



AceText

Manual

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Part 1

How to Use AceText

1. Getting Started with AceText

AceText is a versatile text manager. A companion that eases and speeds up your everyday computer activities, whether that is writing, text editing, programming, searching and collecting information, sending and responding to email, messaging and chatting, or any or all of those.

What these activities have in common is that you are working with text. AceText simplifies working with text by enabling you to store, manage, edit and reuse text from a central location. For maximum convenience and ease of use, AceText enables you to accomplish these four basic tasks in many different ways. Which ways you follow depends on your habits, and the software you are working with. As you become more experienced with AceText, you will find that all these abilities make AceText a very transparent and helpful tool, indispensable when working with text.

To get started with AceText, click the New Collection button. Click the New Clip button to jot down notes, prepare a message, etc. Click the Paste as New Clip button to store text you copied from another application. Or drag and drop text directly from other applications into AceText. Reuse messages and text snippets by dragging and dropping them from AceText into other applications. Or press Windows+V while working with another application and then double-click a clip to paste it directly into the application.

These are some of the more popular applications for AceText. I am sure you will come up with many more ways to use AceText that speed up the particular things you do with your computer.

- Getting Started with AceText
- Extending the Windows Clipboard
- Write Down and Store Notes and Ideas
- Quickly Respond to Email with Informative Replies
- Use Colorful Messages Instead of Cryptic Abbreviations when Chatting
- Speed Up Writing and Developing
- Edit Complex Documents Quickly and Easily
- Keep a Digital Scrapbook or Diary
- Gather, Research and Compile Information
- Create and Publish a Knowledge Base

Extending the Windows Clipboard

AceText extends the Windows clipboard, enabling you to copy and paste like never before.

The Windows clipboard holds only one piece of text at a time. AceText holds as many as you want (a thousand by default) in the ClipHistory. Whenever you cut or copy text, AceText captures it into its ClipHistory. AceText saves the ClipHistory even when you reboot your computer. Never again lose text you copied to the clipboard.

Double-click any clip in the ClipHistory to quickly paste it anywhere you want. Turn on SequencePaste to quickly paste many clips in succession. Rapidly transfer data from one application to another by first copying all snippets in the first application, and then pasting everything into the second with SequencePaste. Or use AcePaste to quickly paste anything you copied in the past day, week or month.

Configure the ClipHistory on the Operation page in the Preferences screen.

Write Down and Store Notes and Ideas

When a thought hits your mind, write it down in AceText. When you come across useful information on a web site or in a document, copy and paste or drag and drop it into AceText. Never again forget a good idea or lose a scrap of paper with valuable notes.

Use AceText's full-featured text editor to take notes and write down ideas at any time. Quickly jot down a brief thought, or hold a long brainstorming session writing down, organizing and sorting out ideas. Easily store web site addresses, text snippets or even whole documents. Drag and drop or paste them directly into an AceText collection. Move or copy previously captured text from the ClipHistory and other AceText collections.

Recall and dismiss AceText at your whim with a single key press or mouse click, without worrying about saving. AceText automatically saves anything you collect. Instantly search or filter through one or more collection of notes to quickly dig up the information you need.

Quickly Respond to Email with Informative Replies

Send courteous and informative reply emails faster than you used to send out brief responses. Impress people with complete sentences without cryptic abbreviations when chatting or instant messaging, without slowing down or getting your fingers in a bind. The trick is to keep email and messaging templates in AceText.

Next time you receive an email with a question you may get again later on, write a polite and comprehensive reply. Before sending it off, copy your response into AceText, and label it with a recap of the question. If you're busy, simply copy the response to the clipboard. Later, retrieve the message from the ClipHistory, and file it with your collection of email templates.

Now, whenever you get the same question, send out the same helpful reply with just a few mouse clicks, or a quick search in AceText. Use AcePaste to directly paste the message into your email software or web-based email. Never again type in the same message twice. Reduce follow-up questions and impress your correspondents with clear and complete answers.

There are no limits or restrictions to the number of boilerplate messages you can create. Easily organize them in collections and folders. The instant full-text search helps you to quickly find the exact message you need.

Send personalized responses by creating a variety of templates with greetings, signatures, etc. Create separate templates for each question, containing only the answer to that question. Then when you reply to a message, you can quickly compose an individual response by selecting several message parts in AceText, providing exactly the information your customer was looking for. If you paste your reply in-line with the email you received, rather than bottom-quoting the entire message, people won't even know they got a standard reply.

Make people feel valued by personalizing your replies with parameters such as %FIRSTNAME%. AceText will substitute them as often as you like. Type in frequently changing parameters just once, or permanently store rarely changing parameters for automatic substitution.

Use Colorful Messages Instead of Quickly Abbreviations when Chatting

Send courteous and informative reply emails faster than you used to send out brief responses. Impress people with complete sentences without cryptic abbreviations when chatting or instant messaging, without slowing down or getting your fingers in a bind. The trick is to keep email and messaging templates in AceText.

When instant messaging or chatting, prepare colorful messages such as "I'll be back in a minute. Don't be a stranger now!" and assign them AceType abbreviations such as "brb". When chatting, press the AceType hotkey and type "brb" to send out the colorful note instead of the boring acronym, using only one additional key press. Impress people with your courteous or funny messages, with little or no extra effort.

Use multiple AceText collections with the same abbreviations but different messages, for different days of the week, moods or weather conditions. Bring variety and brighten up the day of your correspondents!

Make people feel valued by personalizing your messages, such as frequently mentioning their name or company. Enter a few personal details in parameters before or during the start of the chat, and instantly reuse them during the chat, even as part of longer messages. Never embarrass yourself by mistyping your contact's name or getting names mixed up.

Speed Up Writing and Developing

Write emails, reports and documents faster, or develop web sites and software more quickly by storing common blocks of text, formatting tags or source code snippets in AceText. Press the AcePaste hotkey to pop up AceText while you're working with your text editor (or any other application). Double-click a clip to paste it directly into your editor, and continue working with your editor right away.

Assign abbreviations or mnemonics to your text snippets, and use AceType to quickly insert the snippets into your editor by typing in the abbreviations. AceText shows a list of clips with abbreviations, filtering them as you type, so forgetting an abbreviation won't slow you down. All without lifting your hands off the keyboard or interrupting your flow while writing or editing.

If you have a large monitor, make the AceText Tower permanently visible next to your editor. Reuse text snippets or copy snippets into AceText simply by dragging and dropping them with the mouse.

Edit Complex Documents Quickly and Easily

Use AceText as a temporary storage pad during complex text editing tasks. Never again lose an important chunk of your document because you copied something to the Windows clipboard, deleting the text you copied a minute ago which you forgot to paste first. AceText keeps everything you copy to the clipboard in its ClipHistory, transparently extending the Windows clipboard. Use AcePaste to quickly select and paste any text clipping from the ClipHistory.

If your computer has a large monitor, you can split AceText into the AceText Tower and AceText Editor, and tile them on the screen with the word processor or other application you're working with. Then you can easily move text about between AceText and the other software with copy and paste or drag and drop. Store text as a new clip in AceText, or insert it in the middle of another clip. AceText has a full-featured text editor built-in, enabling you to conveniently prepare or edit snippets before adding them to your document.

Keep a Digital Scrapbook or Diary

Keep a diary in AceText simply by typing your thoughts into AceText's full-featured text editor. Keep a scrapbook by copying and pasting or dragging and dropping text from a web site or any application. AceText automatically tags your notes with the date you first created or last updated them, as you prefer. Web snippets are automatically tagged with their source URL, so you can instantly revisit the web page.

Sort your entries by date, and organize them into folders as you like. AceText's handy calendar marks days with events, and lets you travel through time freely by filtering your collections on any date range and/or keywords.

Protect your private journal with AceText's unbreakable "blowfish" encryption. Please don't forget your password!

Gather, Research and Compile Information

Gather information by copying and pasting or dragging and dropping text from a web site or any application. AceText automatically tags your clips with the date you captured them. Web snippets are automatically tagged with their source URL, so you can instantly revisit the web page. AceText's ClipHistory automatically captures anything you copy to the clipboard. Easily file items from the ClipHistory into your collections, even hours or days after you found the information. Add RSS feeds from news sources to your collections to automatically download and save the information for later reference, or immediate reading.

Research the information you've collected by sorting and filtering your collections on words, regular expressions and dates. Search through a single clip, all clips in a collection, or all collections you've opened. Organize relevant information in folders or hierarchical trees.

Create and Publish a Knowledge Base

If you provide technical support, or you're simply an expert on a particular topic, store your knowledge in AceText. Write down tips and answers in AceText's full-featured text editor. Copy and paste or drag and drop information from web sites and other sources directly into AceText. Web snippets automatically point back to their online sources. Organize your knowledge base into collections and folders separated by topic.

Respond to inquiries quickly by pasting common answers directly into your email and online forum messages. Find the right information with AceText's instant searching and filtering abilities.

Easily publish an FAQ or a newsletter as an RSS newsfeed that people can easily track and read in a web browser or news reader. Follow other people's news feeds and save their knowledge directly into your AceText collections.

2. Capture, Enter and Store Text

AceText provides you with a central location to store snippets of text. A piece of text is called a “clip” in AceText parlance. A single clip can contain a word, a sentence, a page of text, or the complete works of Shakespeare.

AceText supports several different kinds of clips. Most of the time, you will work with plain text clips. The other kinds are useful in conjunction with AceText-aware applications.

- Plain text: An ordinary piece of text, compatible with all software applications.
- Rectangular text block: A rectangular block of text, or a column selection. Only AceText-aware applications recognize the rectangular format. All other applications will treat the clip as several lines of plain text.
- Binary data: Text containing non-printable characters, displayed in hexadecimal format in AceText. If the clip contains NULL characters, only AceText-aware applications will properly handle the clip. Otherwise, all applications will handle it.
- Before and after text: Two pieces of plain text, where the “before” part is intended to be inserted in front of another block of text, and the “after” part behind it.
- Web snippet: Like a “plain text” clip, but with an associated URL. Text copied from a web browser is automatically captured as a web snippet pointing back to the web page the text was copied from.

Clips are stored in AceText Collections. To start with a new collection, click the New button on AceText’s main toolbar. To continue working with an existing collection, click the Open button. AceText will automatically and regularly save your collection files (unless you turned this off in the Files preferences). This way you never have to worry about losing any clips.

There are many ways to add text as a new clip into AceText.

Directly type in text

If the text you want to store in AceText is not stored anywhere on your computer yet, you can simply type it in directly into AceText. Click the New Clip button in the Collection toolbar, or press F4 on the keyboard. Then click inside the large text box, or press Alt+T on the keyboard, and start typing.

Copy and paste

Copy and paste is the traditional way to transfer text between different applications, and is supported by all software. Simply copy the text to the clipboard. To paste it into AceText as a new clip, click the Paste as New Clip button in the Collection toolbar, or press Shift+Ctrl+V on the keyboard. To paste the text into an existing clip, select the clip, click inside the text box or press Alt+T on the keyboard, and then press Ctrl+V to paste.

