

## TextPad Area

Textpad is a stable, non-volatile editor. Unlike some wordprocessors, it will not change your text as you type it. Dates and numbers stay exactly as you entered them.

Textpad works much like any other text editor. It saves RTF as default, but it will also open and save plain TXT files. It can be set to be only a plain text editor by disabling all richtext tools in the toolbars. The toolbar options can be set in Tools>Preferences>Textpad.

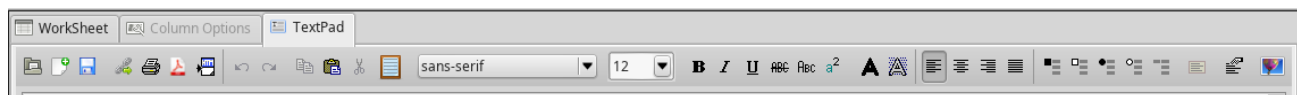
The textpad and worksheet work independently. The textpad files you edit and save have no connection to the worksheet. You can of course copy/paste data between the worksheet and textpad. Just click the tab to switch between them. The menus and toolbar changes accordingly.

You can set the 'Data Input Type' in Tools>Preferences>Global. It can be either worksheet, textpad or both. By default, genscriber uses both.

**Important note:** Textpad is not vulnerable to any RTF exploits. It does not use Microsoft functions and is not integrated with Windows.

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### TextPad Toolbar



**The Textpad Toolbar** options can be found in Tools>Preferences>TextPad

#### Textpad settings

In the top half of the dialog there are the general Textpad options. These options apply to both richtext and plain text.

#### Toolbar position

The textpad toolbar has only one button size, but it can be repositioned.

If you move the toolbar left or right when Font and Style tools are selected, it looks a bit ugly because of the width of the items.

#### Richtext toolbar options

In the bottom half of the dialog ' **RichText Toolbar Options** ' you can turn on/off various toolbar buttons.

If you prefer plain text instead of richtext, just turn off all the richtext options and genscriber will automatically disable richtext editing.

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### The TextPad Picklist

The textpad picklist is resizable, floating window. It will remember the window size when genscriber closes. The picklist will store phrases to use later. Much like an enhanced clipboard.

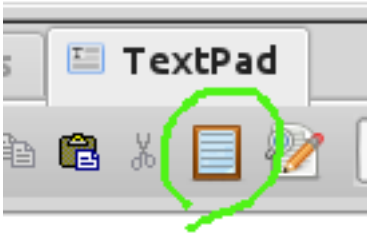
Genscriber will automatically save the current picklist, when you close the picklist or genscriber.

The number of picklists are limited only by available memory.

#### The following functions are available.

- Copy to the picklist from the document.
- Paste from the picklist to the document.
- Insert a new item into the picklist.
- Append an item to the picklist.
- Edit an item in the picklist.
- Delete an item from the picklist.
- Move positions of items up and down the picklist.
- Sorting the list.\\

#### Opening The PickList



### There are 2 ways to open the picklist in textpad

1. Click the icon in the TextPad menubar



2. Use **SHIFT\_CTRL\_P** keys
- or
3. Choose '**Picklist**' from the '**Edit**' menu in the main menubar

### To Paste from picklist

Select the cursor position (or text) in textpad and ...

Click '**Paste**' icon on picklist toolbar.



or

Double\_Click item in picklist.

or

'**Right\_Click**' item in list and choose '**Paste To Document**' from the context menu.

### Copy to the picklist

Select text in document and...

'**Right\_Click**' selected text and choose '**Copy to picklist**' from the context menu.

or

'**Right click**' in picklist and choose '**Copy from document**'

or

Click '**Copy**' icon on picklist toolbar.



### Insert into the picklist.

Select item in picklist and click 'Insert' icon



or

'**Right click**' on a picklist item and select '**Insert**' from the context menu and the click '**Edit**' icon



*Note: The insert will be above the current item.*

### Append an item.

Click the '**Append**' icon.



and then click the '**Edit**' icon.



### Edit item in picklist

Select item and click 'Edit' icon.



or Right click and choose 'Edit'

#### **To remove an item from the picklist**

Select item in picklist and click ' **Delete** ' icon on picklist toolbar.



or 'Right Click' item in list and choose 'Delete This Item' from the context menu.

or Select item in picklist and press the 'Del' key

#### **To sort the list.**

Click on the top (grey) bar above the list. Each click will rotate through ascending/descending/unsorted.

#### **Resizing the cells in the list.**

The height of each cell (row) in the picklist is independently resizable to allow viewing more of the text.

Use the mouse to drag the cell boundary up/down.

The cell sizes will default back when the picklist is reloaded.

