set so that when you open or save files you can view, edit and save any type of text file you wish.
- **Notepads+** now has a Stay On Top feature that allows you to keep **NotePads+** on top of everything on your screen.
- **NotePads+** maintains a list of the last eight text files that have been Opened or Saved As. These are accessed from the File|Reopen menu.
- **NotePads+** maintains a list of your favorite text files. They are maintained in Options|Preferences and displayed under File|Favorite Files.
- Long filenames in Win95, 98 and Win NT are fully supported.
- Automatic backups can be enabled or disabled with Options|Automatic Backups.
- Button Hints can be turned on or off with Options|Button Hints.
- Status bar shows the status of the Insert, Caps Lock and Num Lock keys.
- The right mouse button supports a pop-up menu to allow for common editing procedures as well as property information on the opened file.
- Most changes to **NotePads+** are auto-saved and become the default settings the next time **NotePads+** is loaded. This includes the screen position, the font information and the last used directory.
- **NotePads+** has a Search and Replace function so that you can find and replace text strings in your text files.
- Special characters, (foreign and non-keyboard) can be easily entered into text files by selecting Character|Special Characters from the main menu.

File Menu

Items marked with an asterick (*) are available only when a current workspace has been either created or opened.

- **New   Ctrl+N** - Creates a new workspace called 'untitled.txt' for you to type text in. Before closing, **NotePads+** will ask you if you wish to save any untitled workspace. **NotePads+** automatically opens with a new workspace when it is first started.
- **Open...   Ctrl+O** - This opens your favorite text file. If a large text file is opened, the file can only be modified to its original size. For instance if the original size of the text file is 132,988 bytes then you cannot increase the size of this file before saving it. Even if you delete some of the file, **NotePads+** will not accept more input once the original (132,988 bytes) size has been reached. **NotePads+** opens Initialization Files (*.ini) and HTML Files (*.htm) as well as all standard Windows Text Files.
- *** Import...** - Select a file to import into the current workspace at the position of the cursor. Import filters available convert from the format the file is in to a text format.
- **Reopen** - **NotePads+** maintains a most recently used list of the last eight text files that you have opened. Clicking on one of these will automatically open the chosen file.
- **Favorite Files** - **NotePads+** maintains a list of your favorite files. Clicking on one of these will automatically open the chosen file. A Favorite File list is maintained under Options|Preferences.
- *** Close** - This closes the current workspace and displays the workspace behind it. If you have made changes to the current workspace, you will be asked if you wish to save it before closing.
- *** Save   Ctrl+S** - This saves the current workspace to the file and path name displayed on the status bar at the bottom of the workspace.
- *** Save As...** - This allows you to save your workspace to a new file name. Long filenames under Windows are supported.
- *** Send As Email...** - This allows you to send the contents of your workspace as an email. Choosing this option displays a mail form so you can customize your email, choose who it's going to and even add attachments. Emails sent through **NotePads+** are BCC'd to your From email address, giving you a copy of what you've sent in your default email program.
- **Customize Main Tool Bar...** - Drag what you don't want off the toolbar. To add a button just drag it from the selection box to the toolbar. When you click on OK your selections are saved and remain that way until you decide to customize again. *Note - dragging the Register button off the toolbar while* **NotePads+** *is unregistered does NOT affect the registration system in any way.*
- *** Customize Edit Tool Bar...** - Drag what you don't want off the toolbar. To add a button just drag it from the selection box to the toolbar. When you click on OK your selections are saved and remain that way until you decide to customize again.
- **Customize Print Out...** - Allows you to customize the look of your printed text files.
- *** Print   Ctrl+P** - This allows you to print the current workspace to your default Windows printer. All pages are printed and are formatted according to the settings in Customize Print Out. To change your default printer check out Printer Setup.
- **Print Preview...** - Allows you to see what you're going to print before you print it and also allows you to define which pages you wish to print. Isn't it nice to print pages 234 - 256 of 987 pages.
- **Printer Setup...** - This allows you to set up your default Windows printer. Any changes made here are reflected throughout Windows.
- **Exit** - This allows you to exit **NotePads+**. Before exiting, **NotePads+** will ask you if you wish to save any workspaces you modified. Instead of exiting, why not minimize **NotePads+** and have it reside in the system tray for easy access.

