



# Filepad

By LONGWARE, Inc.

*The Text File Company*



User's Guide

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## Filepad® User's Guide

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First Printing January 2001

Documentation version 5.0.

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# 1 Getting Started

Welcome to Filepad, a simple Windows application that allows users to view text files without having to open larger, memory-consuming applications. Filepad utilizes standard Windows pull-down menus and icons so even new computer-users will find it easy to use. This manual contains all the instructions you need to install and navigate Filepad.

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## Determining System Requirements

To use Filepad, your system must meet the following minimum requirements:

- Windows 95, Windows 98, Windows Me, Windows NT Workstation, and Windows 2000 Professional:
  - 8 MB memory
  - 322 Bytes hard disk space

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## Installing Filepad

Filepad takes only a few minutes to install on most computers. When you are ready to install the Filepad application:

1. Close all Windows programs.
2. Insert the Filepad CD in the CD-ROM drive. The following dialog box appears:



**Figure 1: Installation Dialog Box**

Select **OK** and follow the on-screen instructions.

**Note:** If the opening screen does not appear, you can manually install the application, as follows:

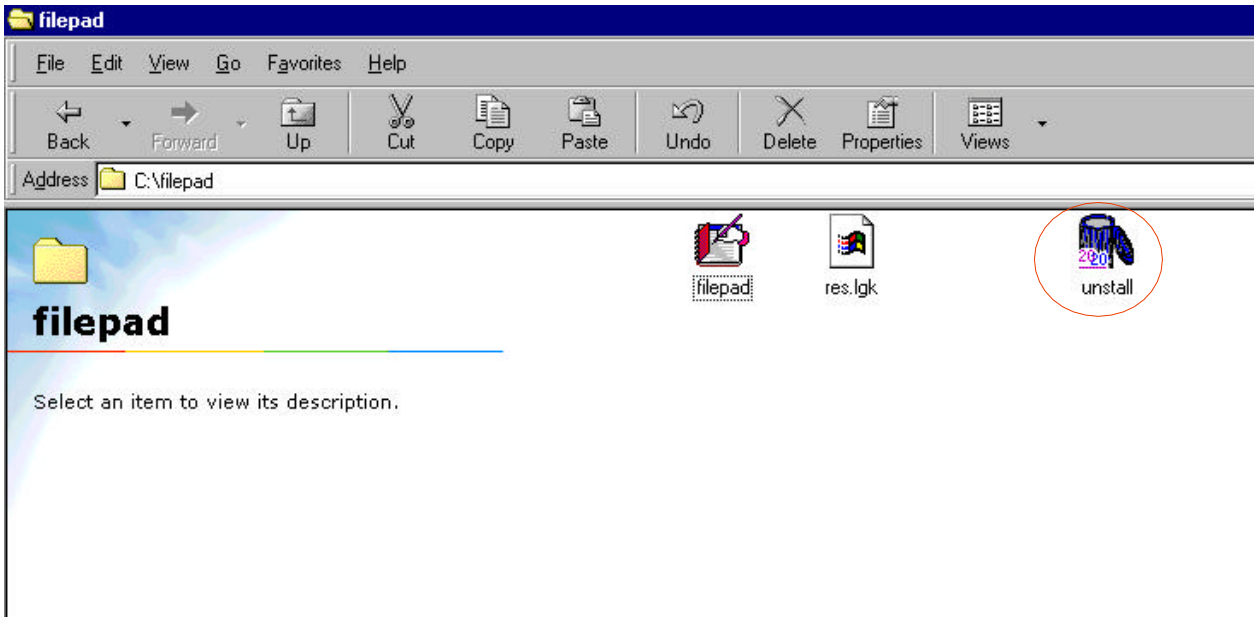
1. Click the **Start** bar at the lefthand bottom of your screen.
2. Select **Run**. A dialog box appears
3. Type `d:\setup`.
4. Follow the on-screen instructions.

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## Uninstalling Filepad

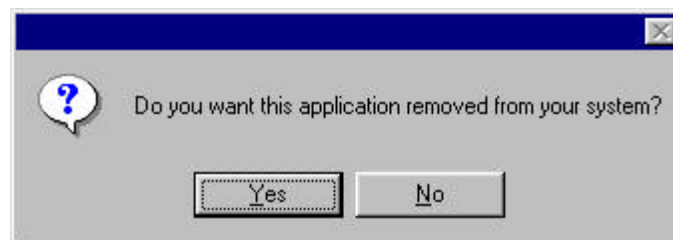
You can remove Filepad from your computer by using the Filepad Unstall feature. To uninstall Filepad:

1. Double-click the **My Computer** icon on your desktop.
2. Double-click the **C** drive.
3. Open the Filepad file folder. Double-click the **Unstall** icon.