Copy without paste, via the ClipHistory

By default, AceText will automatically grab all text that you copy to the clipboard, regardless of the application you copied it from, while AceText is running. AceText is running when the AceText icon is visible next to the system clock. Each time you copy some text, a new clip is added to the top of the

ClipHistory. You can add one or more of those clips to a collection by clicking on the ClipHistory tab, and then clicking the Duplicate Clips or Move Clips button, or pressing Ctrl+D (duplicate) or Ctrl+M (move) on the keyboard. Finally, select the collection to move or duplicate the clips into.

Using the ClipHistory is much handier and quicker than manual copy and paste if you want to store several snippets of text in quick succession into AceText. The ClipHistory also enables you to retrieve or paste a clip that you copied to the clipboard a long time ago, and was already removed from the clipboard by subsequent copy operations. By default, the ClipHistory stores the last ten thousand clips. You can configure the ClipHistory's automatic capture in the Operation Preferences, and manual capture in the Hotkeys Preferences.

You can configure the automatic capture in the Operation Preferences, and manual capture in the Hotkeys Preferences.

Drag and drop

Drag and drop is a very easy and direct way to transfer text using the mouse only. Unfortunately, quite a lot of software does not support drag and drop between itself and other software. This method is well-suited to grab text from a web page while surfing, or from a PDF file while reading in Acrobat. First, select the text. Then click inside the selection, hold the mouse button down, and move the mouse pointer over the AceText window. If AceText is invisible, move the mouse pointer over AceText's taskbar button (the button, not the icon next to the system clock), and AceText will pop up after a short delay. If you move the mouse pointer on top of a tab while dragging, that tab will become active.

To drop the text as a new clip into AceText, either drop it on the collection's tab, or on the tree with clips at the left hand side in the AceText Editor, or in the AceText Tower. If you drop it inside the text box, the text will be inserted into the current clip, at the position where you dropped it.

Opening files

If the text is already stored in a text file on your computer, click the Create Clip from Text File button in the Collection toolbar, or press Shift+Ctrl+O on the keyboard. Select the file, and its contents will be added to the collection as a new clip, using the file's name as the label. If you select more than one file, they will all be added in separate clips.

3. Manage and Arrange Text

Once you've added a sizeable number of clips to a collection, arranging the clips inside the collection or moving them between collections will enable you to access and the clips much faster. When clips are arranged logically, you can select them directly from the list, without having to search for them (even though AceText makes searching quick and flexible).

Group clips into folders

If a collection contains a large number of clips, grouping the clips into folders makes it easier to look up clips later. Just like arranging files in folders makes it easy to find the correct file later. To place clips in a folder, select those and click the New Folder button. Then type in the name of the folder. If you do not select two or more clips first, an empty folder will be created. Either way, you can add more clips to the folder later.

Move clips between folders

To move one or more clips from one folder into another, select the clips in the list. Then click on the clips, hold the mouse button down, and drag them to the other folder. Either drop them onto the folder itself, or on one of the clips already inside that folder. You can also place folders inside other folders this way.

Change the order of clips

Clips are easier to find if they are stored in a logical order. The easiest way is to just click the Sort Alphabetically button. AceText will then automatically keep all clips and folders in alphabetic order. If you prefer to manually order the clips, use the Move Up and Move Down buttons, or drag and drop them with the mouse.

Move clips between collections

Click the Move Clips button to move the selected clips and/or folders into another collection. If the selected clips and folders are inside one or more folders, the same folder structure will be created in the collection you are moving the clips into. You can also move clips with drag and drop. If you drop them onto a tab, the clips will be moved into the other collection just like the Move Clips button does. Or, you can move the mouse pointer over a tab while dragging, wait a brief moment for the tab to become active, and then drop the clips in a specific location in that collection.

Combine clips

To combine multiple clips into a single clip, select them and click the Merge Clips button. You will be given a choice of delimiters to separate the original clips in the combined clip. Another way is to copy a clip to the clipboard, delete it, and then paste its text inside another clip.

Split clips

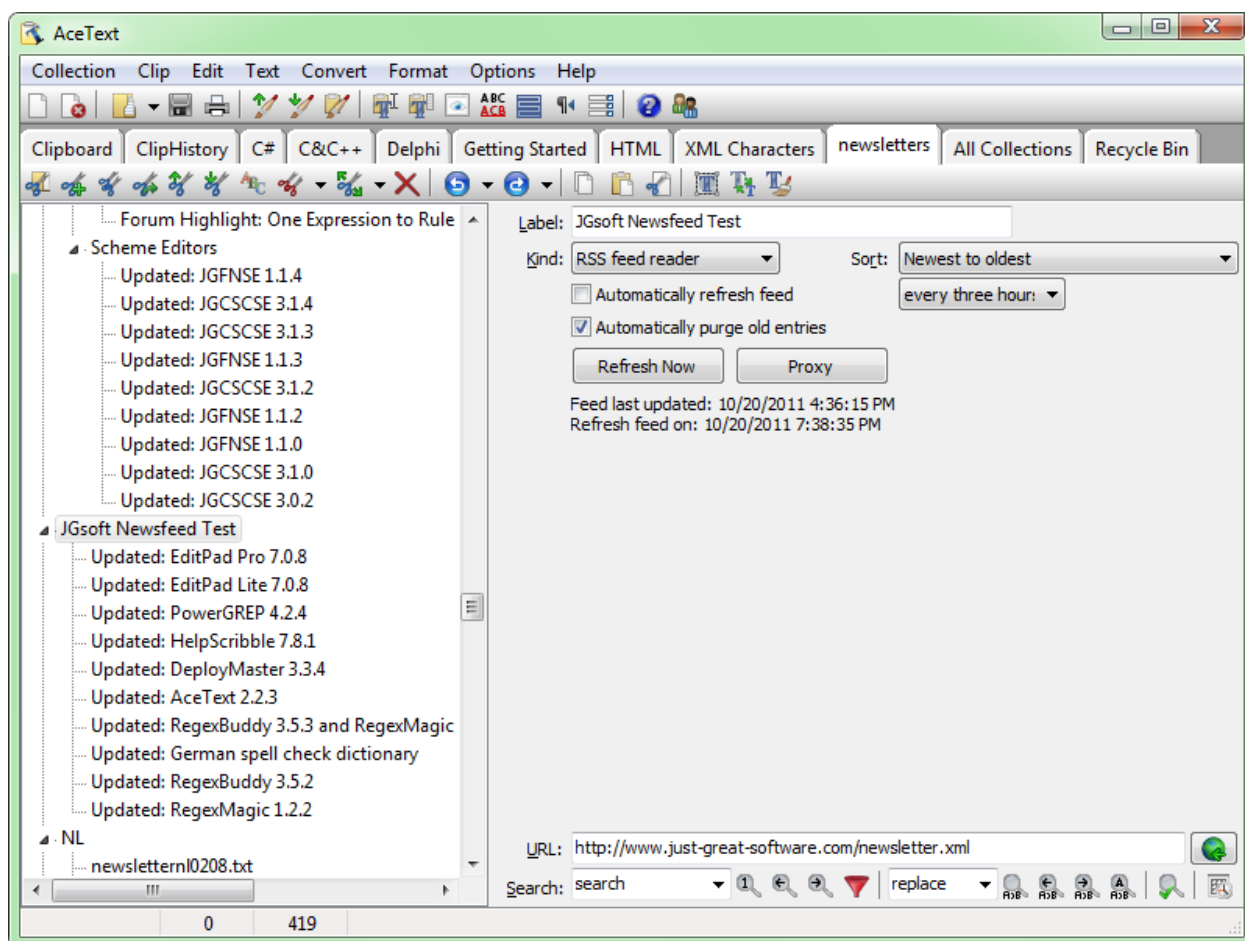
If a clip contains several sections of text that would be useful on their own, you can split those off into new clips. Select part of the clip's text, and select the Move Text into New Clip command. Repeat to split off several parts. Or use the Split Clips button to split clips along specific delimiters or regular expressions.


4. Manage RSS Feeds

RSS feeds are a great way to stay up to date about all sorts of information and news on the Internet, and to keep other people up to date about your company, your web site, or whatever people would like to keep track of. While RSS feeds originally became popular as an easy way to read blogs, today they're used to distribute and gather all kinds of information.

At JGsoft (developers of AceText), we currently publish an RSS feed at <http://www.jgsoft.com/newsletter.xml> which announces new releases and updates to our products. It also has regular “tips and tricks sections” explaining how to get the most out of our products.

Downloading and Storing RSS Feeds



To retrieve an RSS feed with AceText, click the New Folder button. Select “RSS feed reader” in the “Kind” drop-down list in the folder’s properties. Several new options will appear. At the bottom of the AceText Editor, enter the URL of the RSS feed, e.g. <http://www.jgsoft.com/newsletter.xml>. Web sites usually advertise the URLs of their RSS feeds with orange **XML** or **RSS** buttons, or the typical  newsfeed icon used by Firefox and Internet Explorer. Right-click on the icon on the web page, and select “Copy

Shortcut” in the right-click menu. You can then paste the link in the URL field in AceText. AceText can read both RSS and Atom feeds, and supports all revisions of these two feed formats.

To retrieve the feed’s contents, click the Refresh Now button. The button will become disabled, indicating AceText is busy retrieving the feed. You can continue working with AceText while the feed is being retrieved. When AceText has downloaded the feed, it will add all of the feed’s entries as clips inside the RSS reader folder. These clips are just like all other clips, and you can copy or move them into other folders or collections for safekeeping if you like.

If your computer connects to the Internet through a proxy server, click the Proxy button to inform AceText of the details of your proxy server. You only need to do this once. This setting is stored with AceText’s preferences rather than in your clip collection.

When a publisher adds a new item to an RSS feed, the oldest item is usually dropped from the feed. If you turn on “automatically purge old entries” for the RSS reader folder in AceText, AceText will delete all clips in the RSS reader when retrieving an updated feed. This way only entries still present in the feed will be stored. If you turn off “automatically purge old entries”, AceText doesn’t remove any clips from the RSS reader folder. AceText will use the unique ID that RSS feeds assign to their entries to prevent adding duplicate entries.

