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The art of software.

Ghostpad User's Manual

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Please consider the environment before printing this manual.

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What is Ghostpad?

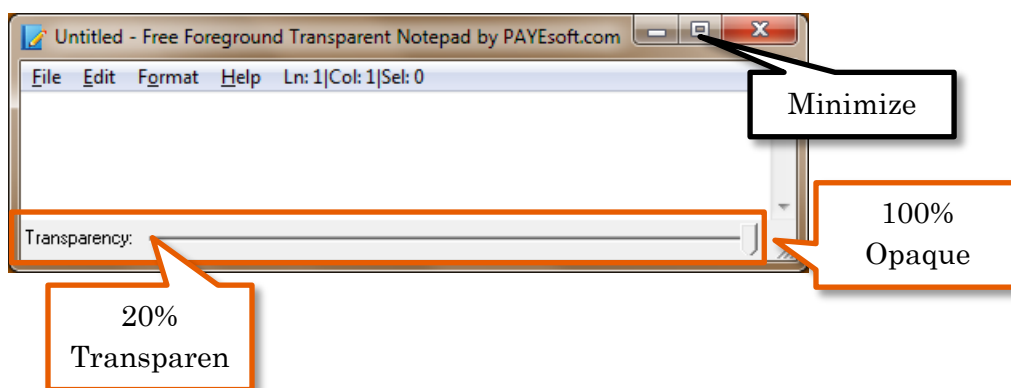
Ghostpad is a basic text editor, used to edit and save .txt files. This simple notepad works the same as Windows notepad.exe with the added bonus; it stays in view at all times and can be set transparent so you can read threw it. It's like having a real pen and paper on your desk.

Working between multiple applications with only one screen can be tedious; switching back and forth trying to remember values on a spread sheet or a list of things you have to copy from one program to another.

A spell checker and thesaurus have been added and a few other tweaks making this a bit different to the normal Windows notepad.

How to I change the transparency of Ghostpad?

Slide the transparency bar at the bottom of the screen to the right for no transparency or to the left until you reach your desired transparency effect.



How do I stop Ghostpad being in front of all other windows?

There is no way to turn this feature off, Ghostpad will always be to topmost window but you can hide Ghostpad by clicking the minimize button on the windows control box. To get it back click Ghostpad on the taskbar.

How do I check my spelling?

Click the edit menu and select 'Spell check' or press F7 on your keyboard.

How do I use the thesaurus?

First select the word you want to look up and then click on the edit menu and select 'Thesaurus' or press Shift+F7 on your keyboard.

How do I change the font style and size?

Changes to the font style and size affect all the text in the document.

1. Click the Format menu, and then click Font.
2. Make your selections in the Font, Font style, and Size boxes.
3. An example of how your font will look appears under Sample.
4. When you are finished making font selections, click OK.

How do I cut, copy, paste, or delete text?

Do one of the following:

- To cut text so you can move it to another location, select the text, click the Edit menu, and then click Cut (Ctrl+X).
- To copy text so you can paste it in another location, select the text, click the Edit menu, and then click Copy (Ctrl+C).
- To paste text you have cut or copied, click the location in the file where you want to paste the text, click the Edit menu, and then click Paste (Ctrl+V).
- To delete text, select it; click the Edit menu, and then click Delete (Del).
- To undo your last action, click the Edit menu, and then click Undo (Ctrl+Z).
- To redo your last action, click the Edit menu, and then click Redo (Ctrl+Y).

How do I print a Ghostpad document?

Click the File menu, and then click Print.

Select the printer and options you want, and then click Print.

How do I insert the time and date in a document?

Click the location in the document where you want to add the time and date.

Click the Edit menu, and then click Time/Date.

How do I find and replace specific characters or words?

To find specific characters or words

1. Click the Edit menu, and then click Find.
2. In the Find what box, type the characters or words you want to find.
3. Click Find Next.

To replace specific characters or words

1. Click the Edit menu, and then click Replace.
2. In the Find what box, type the characters or words you want to find.
3. In the Replace with box, type the replacement text.
4. Click Find Next, and then click Replace.

To replace all instances of the text, click Replace All.

Advance Replace

There is a selection of advanced replace option in the search and replace window. This will affect the whole document.