Help Menu

- **Contents** - loads this file.
- **Search For Help On** - loads **Notepads+** help search.
- **How to Use Help** - loads the Windows help instructions.
- **What's New** - loads a text file that gives the latest update information on this version of **NotePads+**.
- **Administration** (NOT available for Single User Licensed Version)

License - displays the license agreement that you agreed to when you first previewed **NotePads+**.

Pricing - shows the price of single and multiple copies of **NotePads+**.

Status - shows the status of **NotePads+**. If **NotePads+** is still in the free preview mode this gives you number of days left in your preview. If **NotePads+** is registered this allows you to order multiple copies, one for each computer in your office.

Registration Code - once you have registered, selecting this option will create a backup of your registration codes, JUST IN CASE!

Computer ID - this displays your computer ID, which is needed for all registration requests and is automatically displayed when you use Help|Contact Tech Support.
- **Contact Tech Support** - allows you to edit and send an email to support@jsoftconsulting.com. This is the preferred method of contacting us with support problems as the email already contains the system and registration information we need to deal with support issues.
- **Download Latest Version** - starts your web-browser and takes you to our quick download page at http://www.jsoftconsulting.com so you can download the latest version.
- **About NotePads+** - displays a dialog box with system, registration and copyright information.

Options Menu

• **Default Windows NotePad** - If this option is checked **NotePads+** is the default Windows notepad. If it's not checked, what are you waiting for?

• **Start With Windows** - starts **NotePads+** when Windows starts. NotePads+ will start in the same way it was left when Windows closed: full-screen, user-placed or in the icon tray.

• **Button Hints** - If this is checked, button hints are displayed. This is saved and becomes the default the next time **NotePads+** is loaded.

• **Automatic Backups** - If this is checked, **NotePads+** will automatically create a backup file of the file you are saving in the same directory. This file has the same name but has a .BAK extension. This is also saved and becomes the default the next time **NotePads+** is loaded.

• **Main Status Bar** - If this is checked there will be an extra status bar displayed along the bottom of **NotePads+**. This displays the button hints. This is saved and becomes the default the next time **NotePads+** is loaded.

• **Stay On Top** - If this is checked **NotePads+** will stay on top of all other programs on your desktop. The default is unchecked. This is saved and becomes the default the next time **NotePads+** is loaded. *Note - when menus are customized or help files are accessed, Stay On Top is disabled and must be manually enabled if Stay on Top is wanted.*

• **Preferences** - Opens the Preferences Dialog Box so you can set your Open/Save Filters, Favorite Files, Network settings (to send emails), Display Options, Spell Checker Options and Date & Time Formats.

Use this to set your SMTP Port if yours requires a non-standard value. The default is 25.

Open/Save Filters - set your open and save filters (file extensions).
Data & Time - set your date and time options.
Favorite Files - set your favorite file options.
Network - set the network options.
Spell Checker - set the spell checker options.
Display - set the display options.

Cancel - returns you to NotePads+ without saving your changes.
Close - returns you to NotePads+ and saves your changes.

Right-click on any tool bar in NotePads+ to set the style of buttons you wish for that particular tool bar.

Choose the style of buttons you wish for the various tool bars. If IExplorer Type is checked, your buttons lay flat until your mouse moves over them, else your buttons display as standard Windows buttons.

Choose the style of buttons you wish for the various tool bars and forms in NotePads+.

If IExplorer Type is checked, your buttons lay flat until your mouse moves over them, else your buttons display as standard Windows buttons.

Choose which date & time formats you wish to use when you click on the Date - Time Stamp button in NotePads+. To set the date & time formats back to the original check Set Default in the lower right hand corner of the box.

Check how you wish the workspaces to appear when you open NotePads+, maximized, minimized or in a normal state.

This stays the default for all new and opened workspaces until changed.

When checked, NotePads+ displays an empty space between the border and the text which can be used to select text as in Microsoft Word.

Click on Change >> to set the default font used when you create or open a workspace.

This stays as the default until changed.

Enter you Email Address here.

This is used by NotePads+ as your return email address when sending out emails and to BCC (Blind Carbon Copy) a copy of the email back to you so you have a record of what you've sent through NotePads+.