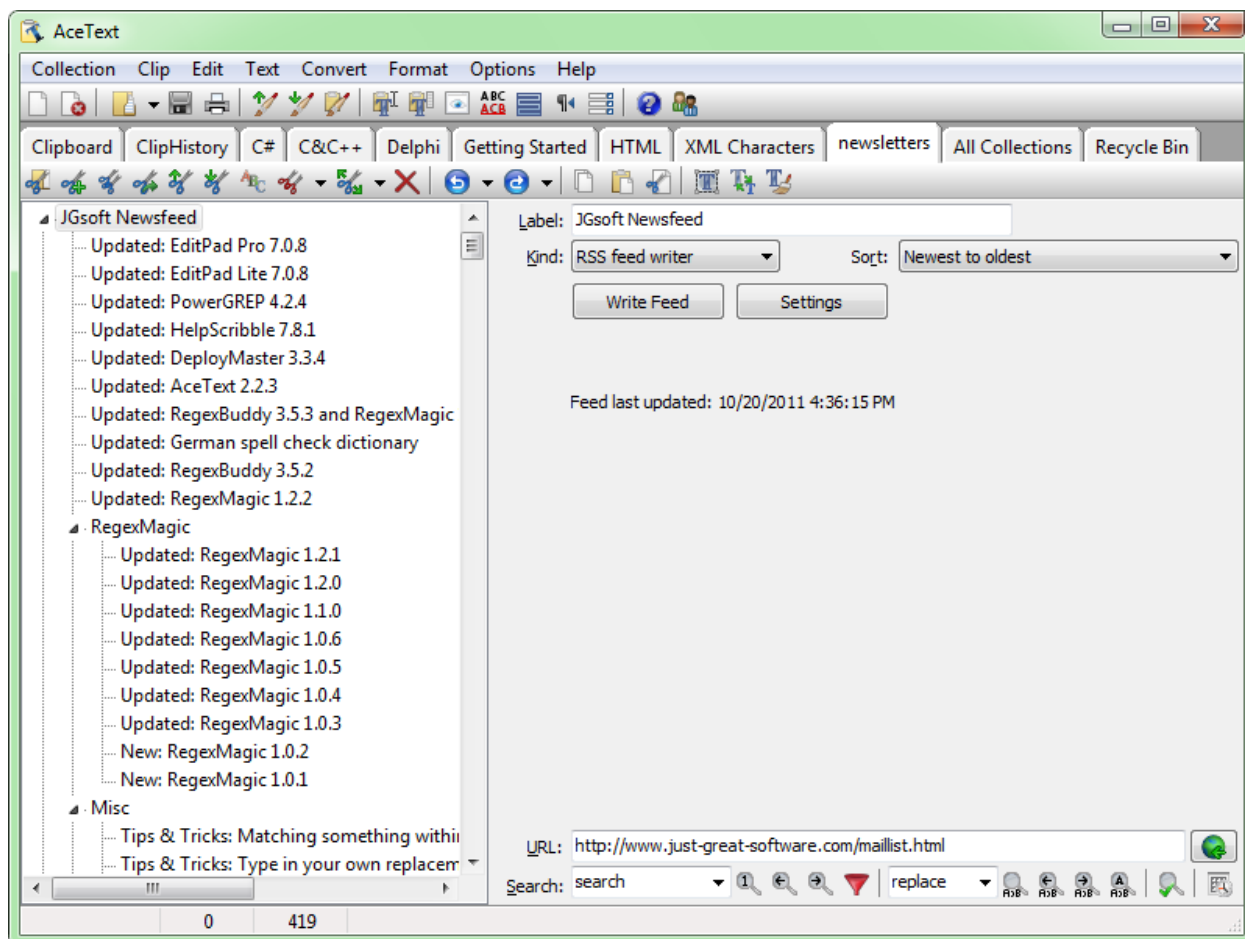
If a feed is updated regularly, you can tell AceText to automatically refresh the feed. If the feed itself doesn’t specify a “time to live”, you can choose how often AceText should refresh the feed yourself, ranging from hourly to daily.

You can create subfolders inside an RSS reader folder. These subfolders will not be affected by refreshing the RSS feed. A single AceText collection can contain as many RSS reader folders as you want.

Reading RSS Feeds

Once you’ve added and refreshed a feed, you can read it right within AceText. Each clip in the RSS reader folder stores the text of one entry. AceText will show you the raw contents, HTML tags and all. Some RSS feeds may contain only summaries rather than complete articles. To read the entry in your web browser, click the Browse button next to the URL field in the clip, press Ctrl+E on the keyboard, or select Clip | Open URL in Browser in the main menu.

Publishing RSS Feeds



Publishing your AceText clips as an RSS feed is a handy way to share clips with other people, even if they don't use AceText. AceText generates standard RSS 2.0 feeds that can be read by all RSS readers.

To create a feed, first put all the items you want to include in the feed into a single folder in your AceText collection. Then click on the folder. Select "RSS writer" in the "Kind" drop-down list for the folder. Two new buttons will appear. Click the Settings button to configure your RSS feed. Click the Write Feed button to save or upload your feed as you specified in the settings. Uploading a feed via FTP is done in the background. You can continue using AceText in the mean time. When AceText is done, the Write Feed button will become enabled again, and AceText will indicate the date and time it last successfully uploaded the feed.

You have to put all the clips you want to include in the RSS feed directly under the RSS writer folder. Clips in subfolders will not be included in the feed. RSS feeds do not support folders. AceText does allow you to put subfolders under RSS writers. This way you can create subfolders like "drafts" or "old entries" to store clips that are related to the feed, but which you don't want to publish.

Writing RSS Feed Entries

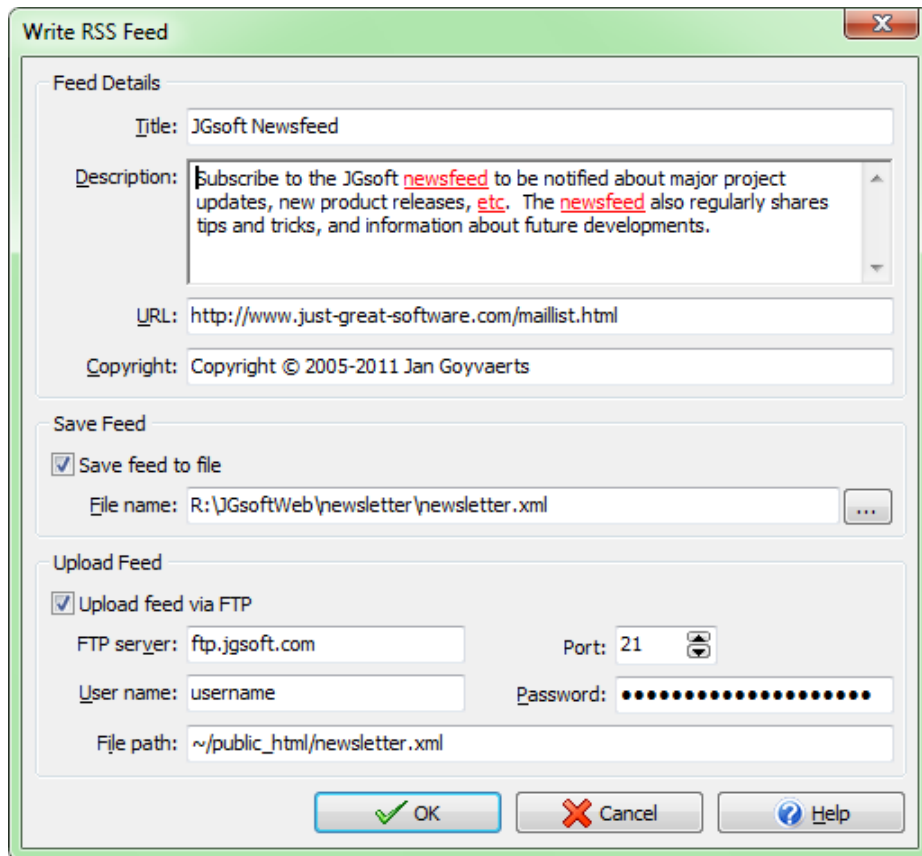
When preparing clips to be published in an RSS feed, you should select “web snippet” from the Kind dropdown list. Set the clip’s URL to a web page with more information about the entry. Some RSS readers, such as the one built into the Firefox web browser, will only display the clip’s label, and open the associated URL when the user clicks on it instead of displaying the clip’s text.

When AceText writes your RSS feed, it assigns a unique ID to each clip. This ID is not visible in AceText, but will be saved in your AceText collection. If you edit the clip and publish your feed again, the clip’s entry in the feed will have the same ID. Feed readers, including AceText, will see the entry as an updated version of the entry in the previous feed, because the ID is still the same, and replace the old entry with the new one. In AceText, this makes no difference when “automatically purge old entries” is on in the RSS feed reader. It does make a difference when the option is off: the old version of the clip will be replaced rather than kept.

What the previous paragraph really means is that if you want to add a new entry to your RSS feed, you should create a new clip, instead of editing an old clip. If you want to base a new entry on an old one, make a copy of the old clip, and edit and publish the copy. The clip’s unique ID is not copied over when you copy clips (otherwise it wouldn’t be a unique ID).

5. RSS Feed Writer Settings

To publish an RSS feed, put some clips into a folder, and set the folder's "kind" to "RSS feed writer". Two new buttons will appear. Click the Settings button to configure your feed. A new window will appear.



Feed Details

In this section, you can enter some information to be included in the feed itself. The Title is what feed readers will display to identify your feed. In the Description field you can tell what your feed is about. Not all readers will display the description.

The feed's URL should point to a web page with more information about the feed, or the feed's contents formatted in HTML. If you don't have such a web page, enter the URL where you will publish the RSS feed itself.

The Copyright field is optional. Enter "Copyright © 2007 Your Name" to assert your legal rights.

Save Feed

Turn on the "save feed to file" option and enter a file name if you want AceText to save your feed on your computer. Use this option if you want to upload your RSS feed to your web server by yourself.

Upload Feed

Turn on the “upload feed via FTP” option if you want AceText to upload your feed directly to your web server via FTP. Enter the FTP server’s domain name, and the user name and password you use to log in. As the file path, enter the full path where AceText should save the file on the FTP server.

6. Editing Clips and Text

Often, a clip will need editing before storing it permanently, or before sending it to another application. AceText can perform many common transformations with a single command:

Case Conversion: Convert casing of the text of a clip, or the selected part of the text. You can convert all characters to uppercase or lower case, capitalize the first letter of each word (title case), or invert the casing when you've been typing with Caps Lock on.

Reflow Paragraphs: If you want to edit text that uses fixed line lengths, use the Reflow Paragraphs command to remove the line breaks that were used in place of word wrapping. The paragraphs will then rewrap nicely when you edit the text in AceText or send it to an application that supports word wrapping (most Windows applications do). Email messages, newsgroups postings, and text files from old DOS systems or mainframes, often use fixed line lengths.

Limit Line Length: Before sending text to an application that expects fixed line lengths, use the Limit Line Length command. This does the opposite of the Reflow Paragraphs command, inserting line breaks to limit the maximum line length. AceText will only break lines between words, and not in the middle of a word, so some lines will end up shorter than the maximum length you specify. If you want, AceText can compensate for that by inserting additional spaces. When the text is viewed with a fixed pitch font such as Courier, the text will appear to be aligned to both the left and right margins.

Remove Quote Characters: In email messages and newsgroup postings, it is common to quote previous messages by prefixing each line of the previous message with a special character, typically >. If you captured some text from a quoted message into AceText, you can instantly remove the > and similar characters and spaces from the start of each line with the Remove Quote Characters command. After that, use the Reflow Paragraphs command so the text will automatically rewrap when you edit it.

Trim Whitespace: When selecting text in a document or a web page, it takes quite a bit of effort to make sure no superfluous whitespace characters end up in the selection. When using AceText, you don't have to worry about this. Just capture the text, and use Trim Whitespace to remove extraneous spaces and blank lines at the start and the end of the clip.