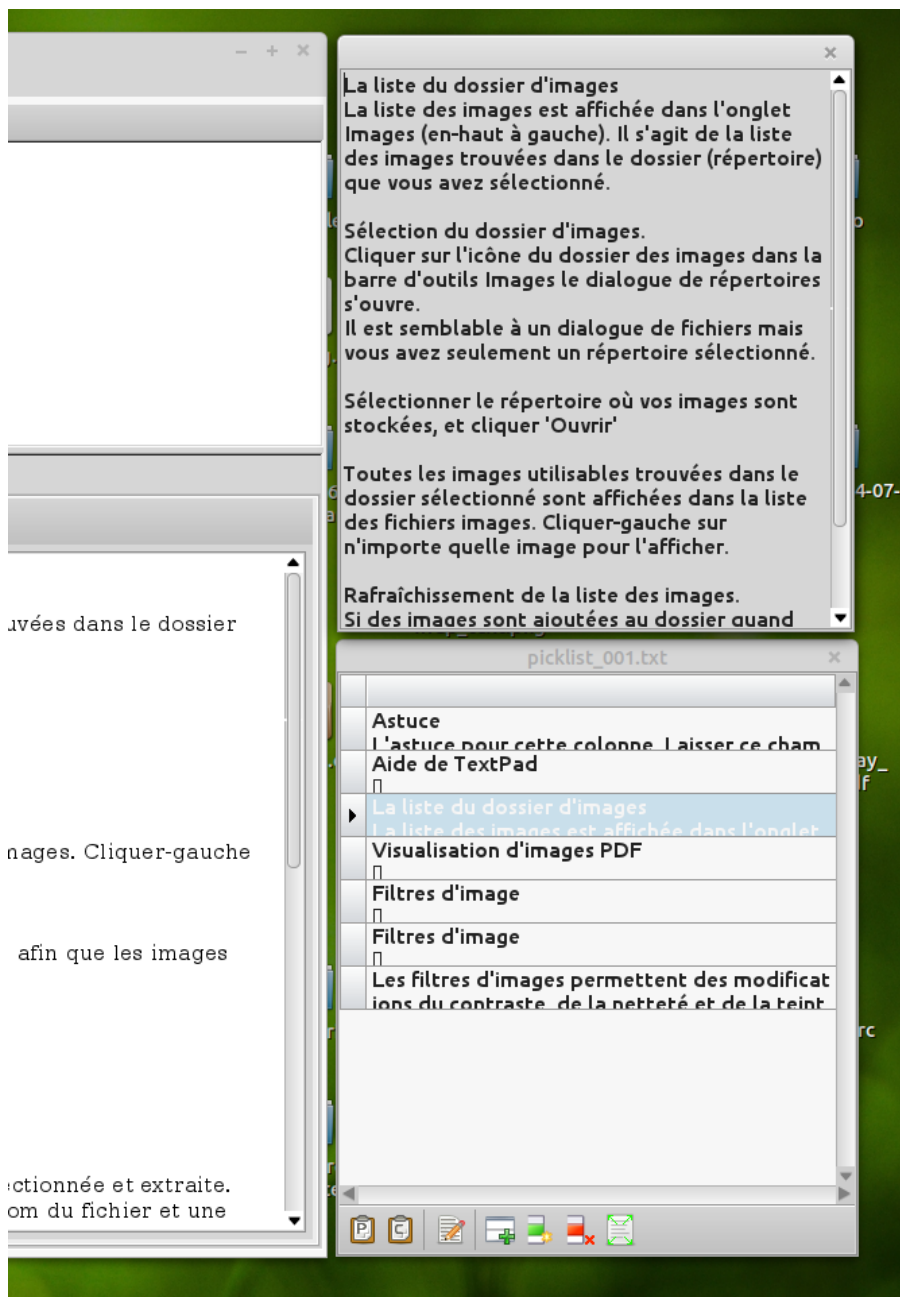
#### **Expanded view of cells.**

The contents of each cell in the picklist may be expanded for better viewing.

Click the expand icon in the picklist toolbar and a window will open.



This window will show the content of a cell when you click on the cell.



Clicking on the expand icon again will close the window.

The window is resizable. It may be positioned as you like. When it is closed, genscriber will remember the window position when it opens again.

### Choosing a picklist

Click on the main menu, ' **Edit/Choose Picklist** ' menu.  
All your picklists will be here.

### Creating new picklists.

New picklists may be created on the fly.  
Click on the main menu, ' **Edit/Create New Picklist** ' menu.  
Fill in the name of your new picklist and click Ok.  
An empty list will appear in the ' **Edit/Choose Picklist** ' menu.

Select the list and add items to it.

### Location of the saved picklists.

The picklists are stored in 'genscriber/include/tp\_picklists/'.

### The picklist may be edited in a text editor.

**Important:** The each item in the picklist is terminated with a hidden vertical tab character (\v ).  
If you edit a picklist directly. You must use the \ character at the end of each item.  
Genscriber will recognise this character and replace it with the correct hidden char.

The textpad.txt file is the default picklist. If it is deleted, it will be created automatically by genscriber, when you add anything to it.

### Notes about the picklist edit window.

The editor is resizable plain text editor. It has 2 buttons, ' **Save** ' and ' **Cancel** '. It uses the usual editing keys.

**CTRL+A**    Select all  
**CTRL+C**    Copy selected text  
**CTRL+V**    Paste selected text  
**CTRL+X**    Cut selected text  
**CTRL+Z**    Undo  
**CTRL+SHIFT+Z**    Redo

**PgUp Page**    top  
**PgDn Page**    bottom  
**Home Page**    left  
**End**    page right

**Backspace**    Erase to left  
**Del**    Erase from right