**Figure2: Uninstall Icon**

The following dialog box appears:



**Figure 3: Uninstall Dialog Box**

Select **Yes** to uninstall Filepad.

## 2 Filepad Basics

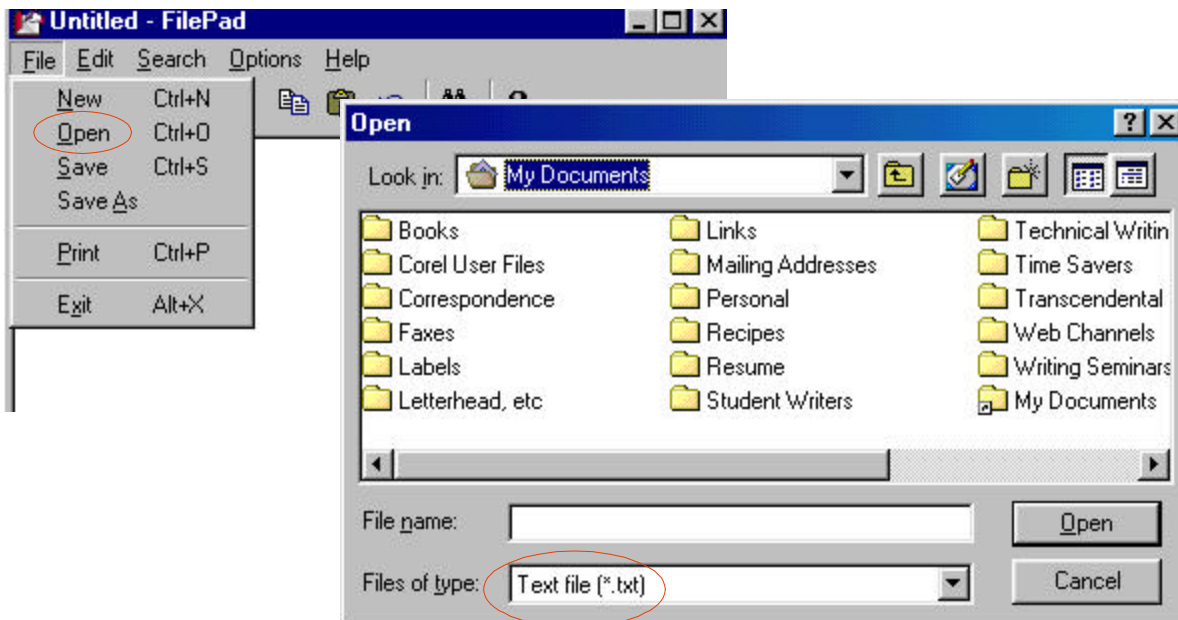
Filepad can be used to read text files that have either been downloaded from the Internet or produced in one of your Windows applications, such as Microsoft Word. This chapter provides you with basic instructions for using Filepad.

### Navigating Filepad

Begin by double-clicking the Filepad desktop icon to open the application. You'll notice Filepad contains a basic Windows menu, with **File**, **Edit**, **Search**, **Option**, and **Help** menus. To open a text file:

1. Click on the **File** menu. Select **Open**. An Open window appears.
2. Choose the file you want to open and double-click it. The document will open in the Filepad window.

**Note:** Since Filepad is a text editor, only text files can be accessed.



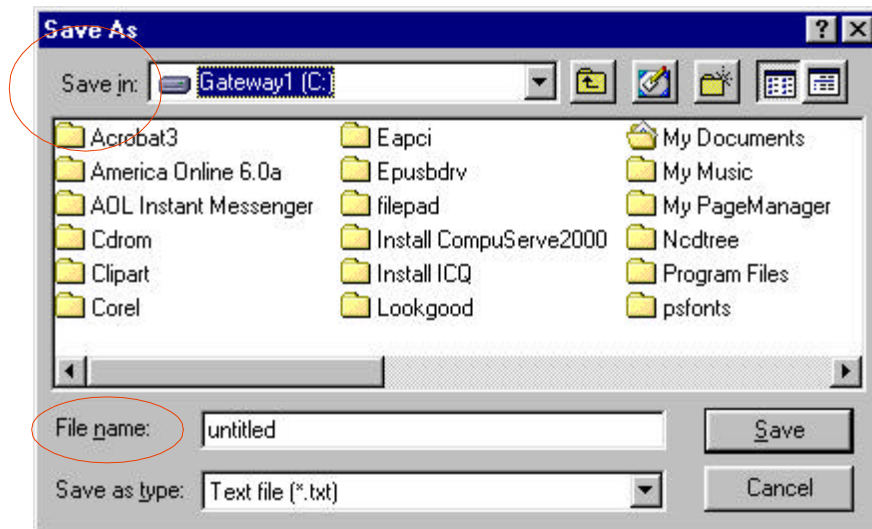
**Figure 4: Opening Text Files**



Once you have finished viewing your text file, you can save any changes you make in the file's original application by selecting **Save** and saving to the original application, or you can save the document in Filepad by selecting **Save As**.