Trim Whitespace from Paragraphs: If a clip has superfluous white space at the start and/or end of the lines or paragraphs in the text, use Trim Whitespace from Paragraphs to delete it. E.g. when copying a table from a web page, the resulting text is often needlessly indented by the web browser. Trim Whitespace from Paragraphs takes care of this.

Delete Duplicate Lines: Delete duplicate items from clips containing lists.

Delete Blank Lines: Delete all lines that are totally blank from a clip.

Consolidate Blank Lines: Replace each block of consecutive blank lines with a single blank line in a clip.

Basic Text Editing

The box that displays the text of the active clip is a full-featured edit control. In fact, it is the same edit control that powers EditPad, one of the most flexible and convenient text editors available today (see <http://www.editpadpro.com>).

- Editing Text with The Keyboard
- Editing Text with The Mouse

7. Editing Text with The Keyboard

The box that displays the text of the active clip is a full-featured edit control. In fact, it is the same edit control that powers EditPad, one of the most flexible and convenient text editors available today (see <http://www.editpadpro.com>).

Beyond typing in text, the editor box recognizes the following keyboard shortcuts:

Cursor movement keys

Arrow key	Moves the text cursor (blinking vertical bar).
Ctrl+Left arrow	Moves the text cursor to the start of the previous word or the end of the previous line, whichever is closer.
Ctrl+Right arrow	Moves the text cursor to the start of the next line or the end of the current line, whichever is closer.
Page up/down	Moves the text cursor up or down an entire screen.
Ctrl+Page up/down	Scrolls the text one screen up or down.
Home	Moves the text cursor to the beginning of the line.
Ctrl+Home	Moves the text cursor to the start of the entire text.
End	Moves the text cursor to the end of the line.
Ctrl+End	Moves the text cursor to the end of the entire text.
Shift+Movement key	Moves the text cursor and expand or shrink the selection towards the new text cursor position.
	If there was no selection, one is started.
	Pressing Ctrl as well, will move the text cursor correspondingly.

Clip selection keys

Ctrl+Up/Down arrow	Selects the clip listed above or below the active clip in the collection. This is a fast way to browse through clips and keeps input focus on the editor box.
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Editing commands

Enter	Inserts a line break.
Ctrl+Enter	Inserts a page break
Delete	Deletes the current selection if there is one and selections are not persistent. Otherwise, the character to the right of the caret is deleted.
Ctrl+Delete	Deletes the current selection if there is one. Otherwise, the part of the current word to the right of the text cursor is deleted.
Shift+Ctrl+Delete	All the text on the current line to the right of the text cursor is deleted.

Backspace	Deletes the current selection if there. Otherwise, the character to the left of the text cursor is deleted.
Ctrl+Backspace	Deletes the current selection if there. Otherwise, the part of the current word to the left of the text cursor is deleted.
Shift+Ctrl+Backspace	Deletes the current selection if there is one. Otherwise, all the text on the current line to the left of the text cursor is deleted.
Alt+Backspace	Undo
Alt+Shift+Backspace	Redo
Ctrl+Z	Undo
Ctrl+R	Redo
Insert	Toggles between insert and overwrite mode.
Tab	If there is a selection, the entire selection is indented. Otherwise, a tab is inserted.
Shift+Tab	If there is a selection, the entire selection is unindented (outdented). Otherwise, if there is a tab, or a series of spaces the size of a tab, to the left of the text cursor, that tab or spaces are deleted.
Ctrl+A	Select All
Ctrl+Y	Delete Line
Shift+Ctrl+Y	Duplicate Line

Clipboard commands

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Shift+Delete	Cut
Ctrl+Insert	Copy
Shift+Insert	Paste

8. Editing Text with The Mouse

The box that displays the text of the active clip is a full-featured edit control. In fact, it is the same edit control that powers EditPad, one of the most flexible and convenient text editors available today (see <http://www.editpadpro.com>).

Below you can find a list of action you can carry out in the editor using the mouse.

Dragging means to move the mouse before releasing the mouse button you pressed. If you move the mouse pointer to the edge of the editor space while dragging, the text will start to scroll automatically.

Modifier keys like shift or control must be pressed before pressing the mouse button and kept depressed until the mouse button is released.

Left click	Moves the text cursor to the spot where you clicked.
Shift+Left click	Moves the text cursor and expands or shrinks the selection. If there is no selection, the text between the old and new cursor positions becomes selected. If you click outside of the selection, the selection plus the text between the selection and the new cursor position becomes selected. If you click inside the selection, the new selection is the text between the original start of the selection and the new cursor position.
Left click+drag	When clicking outside the selection, a new selection is created from the point where you press the mouse button until the point where you release it. When clicking inside the selection, the selected text deleted and inserted again at the spot (outside the selection) where you release the mouse button.
Shift+Left click+drag	Expands or shrinks the selection like Shift+Left click, but then the text cursor is moved and the selection adjusted until you release the mouse button.
Rotate wheel	Scrolls the text a single line up or down.
Shift+Wheel keys on the keyboard.	Moves the text cursor a line up or down, like pressing the up or down arrow
Ctrl+Wheel	Scrolls the text an entire screen up or down.
Shift+Ctrl+Wheel the keyboard.	Moves the text cursor a screen up or down, like pressing page up or down on

9. Look up and Reuse Text

When you have captured text into AceText, and arranged it into collections, you can unleash AceText's true power: the ability to instantly locate any piece of text, and transfer it into any Windows application.

Selecting Clips

If your clips have descriptive labels and are neatly organized into folders, you can easily pick the clip you want by clicking on it with the mouse in the tree view. When you have your hands on the keyboard, press Ctrl+Up Arrow or Ctrl+Down Arrow on the keyboard to walk through the clips. Collapsed folders will be expanded.

Depending on the choice you made in the Operation Preferences, double-clicking the selected clip or pressing Ctrl+Enter on the keyboard will place the clip onto the Windows clipboard, ready to be pasted into any application, or directly send it to the application you were last working with.

If the software you use supports inter-application drag and drop, you can click on a clip's label in the list, hold the mouse button down, and move the mouse pointer into the document you are working with. Release the mouse button, and the clip's text will be inserted into the document.

When working with a limited set of clips, this method is quick and easy. E.g. when creating a document that has many identical elements, such as HTML tags in a web page, you can open AceText and your document editor side by side. Just double-click items to send them into the editor software, as you create the document. The AceText Tower is well-suited in this situation, enabling you to see the maximum number of clips with AceText taking up little screen space.

Looking up clips with AceType

When you add a clip to a collection, you will notice it has a field labeled "AceType". In this field, you can enter a memorable abbreviation or mnemonic. E.g. you could assign "ty" to a clip with an elaborate "thank you for your business" message, and "pl" for a clip with your company's price list and purchasing options.

To instantly insert a clip into a document, press the AceType hotkey, Windows+Q by default. AceText will pop up, with an extra AceType field shown above the list of clips. The list of clips will show the clips along with their AceType abbreviations. Clips that do not have abbreviations will be hidden. Type in the abbreviation of the clip you want, and press Enter. E.g. when composing an email response to a customer's inquiry, press Windows+Q, T, Y and Enter, to insert your thank you message into the email. Writing polite and elaborate responses to common questions has never been easier.

If you forgot the abbreviation you assigned to the clip you want, type in the first few letters of what you guess to be the abbreviation. The list of clips will reduce to clips with AceType abbreviations starting with those letters. Press Backspace on the keyboard to back up and try again. Of course, all the other methods of locating a clip still work while in AceType mode. And you can still double-click a clip to insert it into your document, email message, etc.

Searching and filtering

Use the search box and buttons at the bottom of the AceText Editor and AceText Tower to search through and filter a collection. Type in a word or phrase, and click the Find Previous or Find Next button to search for a clip containing the word. You can also press F3 and Shift+F3 on the keyboard to search. The label, abbreviation and text of each clip are all searched through. If no clip can be found, nothing will happen when you click one of the search buttons.

When you click the Filter button or press Ctrl+F3, the list will only show those clips that contain the word or phrase you entered in the search box. If you change the text in the search box, the list of clips is automatically updated to show only those clips containing the new search text. Click the Filter button again to turn off the filter and make the list show all clips again.

If you opened several collections, you can search all of them at once by turning on the “all clips in all collections” search option.

Quickly reuse clips

AceType, discussed above, is a particularly powerful way to look up and reuse a clip in one go. You do need to assign abbreviations to your clips beforehand. If you did not do so, use AcePaste instead of AceType. The default hotkey is Windows+V. Press it while working with another application, and AceText will pop up. Look up the clip you want, and then double-click it or press Ctrl+Enter on the keyboard. AceText will hide itself, and insert the clip into the document you are editing with the other application.

Reuse lots of clips

If you want to sequentially insert a large number of clips into a document, look up those clips in AceText and activate SequencePaste by clicking the SequencePaste Up or Down button in the toolbar. Then switch to the document you are editing, and press the AcePaste hotkey to paste the clips in the sequence one after the other. This way you do not have to switch back and forth between your application and AceText.

SequencePaste is particularly useful when you need to move several pieces of text from one application to another. First, copy all the items one by one in the first application. AceText will capture them automatically. Then select the items on the ClipHistory Tab and turn on SequencePaste. Now, you can paste all the items one by one in the target application. This saves you having to switch back and forth between both applications, and reorienting yourself each time.

To grab somebody’s contact details off a web page and store them into your address book, first select and copy the person’s name, address, phone number, etc. on the web page, one by one. Then turn on SequencePaste selecting those items. Now, switch to your contact management software, create a new contact, and paste the items one by one pressing Windows+V.

Part 2

AceText Reference

1. AceText Tab Pages

The row of tabs in the AceText Editor enables you to switch between different AceText collections. When you open a collection, or create a new one, a new tab will appear for that collection. If you open many collections, and the tabs no longer fit on one row, three buttons will appear at the right hand edge of the row of tabs. You can scroll the tabs with the left and right arrow buttons. The downward arrow button shows a popup menu from which you can select the tab you want to activate.

You can rearrange the tabs by clicking on a tab with the mouse, holding the mouse button down, and moving the mouse pointer to the left or the right. If you move the mouse pointer to the edge of the row of tabs, the tabs will scroll if there are more tabs than fit in the row.

You can quickly switch tabs with the keyboard. Press Ctrl+Tab or Shift+Ctrl+Tab to cycle through the tabs. Press Alt+1 to activate the leftmost tab, Alt+2 to activate the second tab, Alt+3 for the third, etc. Alt+0 activates the tenth tab.