Replace carriage return/line feeds with tabs, will turn a list into a tab delimited line.

Replace carriage return/line feeds with spaces, will turn a list into space delimited line.

Replace carriage return/line feeds with tabs comers, will turn a list into comers delimited line.

The above are useful when working with a spread sheet and you want to invert a column into a row.

Replace carriage return/line feeds with tabs semicolons, will turn a list into semicolons delimited line (useful for email address lists).

This selection dose the reverse of the above.

Replace tabs with carriage return line feeds

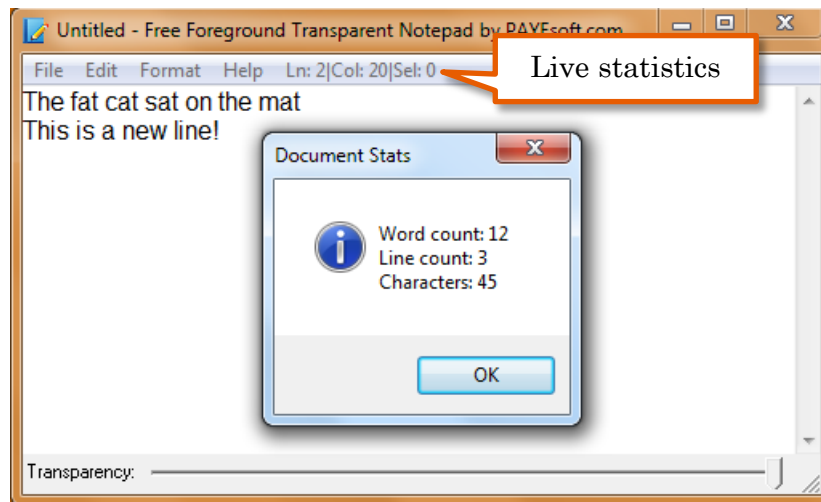
Replace spaces with carriage return line feeds

Replace comers with carriage return line feeds

Replace semicolons with carriage return line feeds

How do I see statistics about my document?

There are live statistics displayed on the menu bar, by clicking them, a message will pop up displaying stats about your document.



In live stats the following information is displayed

- Ln - shows the current line number you cursor is in.
- Col - shows the current character on that line on.
- Sel - shows the length in characters you have selected.

Document stats show the word count, total amount of lines and characters

How do I go to a specific line in a Notepad document?

You can go to a specific line in a Notepad document even if the document doesn't display line numbers. Lines are counted down the left margin beginning at the top of the document.

Click the Edit menu, and then click Go To.

In the Line number box, type the line number you want the cursor to jump to, and then click Go To.

Note

Having word wrap enabled will not affect go to, but wrapped lines will be counted as one line.

How do I enable or disable word wrap.

Click the Format menu, and then click word wrap to toggle it on and off.

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Contact information

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About

Timesaver software from PAYEsoft cutting costs & saving time...

Increasing productivity is a key issue for all businesses. The most basic of financial calculations can occupy Human Resources or Payroll staff for hours when they could be more profitably employed elsewhere. Now, PAYEsoft Inc. has developed a range of software packages which automate these time-consuming manual operations.

PAYEsoft are dedicated to providing software that increases productivity. Our software is used where ever there is a need to replace time consuming operations, work prone to error or to display data accurately and quickly.

For another details on how the Timesaver series can help your staff to save time and increase your company's productivity, please contact us: admin@payesoft.com

Installed files

COMCAT.DLL	VB Setup Runtime
STDOLE2.TLB	VB Setup Runtime
ASYCFILT.DLL	VB Setup Runtime
OLEPRO32.DLL	VB Setup Runtime
OLEAUT32.DLL	VB Setup Runtime
MSVBVM60.DLL	VB6 Runtime
GHOSTPAD.EXE	Calc for Tax Main Program
TAXCALC.BK	Database file (your payslips)
COMDLG32.OCX	Microsoft Common Dialog
THES8.OCX	Thesaurus runtime
MSCOMCTL.OCX	Microsoft Common Controls
SPELL8.OCX	Spell check Runtime
GHOSTPAD.EXE.MANIFEST	Manifest
VSTH_AE.THE	Thesaurus
VSSP_AE.DCT	Dictionary