To save your document in Filepad:

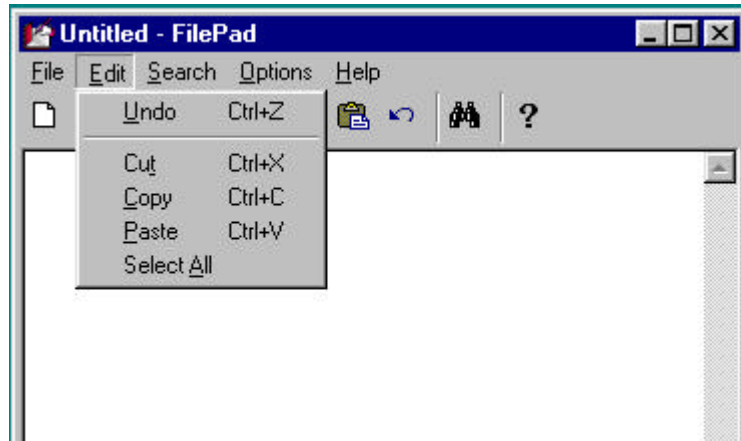
1. Click on **Save As** in the **File** menu.
2. When the **Save As** window opens, select the drive containing your Filepad folder in the **Save in** dialog box.
3. Type a name in the **File name** box and click **Save**.



**Figure 5: Saving Text Files**

Editing Text In Filepad you can cut, copy, or paste text as follows:

- To cut text, select the text. In the **Edit** menu, click **Cut**.
- To copy text so you can paste it in another location, select the text. In the **Edit** menu, click **Copy**.
- To paste text that you have cut or copied, place the cursor at the point where you want to paste the text. In the **Edit** menu, click **Paste**.

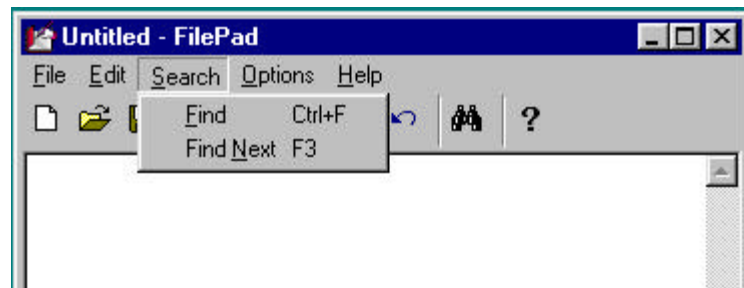


**Figure 6: Edit Menu**

Using the Search  
Option

To make it easier to find characters or words within your document, Filepad provides a search option. On the toolbar, click **Search**, then **Find**. Type in the words or characters you want to find and click **OK**.

To find multiple occurrences of a word or character, click **Search**, **Find**, and then **Find Next**.



**Figure 7: Search Menu**

Setting Tab Stops

In Filepad, you can tab eight spaces (the default tab interval) by hitting **CTRL TAB**. If you want to change the tab interval setting:

1. Select **Options** from the toolbar.
2. Click on **Set Tabs**.

3. A dialog box opens. Type in a tab interval from 1 to 8.



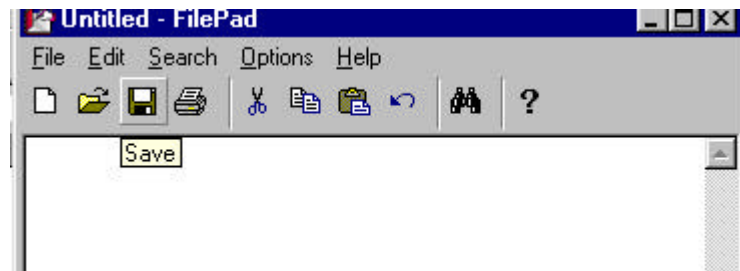
**Figure 8: Changing Tab Stop Intervals**

#### Determining the Function of Toolbar Icons

In addition to toolbar pull-down menus, Filepad provides icons to help you perform various computer functions. These functions include creating a new document, opening an existing document, saving, printing, cutting, copying, pasting, undoing your last keystroke, searching for words, phrases, and characters, and accessing the Help menu.

To determine the function of an icon:

1. Move your cursor over the icon. The icon changes from a bar to an arrow, and a box surrounds the selected icon.
2. Shift the cursor inside the box. The icon's function is displayed beneath the icon.



**Figure 9: Function of a Toolbar Icon**

**Filepad®**

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