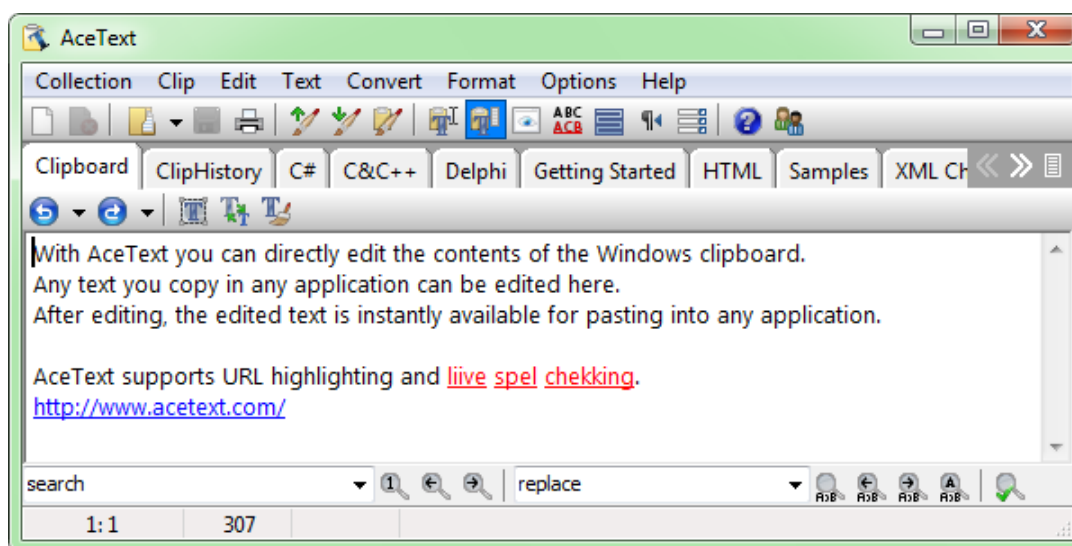
There are four standard tabs, that fulfill special functions in AceText:

- Clipboard
- ClipHistory
- All Collections
- Recycle Bin

All the other tabs are AceText Collection tabs.

You can configure the looks and behavior of the tabs in the Tabs Preferences.

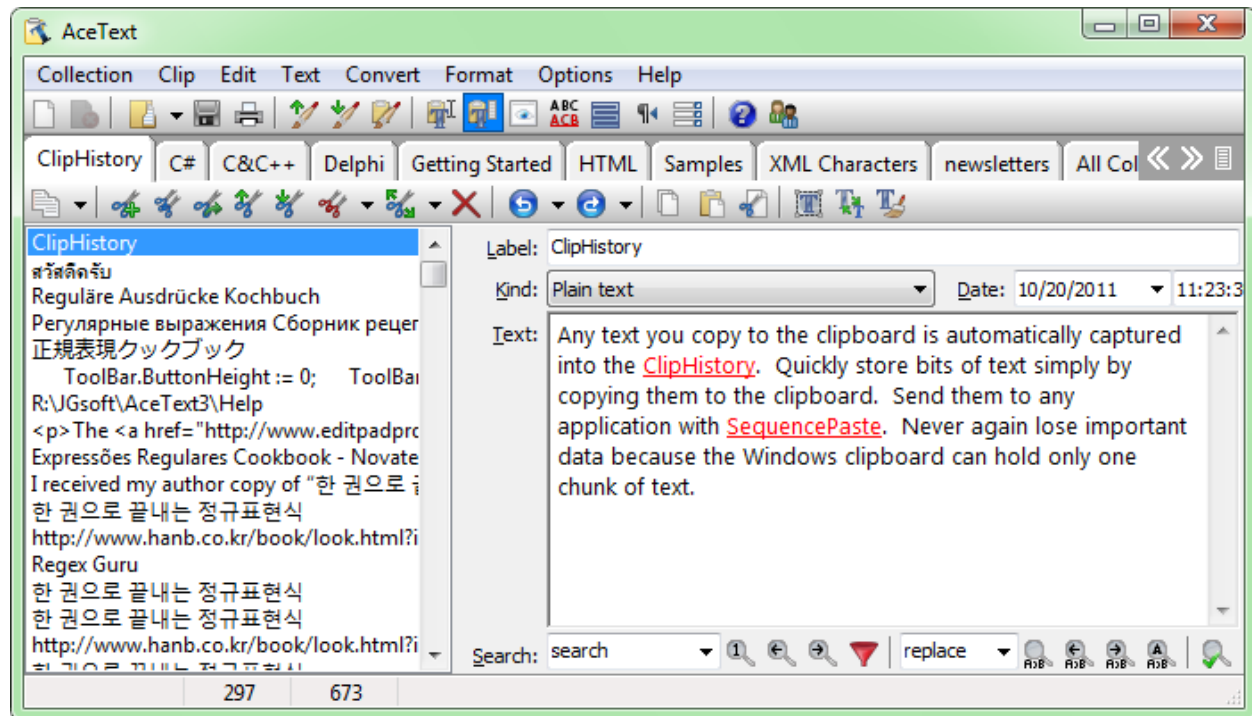
Clipboard Tab



On the Clipboard tab, you can directly edit the contents of the Windows clipboard. When you copy something to the Windows clipboard, AceText automatically updates the text on the Clipboard tab. When you edit the text on the clipboard tab, AceText automatically updates the Windows clipboard.

Use the Clipboard tab when you want to prepare some text to be pasted into another application, and you do not want to keep a copy of that text in AceText for later reuse.

ClipHistory Tab



By default, AceText will automatically grab all text that you copy to the clipboard, regardless of the application you copied it from. Each time you copy some text, a new clip is added to the top of the ClipHistory. If you want, you can turn off the automatic capture in the Operation Preferences, and turn on manual capture in the Hotkeys Preferences. When using manual capture, you need to press a hotkey combination on the keyboard to make AceText capture the text on the clipboard into the ClipHistory.

The Windows clipboard can only hold one piece of information, which is often insufficient. AceText's ClipHistory, however, can hold as many clips as you want. By automatically grabbing all text you copy to the clipboard, AceText enables you to easily work with many bits of text. If you accidentally overwrite the text on the clipboard by copying something else, you can easily put it back on the clipboard again by double-clicking on the clip in the ClipHistory.

To copy and paste many pieces of text from one application into another, first copy all the items in the first application, without bothering to paste them. Then switch to AceText, select the copied items in the ClipHistory, and activate SequencePaste. Then switch to the target application and paste all the items, one after the other. This way of working is much handier than switching back and forth between the two applications, copying and pasting the items one by one.






By default, the ClipHistory will hold up to 1,000 items. You can change the limit in the Operation Preferences. If you forgot to save some text that you worked with (using copy and paste) over the past days or weeks, you can retrieve it from the ClipHistory. See Look up and Reuse Text to learn how to do this.

The clips captured by the ClipHistory are fully editable. You can change the text the clip holds, as well as the label that is displayed in the list of clips. You can change the order of the clips by drag-and-drop, or with the Move Up and Move Down buttons. Use the Duplicate Clips and Move Clips buttons to permanently store clips into an AceText collection.




The search box and buttons at the bottom of the ClipHistory tab page enable you to search through and filter the ClipHistory. Type in a word or phrase, or select one from the drop-down list. Then click the Search Backward or Search Forward button to search for a clip containing the word. Both the label and text of each clip are searched through. If no clip can be found, nothing will happen when you click one of the search buttons.

When you click the Filter button, the list will only show those clips that contain the word or phrase you entered in the search box. If you change the text in the search box, the list of clips is automatically updated to show only those clips containing the new search text. Click the Filter button again to turn off the filter and make the list show all clips again.

The toolbar on the ClipHistory tab page shows the following buttons:

-  Auto Append
-  New Clip
-  Duplicate Clips
-  Move Clips
-  Move Up
-  Move Down
-  Merge Clips
-  Split Clips
-  Delete Clips

-  Undo
-  Redo

-  Copy to Clipboard
-  Paste as New Clip
-  Create Clip from Text File

Insert and Extract Text

- Duplicate Text into New Clip
- Move Text into New Clip
- Cut Text
- Copy Text
- Paste Text into Clip
- Insert Text File into Clip

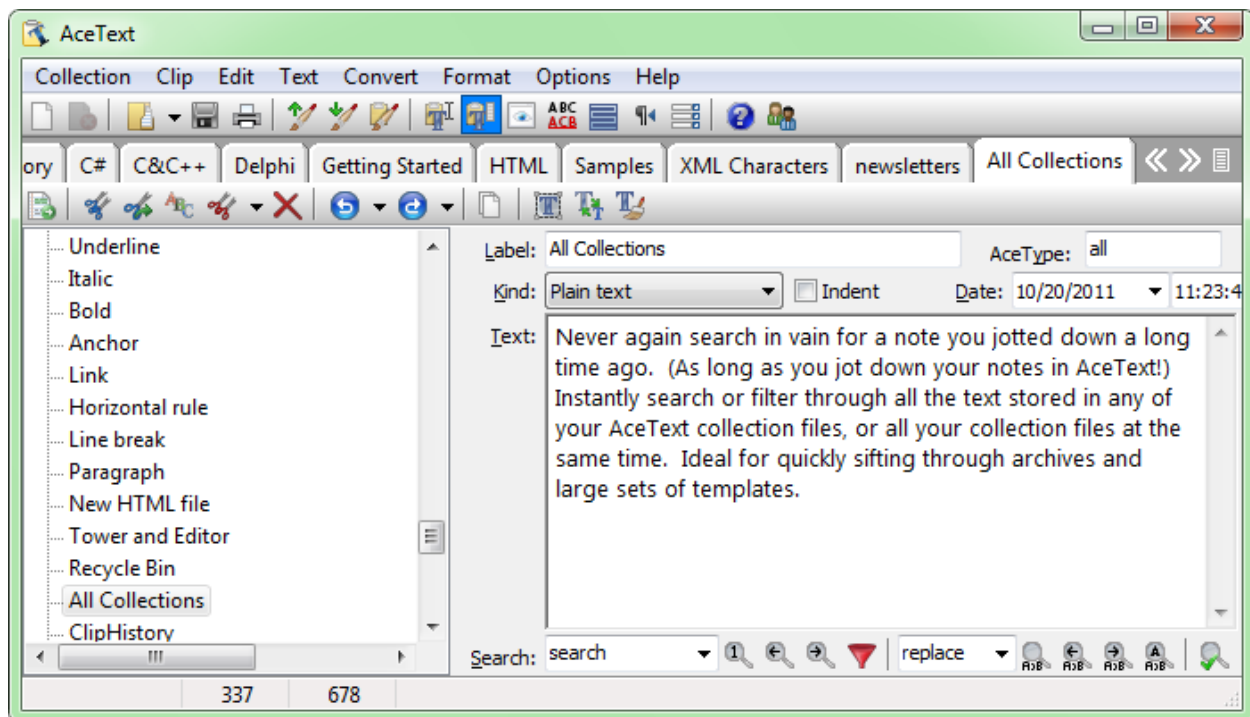
- Save Text
- Print Text

 Case Conversion

 Reformat Text

- Reflow Paragraphs
- Limit Line Length
- Remove Quote Characters
- Trim Whitespace
- Trim Whitespace from Paragraphs
- Delete Duplicate Lines
- Delete Blank Lines
- Consolidate Blank Lines

All Collections Tab







The All Collections tab lists all the clips in all AceText collections that you have opened. The clips and folders are sorted alphabetically by their labels. Note that clips from the ClipHistory and recycle bin are not listed on the All Collections tab. Only clips stored in AceText collections are.