This allows you to store a copy of the email you sent through NotePads+ in the email program you use on a regular basis.

If you wish to Blind Carbon Copy (BCC) the emails you send through NotePads+ make sure that this option is checked.

BCC means that every time you send an email to someone a copy of it is sent back to your own mailbox. This allows you to keep a record of what you've sent to whom.

Make sure this option is checked if you are not continually connected to the Internet.

If this is not checked, emails are sent without asking if you are connected.

Enter your name here. This is used by NotePads+ to generate a complete email address. eg. "John Doe" <jdoe@yourhost.com>

Enter you organization or business name here. NotePads+ uses this when it sends out emails.

Check Signature to add a signature to any emails you send out using NotePads+.

Add a signature in the edit box to the immediate right of the Signature check box. Signatures usually take the form of

Your Name
youremail@yourhost.com
http://www.yourhost.com
Any products or advertising line you wish to add

Make sure that this option is checked if you wish to see your Favorite Files list displayed in the main menu under File|Favorite Files...

Delete - allows you to delete the highlighted favorite file.
Browse - allows you to find a file on your hard drive that you would like to designate as a favorite file. Selecting a file and closing the dialog box adds the chosen file to your favorite file list.

This is a list of the favorite files you've designated.

Favorite files show up in the Main Menu under Favorite Files. This allows you to set a number of files (maximum 8) which you open on a regular basis. eg, I have all my web-pages listed here.

New - enter a new Open/Save file filter.
Cancel - cancel any operations on the Open/Save file filters.
Add - adds the new Open/Save filter you've entered to the Open/Save file filter list.
Update - updates any edited information.
Edit - edits the highlighted Open/Save filter. Double-clicking on a filter also allows you to edit it.
Delete - delete the highlighted Open/Save filter.

Enter a description of the Open/Save filter here, eg. for Text files you would enter Text Files (*.txt).

Enter the file name you associate with the description above in the format *.txt for text files, *.ini for initialization files, etc.

Set which color you wish to use to show highlighted Find and Find and Replace items.

It's best to set it to a color that contrasts with the default workspace background color.

Select which color you wish to use as the main backgorund color. This is only visible when all workspaces are closed.

Set the maximum number of undos and redos allowed.

Note: Undos and Redos cannot occur after your text file has been either saved or printed.

Make sure that this option is checked if you wish to see your Most Recently Used List displayed in the main menu under File|Reopen...

Enter the Email Address you wish people to reply to. It may or may not be different than you Email Address.

A list which allows you to determine which filters the Open and Save dialogs will use when you open or save a file.

Check here to make the highlighted Open/Save filter the default whenever you open or save files.

Enter the name of your outgoing mail server.

If you're unsure contact your Internet Service Provider (ISP) or your network administrator.

Choose which language you wish the Spell Checker Dialog Box to use.

Choose which style you wish the Spell Checker Dialog box to display in.

Here is where you choose which dictionary you wish to use to spell check your workspaces.

Dictionaries listed but not enabled are not intalled. To get the appropriate dictionary, download it from our web-site at http://www.jsoftconsulting.com and install it into the default NotePads+ installation directory.

Show Icons - display icons in the spell checker dialog.
Support HTML - determine whether the spell checker ignores HTML tags (
, etc.) when it is spell checking a workspace.

Select which color you wish to use as the default background color for all new or opened workspaces.

After changing this color, change the font color by clicking on Change >> in the Default Editor Font to set the font a matching color.

Search Menu

This menu is only available when there is an open workspace.

- **Find...** - Find selected text in your document.
- **Find Next   F3** - Find the next incident of selected text.
- **Replace...** - Find the next incident of selected text and replace it with your choice of text.

Right-clicking with the mouse when the cursor is over a workspace brings up a pop-up menu that includes all of the functions above.

Window Menu

- **Tile** - Tiles all the open windows in **NotePads+**.
- **Cascade** - Cascades all the open windows in **NotePads+**.
- **Arrange Icons** - Arranges all the icons in **NotePads+**.

NotePads+ maintains a list of all the current open text files in a list displayed under the Window menu. Just select the one you wish to go to.