The primary purpose of the All Collections tab is to make it easy to find a clip, even if you do not remember into which collection you stored it. The All Collections tab is also the best place to use AceType. It enables you to store clips in separate collections, for easier editing and updating, yet use AceType with all of the clips, without having to switch between the collections.

Use the AceText Tower if you want to see more clips than the tree view on the All Collections tab page can show in its limited space. See [Look up and Reuse Text](#) to learn how to use AceText.

The toolbar on the All Collections tab page shows the following buttons:

-  Duplicate Clips
-  Move Clips
-  Merge Clips
-  Delete Clips

-  Undo
-  Redo

 Copy to Clipboard

 Insert and Extract Text

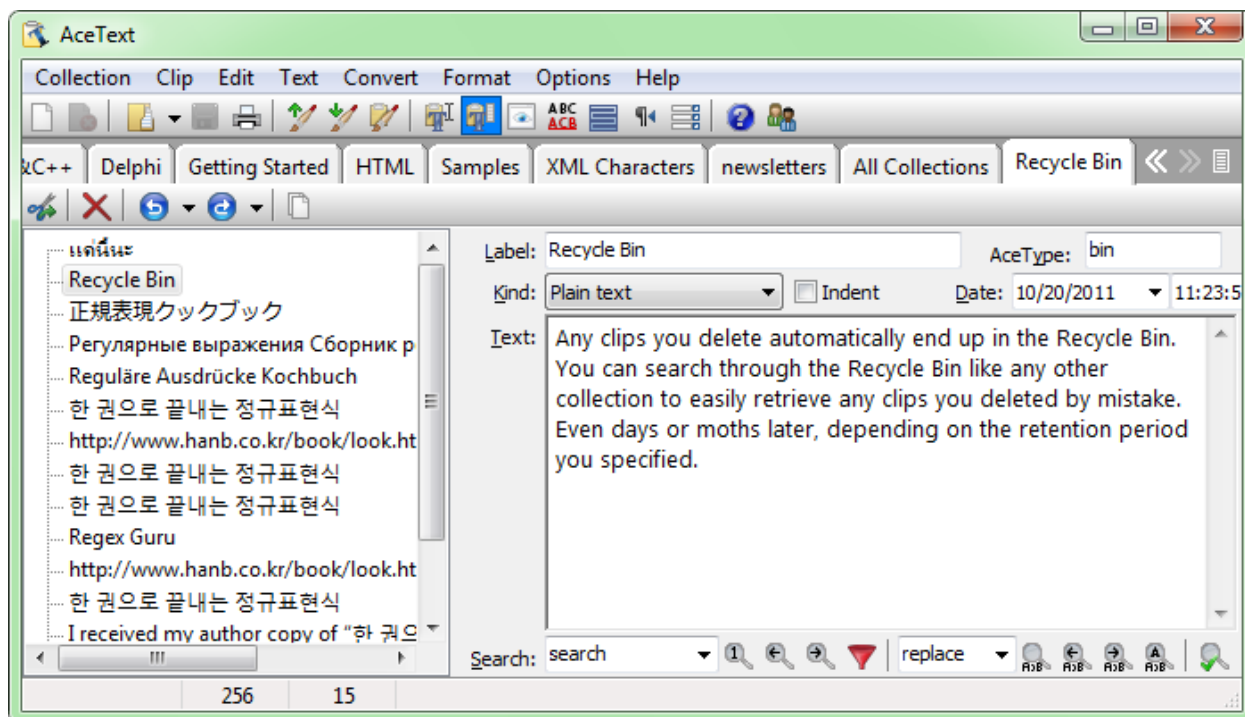
- Cut Text
- Copy Text
- Paste Text into Clip
- Insert Text File into Clip
- Save Text
- Print Text

 Case Conversion

 Reformat Text

- Reflow Paragraphs
- Limit Line Length
- Remove Quote Characters
- Trim Whitespace
- Trim Whitespace from Paragraphs
- Delete Duplicate Lines
- Delete Blank Lines
- Consolidate Blank Lines

Recycle Bin Tab

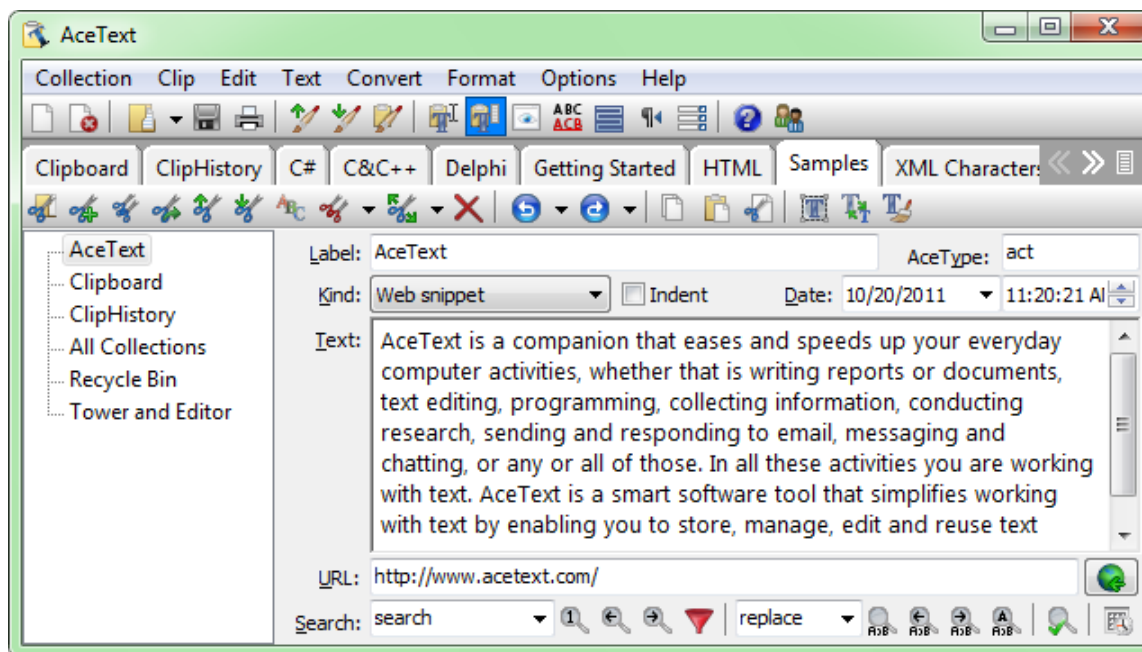


When you delete a clip, it is not really deleted but merely moved into the recycle bin. You can restore the clip from the recycle bin, until it is purged from the recycle bin. You can configure AceText to purge old clips from the recycle bin in the Files Preferences.

To restore a clip from the recycle bin, use the Move Clips button to move it back into a collection. You can restore the clip into any collection, not just the one you deleted it from.

If you click the Delete Clips button in the recycle bin, the selected clips will be permanently deleted.

Collection Tabs



When you open an AceText Collection, or create a new one, a new tab appears for that collection.

At the left side, tree view shows the list of folders and clips in the collection. You can use drag and drop to arrange items in the collection, or use the Move Up and Move Down buttons or their keyboard shortcuts. To add new items, use the New Folder, New Clip, Paste as New Clip or Create Clip from Text File buttons. You can also drag and drop to transfer text from another application into AceText. Use the AceText Tower if you want to see more clips than the tree view can show in its limited space.

Press the Control+Arrow Up or Control+Arrow Down keys on the keyboard to quickly walk through the list of clips. These hotkeys work even when the tree view does not have keyboard focus.

You can select several items in the tree, with the restriction that all selected items need to be inside the same folder. To select a range of items, click on the first item you want to select, then press and hold the Shift key on the keyboard, and click on the last item in the range. To add a single item to the selection, or to deselect it, press the Control key on the keyboard, and click on the item. If you selected all the items in a collection, the only way to deselect them is to press the Control key while clicking on an item. Then you can click again on that item without pressing the Control key, to select that item and deselect all others.

When you select multiple items, the last one you clicked on is the active item. This is the item that you can edit. When a folder is active, the right hand side of the tab page shows an edit box for the folder's label. When a clip is active, the right hand side allows you to edit the clip.

In the Label box, enter the label that should identify the clip in the list of clips. If you do not enter a label, the first few dozen characters of the clip's text are used instead. In the AceType box, enter the AceType abbreviation for the clip. Assign a memorable abbreviation to be able to quickly paste the clip using AceType. Abbreviations are case insensitive.

AceText supports several different kinds of clips. Most of the time, you will work with plain text clips. The other kinds are useful in conjunction with AceText-aware applications.

- Plain text: An ordinary piece of text, compatible with all software applications.
- Rectangular text block: A rectangular block of text, or a column selection. Only AceText-aware applications recognize the rectangular format. All other applications will treat the clip as several lines of plain text.
- Binary data: Text containing non-printable characters, displayed in hexadecimal format in AceText. If the clip contains NULL characters, only AceText-aware applications will properly handle the clip. Otherwise, all applications will handle it.
- Before and after text: Two pieces of plain text, where the “before” part is intended to be inserted in front of another block of text, and the “after” part behind it.
- Web snippet: Like a “plain text” clip, but with an associated URL. Text copied from a web browser is automatically captured as a web snippet pointing back to the web page the text was copied from.











If you change a clip’s kind into “before and after text”, the clip’s text will be split at the position of the text cursor in the edit box.

Mark the option “indent” if the clip consists of multiple lines, and you want the second and following lines to be lined up with the first line, when the clip is pasted into an AceText-Aware application. When pasting into an application that is not AceText-aware, the “indent” option has no effect. The “indent” option for a clip also turns on automatic indent for the editors to edit the clip’s contents.

The search box and buttons at the bottom of the tab page enable you to search through and filter the collection. Type in a word or phrase, or select one from the drop-down list. Then click the Search Backward or Search Forward button to search for a clip containing the word. You can also press F3 and Shift+F3 on the keyboard to search. The label, abbreviation and text of each clip are all searched through. If no clip can be found, nothing will happen when you click one of the search buttons.


When you click the Filter button or press Ctrl+F3, the list will only show those clips that contain the word or phrase you entered in the search box. If you change the text in the search box, the list of clips is automatically updated to show only those clips containing the new search text. Click the Filter button again to turn off the filter and make the list show all clips again.


The toolbar on an AceText collection tab page shows the following buttons:


-  New Folder
-  New Clip
-  Duplicate Clips
-  Move Clips
-  Move Up
-  Move Down
-  Sort Alphabetically
-  Merge Clips
-  Split Clips
-  Delete Clips

 Undo

 Redo

 Copy to Clipboard

 Paste as New Clip

 Create Clip from Text File

 Insert and Extract Text

- Duplicate Text into New Clip
- Move Text into New Clip
- Cut Text
- Copy Text
- Paste Text into Clip
- Insert Text File into Clip
- Save Text
- Print Text






 Case Conversion



 Reformat Text








- Reflow Paragraphs
- Limit Line Length
- Remove Quote Characters
- Trim Whitespace
- Trim Whitespace from Paragraphs
- Delete Duplicate Lines
- Delete Blank Lines
- Consolidate Blank Lines


2. Main Toolbar Reference

You can find AceText’s main toolbar at the top of the AceText window. The AceText Tower has a shorter version of this toolbar, with fewer commands. If you have a high resolution monitor and the toolbar buttons are too small, turn on the “large toolbar icons” option in the Appearance Preferences. From left to right, the main toolbar offers the following commands:

-  New Collection
-  Close Collection
-  Open Collection
-  Save Collection
-  Print Collection

-  SequencePaste Up And Down
-  AcePaste Now

-  AceText Editor
-  AceText Tower
-  Always Visible
-  Live Spell Check
-  Word Wrap
-  Right-to-Left
-  Preferences

-  User Forum

New Collection

Click the New AceText Collection button on the main toolbar, press Ctrl+N on the keyboard, or select Collection|New Collection in the menu to start with a fresh, untitled AceText Collection.

See Capture, Enter and Store Text to learn how to add clips to a collection.

Close Collection

Click the Close AceText Collection button on the main toolbar, press Ctrl+W on the keyboard, or select Collection|Close Collection in the menu to close the active collection. If the collection was previously saved and has unsaved changes, AceText will silently and automatically save those changes. You can turn off the automatic save in the Files Preferences. In that case, AceText will ask if you want the changes to be saved or not.

If the collection is untitled, AceText will ask you if you want to save it. If you do, AceText will ask you for the location and file name.

Open Collection

Click the Open AceText Collection button on the main toolbar, press Ctrl+O on the keyboard, or select Collection|Open Collection in the main menu to open a previously saved AceText collection.

To quickly open a collection you recently worked with, click the downward pointing arrow next to the Open button on the main toolbar. A menu will pop up listing the last 16 collections that you worked with. Click the Maintain List item in the menu to access a list of the last 100 collections. You can rearrange the list and remove collections from the list as well. Select Remove Obsolete to remove collections that no longer exist from the list of recently used collections. Select Remove All to clear the menu.

Save Collection

By default, AceText automatically saves your AceText collections. It saves them not only when you close AceText, but every five minutes. This way, you never lose any data, and you never have to worry about clicking the Save button every so often.

When you click the Save Collection button on the main toolbar, press Ctrl+S on the keyboard, or select Collection|Save Collection in the menu, AceText will ask you for a new file name for the collection. You can either choose the same name, overwriting the existing collection, or a new name. If you pick a new name, the automatic save will work with the new file from then on. The original file is no longer used by AceText, until you decide to open the original again.

Basically, the “Save AceText Collection” button works like the "File, Save As" menu item in many applications that do not automatically save your data.

If you do not like the automatic save, you can turn it off in the Files Preferences.

Print Collection

Click the Print Collection button on the main toolbar, press Ctrl+P on the keyboard, or select Collection|Print in the menu to print the entire collection. A preview of the printout will appear first. Click the Setup button to change the settings of your printer, or to select another printer. Click the Print button to start printing.

To print only the selected clips, tick the “selection only” box in the print preview. If you want to print only one clip, you can use the Print Text item in the Text menu. This item makes additional headers available via the Headers button in the print preview.

SequencePaste Up And Down

Click the SequencePaste Up or Down button on the main toolbar, or press Shift+F5 (up) or F5 (down) on the keyboard, to activate SequencePaste mode. The mode is indicated by the SequencePaste button on the toolbar, which remains depressed. The AceText icon next to the system clock also indicates SequencePaste mode.

In SequencePaste mode, AcePaste works differently. Rather than popping up AceText for you to select the clip, AcePaste will automatically send the active clip to the application you are working with. The active clip is the one being displayed in AceText's window (regardless whether the window is actually visible). After the clip is sent to the application, either the clip above it in the collection, or the one below it is made active, depending on the direction of SequencePaste.

If you press the AcePaste hotkey while SequencePaste is not active, you can activate SequencePaste while AceText is waiting for you to select the clip to be pasted. Doing so will immediately paste the selected clip, and activate the next clip in the sequence.

If only a single clip is selected in the list, SequencePaste will cycle through all the clips in the collection. When the end is reached, AceText activates the first clip again. If two or more clips are selected, SequencePaste will cycle through the selected clips only.

While SequencePaste is active, you can make a different selection to change which clips SequencePaste cycles through, without having to deactivate and reactivate SequencePaste.

To deactivate SequencePaste, click the SequencePaste Up or Down button again. If you click the button that is not the one you activated SequencePaste with, the direction of SequencePaste is changed.

SequencePaste makes it easy to paste many pieces of text in quick succession. E.g. when filling out an order form, you usually have to enter your name, address, etc. in the same order. If you prepare an AceText collection with those items, you can select them and activate SequencePaste to quickly paste each item in the corresponding field on the order form.

On the ClipHistory tab, SequencePaste has an extra feature: if you copy one or more items to the clipboard while SequencePaste is active, AceText will select those items as the new sequence to be pasted. This way you can copy and paste series of items between two applications, without switching to AceText. With SequencePaste active, switch to the first application, copy a bunch of items, switch to the second application, and paste those items. Switch back to the first application to copy some more items. If you then start pasting again in the second application, only the second batch of items will be pasted. If you used SequencePaste Up, the items will be pasted in the order that you copied them. If you used SequencePaste Down, the items will be pasted in reverse order.

AcePaste Now

After activating AcePaste, AceType or AceEdit, you can click the AcePaste Now button on the main toolbar to send the selected clip to the application you were working with when you activated AcePaste, AceType or AceEdit. You can achieve the same by double-clicking the clip, pressing Ctrl+Enter on the keyboard, or invoking the AcePaste/AceType/AceEdit keyboard shortcut again.

AceText Editor

If you clicked the AceText Tower button in the main toolbar to show the AceText Tower, you can hide the AceText Editor by clicking the AceText Editor button in the main toolbar. Click the AceText Editor button again to show the AceText Editor window again. Another way to toggle the visibility of the AceText Editor is

to press the F8 key on the keyboard. If the editor is already visible, press the F9 key to move the keyboard focus to the editor.

The AceText Editor is AceText's main window. When you start AceText the very first time, only the AceText Editor will appear.

The AceText Editor shows the main toolbar, a row of tabs, the active tab page, and a status bar. When the AceText Tower is hidden, as it is by default, all tab pages except the Clipboard tab page, show a list of clips at the left hand side, and the contents of the clip at the right hand side. When the AceText Tower is visible, the AceText Editor only shows the contents of the clip.

AceText Tower



Click the AceText Tower button in the main toolbar to show the AceText Tower. Click that button again to hide the AceText Tower. Clicking the X button in the AceText Tower's caption bar will close both the AceText Tower and the AceText Editor.

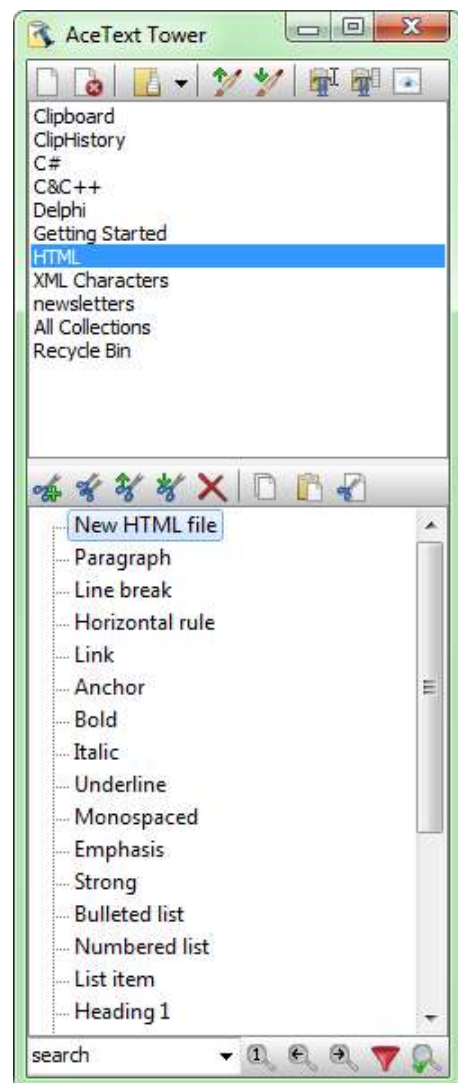
You can also toggle the tower's visibility by pressing Ctrl+F8 on the keyboard. If the tower is already visible, press Ctrl+F9 to move keyboard focus to the tower.

When the AceText Tower is visible, the list of clips that is normally shown at the left hand side of the AceText Editor is then shown by the AceText Tower instead. The advantage is that you can make the AceText Tower very tall, so you can see a large number of clips in the list, without having to make the AceText Editor large as well. This way you could dock the AceText Tower to the left hand side of your computer's monitor, and the AceText Editor to the bottom. This maximizes the amount of information AceText shows you, without covering the entire screen.




When reusing clips without editing them, show the AceText Tower and then hide the AceText Editor by clicking the AceText Editor button in the main toolbar. You can then position the AceText Tower and the application you are working with side by side. This way, you can see the maximum number of clips while AceText still takes up relatively little screen space.

At the top, the AceText Tower shows an abbreviated main toolbar. Below it, a list shows the names of the available collections. Click on a name in the list to switch to that collection. If the list is too short, move the splitter just below the list (above the second toolbar) to make it taller. The second toolbar is a shorter version of the collection toolbar, with the following commands:

-  Duplicate Clips
-  Move Clips



-  Move Up
-  Move Down
-  Delete Clips

-  Copy to Clipboard
-  Paste as New Clip
-  Create Clip from Text File

Use the drop-down list and buttons at the bottom to search through and filter the collection, just like you can do with the Search box and buttons on the Collection Tabs.

Focus Editor

Press F9 on the keyboard to instantly switch keyboard focus to the AceText Editor. If the AceText editor is not visible, pressing F9 will make it visible. Press F8 if you want to hide the editor.

If a clip is selected when you focus the editor, the edit box to edit the clip's contents will receive keyboard focus. When a folder is selected, the edit field for the folder's label will receive keyboard focus. After pressing F9, you can instantly edit the text of the clip or the label of the folder.

Focus Clip Tree

Press Ctrl+F9 on the keyboard to switch keyboard focus to the tree or list with the clips in the active collection. You can then navigate through the list with the keyboard. Press the arrow keys to move around the tree. Press the + (plus) and - (minus) keys to expand or collapse folders. Press Home or End to go to the first or last item in the collection. Keep the Shift key depressed while pressing the arrow keys to select multiple clips.

Pressing Ctrl+F9 does not change the visibility of the AceText Tower at any time. If the AceText Tower is hidden, the tree will be visible inside the AceText Editor. Ctrl+F9 focuses the tree wherever it is visible. Press Ctrl+F8 to show the AceText Tower.

Note that you can walk through the list of clips even when the tree does not have keyboard focus. Simply press Ctrl+Shift+Arrow Up or Ctrl+Shift+Arrow Down. One key difference is that the Ctrl key method will always walk through clips inside folders. Using the arrow keys without Ctrl when the tree has input focus, on the other hand, only selects clips inside folders when those folders have been expanded.

Always Visible

Click the Always Visible button on the main toolbar, or turn on Options | Always Visible in the menu, to keep AceText permanently visible, on top of all other applications. This is handy if you want to transfer several pieces of text between AceText and another application, when the other application fills the entire screen. That way, AceText will remain visible even when you switch to the other application, so you can quickly switch back and forth. Click the Always Visible button again to turn off the feature.

Live Spell Check

Click the Live Spell Check button on the main toolbar, press F12 on the keyboard, or turn on Options | Live Spell Check in the menu to make AceText mark misspelled words while you type. Click the button or press F12 again to stop marking misspelled words.

You need to have downloaded at least one spell check dictionary for the live spell check to work. If you have not done so yet, clicking the Live Spell Check button will offer to download one or more dictionaries. You can download dictionaries at any time through the Appearance Preferences.

When you double-click a word that is marked as misspelled, you will get a list of correctly spelled words that are similar to the word you typed. Double-click on the correct alternative in the list to replace the misspelled word. If the word you typed is correctly spelled, click the Learn button to permanently add it to the list of correctly spelled words. Or, click the Always Ignore button to accept the word as correctly spelled until you close AceText.

Word Wrap

Click the Word Wrap button on the main toolbar, press F11 on the keyboard, or select Word Wrap in the Options Menu to toggle word wrapping on or off. When you turn it on, paragraphs that do not fit on a single line will span across multiple lines.







Word wrapping only affects how AceText displays the text of a clip. No line breaks are inserted into the text. If you resize AceText, all paragraphs are re-wrapped to fit the new width. When you paste the clip into another application, it is up to that application to apply its own word wrapping, or not. If you want to permanently limit the length of the lines in a clip, click on the Reformat Text button on the collection toolbar, and select the Limit Line Length item.

Turn on word wrapping when working with text documents. It makes paragraphs easy to read. Turn off word wrapping when working with source code or other line-based data.




3. Collection Toolbar Reference

You can find the collection toolbar below the row of tabs. If you have a high resolution monitor and the toolbar buttons are too small, turn on the “large toolbar icons” option in the Appearance Preferences. The buttons available on the collection toolbar depend on the active tab. Buttons that do not apply to the active tab are invisible. The order of the buttons is always the same. From left to right, the collection toolbar offers the following commands:

 Go To Collection
 Auto Append

 New Folder
 New Clip
 Duplicate Clips
 Move Clips
 Move Up
 Move Down
 Sort Alphabetically
 Merge Clips
 Split Clips
 Delete Clips

 Undo
 Redo

 Copy Clip to Clipboard
 Paste as New Clip
 Create Clip from Text File

 Insert and Extract Text

- Duplicate Text into New Clip
- Move Text into New Clip
- Cut Text
- Copy Text
- Paste Text into Clip
- Insert Text File into Clip
- Save Text
- Print Text

 Case Conversion

 Reformat Text

- Reflow Paragraphs

- Limit Line Length
- Remove Quote Characters
- Trim Whitespace
- Trim Whitespace from Paragraphs
- Delete Duplicate Lines
- Delete Blank Lines
- Consolidate Blank Lines

Go To Collection

The Go To Collection button is only available on the collection toolbar when the All Collections tab is active.

When you click this button or select Go To Collection in the Clip menu, AceText will activate the collection that contains the active clip. Since the All Collections tab is the only tab showing clips from other collections, the command is only available on this tab.

Auto Append

The Auto Append button is only available on the collection toolbar when the ClipHistory tab is active.

By default, whenever you copy some text to the clipboard, AceText will grab that text and put it into a new clip. The clip is added to the top of the ClipHistory. Turn on Auto Append to have the text added to the end of topmost clip in the ClipHistory. This way you can easily create a single clip from many bits of text copied from another application.

When you click the Auto Append button, you will be asked which characters, if any, you want to use to delimit each bit of copied text in the clip. You can select one of the common delimiters, or type in whatever text you want to use as a delimiter. If you do not use a delimiter, the copied pieces of text are appended to the clip one right after the other, without any space between them.

Click the downward pointing arrow next to the Auto Append button to quickly turn on Auto Append using one of the common delimiters.

When Auto Append is enabled, clicking the Auto Append button will disable it. To change the delimiter while Auto Append is on, either turn off Auto Append and turn it on again, or click the downward pointing arrow to access the Auto Append drop-down menu.

See Capture, Enter and Store Text to learn how to use AceText.

New Folder

The New Folder button is only available on the collection toolbar when an AceText Collection tab is active.

Click the New Folder button, or press Shift+F4 on the keyboard to add a new folder to the collection. This will move keyboard focus to the edit box for the label, so you can type in the folder's label immediately.

If more than one clip and/or folder is selected when you add the new folder, those clips and/or folders will be put inside the new folder. The new folder will be put inside the folder that previously held the selected items.

If you add the new folder while a single clip or folder is selected, the new folder is added inside the folder that contains the selected item. This means that if you want to put a folder inside another folder, you need to select a clip inside that folder first. Otherwise, you need to use Move Up or Move Down after creating the folder.

See Capture, Enter and Store Text to learn how to use AceText.

New Clip

The New Clip button is only available on the collection toolbar when the ClipHistory tab or an AceText Collection tab is active.

Click the New Clip button or press F4 on the keyboard to create a new, blank clip. This will move keyboard focus to the edit box for the label, so you can start typing text into the new clip immediately.

See Capture, Enter and Store Text to learn how to use AceText.

Duplicate Clips

The Duplicate Clips button is only available on the collection toolbar when the ClipHistory tab, the All Collections tab, or an AceText Collection tab is active.

When you click the Duplicate Clips button, a popup menu will appear below it. When you press Ctrl+D on the keyboard, the same menu appears to the right of the list of clips. The menu lists all AceText collections that you have opened. Select one of them from the menu to duplicate all selected clips and folders into that collection.

If the selected clips and folders are inside one or more folders, the same folder structure will be created in the collection you are duplicating the items into. If the folder structure already exists in the target collection, the items will be placed into the existing folders.

See Manage and Arrange Text to learn how to use AceText.

Move Clips

The Move Clips button is available on the collection toolbar, except when the Clipboard tab is active.

When you click the Move Clips button, a popup menu will appear below it. When you press Ctrl+M on the keyboard, the same menu appears to the right of the list of clips. The menu lists all AceText collections that you have opened, except the active collection. Select one of them from the menu to move all selected clips and folders into that collection.

If the selected clips and folders are inside one or more folders, the same folder structure will be created in the collection you are moving the items into. If the folder structure already exists in the target collection, the items will be placed into the existing folders.

See *Manage and Arrange Text* to learn how to use AceText.

Move Up

The Move Up button is only available on the collection toolbar when the ClipHistory tab or an AceText Collection tab is active.

Click the Move Up button or press Shift+Ctrl+Arrow Up on the keyboard to move the selected clips and/or folders one position upward in the list. If the selected clips are at the top of the folder that contains them, they will be moved into the folder above it.

See *Manage and Arrange Text* to learn how to use AceText.

Move Down

The Move Down button is only available on the collection toolbar when the ClipHistory tab or an AceText Collection tab is active.

Click the Move Down button or press Shift+Ctrl+Arrow Down on the keyboard to move the selected clips and/or folders one position downward in the list. If the selected clips are at the bottom of the folder that contains them, they will be moved into the folder below it.

See *Manage and Arrange Text* to learn how to use AceText.

Merge Clips

The Merge Clips button is only available on the collection toolbar when the ClipHistory tab, the All Collections tab, or an AceText Collection tab is active.

Click the Merge Clips button on the collection toolbar or press Ctrl+G on the keyboard to merge or group all selected clips into a single clip. The selected clips will be deleted and replaced with the merged clip.

When you click the Merge Clips button or press Ctrl+G, you will be asked which characters, if any, you want to use to delimit the pieces of text from the original clips in the merged clip. You can select one of the common delimiters, or type in whatever text you want to use as a delimiter. If you do not use a delimiter, the pieces of text are put into the merged clip one right after the other, without any space between them.

Click the downward pointing arrow next to the Merge Clips button to quickly merge clips using one of the common delimiters.

See *Manage and Arrange Text* to learn how to use AceText.

Split Clips

The Split Clips button is only available on the collection toolbar when the ClipHistory tab, the All Collections tab, or an AceText Collection tab is active.

Click the Split Clips button on the collection toolbar to split one or more clips into multiple clips. The selected clips will be deleted and replaced with the clips they were split into.

When you click the Split Clips button, you will be asked which characters AceText should interpret as delimiters in the original clips. A delimiter can be a single character or a string of characters. Those delimiters will be deleted, and the bits of text between them will be stored in new clips. E.g. to split a clip holding a comma-delimited list of items, select the comma as the delimiter. AceText will then create a new clip for each item in the comma-delimited list.

To split more complicated clips, you can use a regular expression. AceText can apply the regular expression in two ways. If you select the “split” option, AceText will delete each regular expression match. The bits of text between two matches (as well as the bits before the first and after the last match) will be stored in new clips. E.g. splitting along the regular expression [; ,] will treat both semicolons and commas as delimiters.

If you select the regular expression “match” option, AceText will find all regex matches in the clip, and store each match into a new clip. Parts of the original clip not matched by the regular expression will be discarded. E.g. splitting a clip matching the regular expression \w+ will extract all the words from the clip, putting each word into a new clip. Punctuation and whitespace will be discarded.

Click the downward pointing arrow next to the Split Clips button to quickly split clips using one of the common delimiters.

See Manage and Arrange Text to learn how to use AceText.

Delete Clips

The Move Clips button is available on the collection toolbar, except when the Clipboard tab is active.

Click the Delete Clips button to delete the selected clips and/or folders. On the Recycle Bin tab, this will permanently delete the items. On all other tabs, the deleted items are moved into the recycle bin.

See Manage and Arrange Text to learn how to use AceText.

Undo

The Undo button is available on the collection toolbar for all tabs. Click the button or press Ctrl+Z on the keyboard to undo the last change. Click the downward pointing arrow next to the Undo button to see the last 16 changes. If you click on an item in the list, that change and all changes above it (i.e. made after it) will be undone.

While the undo button only shows 16 changes at a time, AceText remembers all changes you've made since opening the clip collection. You can undo them all by issuing the undo command repeatedly. Use the Redo button if you change your mind about undoing something.

To keep the length of the undo history manageable, AceText consolidates editing actions affecting the same clip when you activate another clip. E.g. if you type three words at different spots into the text of a clip, those three actions will appear as separate actions into undo history, and you'll be able to undo them one by one. Once you switch to another clip, AceText will consolidate the three typing actions into a single "edit clip" action that will undo all three typing actions at once.

AceText keeps separate undo information for each tab. Clicking the Undo button will only undo changes made to the active tab. They will be undone independently of other tabs. Actions that affect multiple collections, like moving clips or search-and-replace across collections, have to be undone in both collections if you want to completely undo them. The advantage is that if you make changes in collection A, then make changes in collection B, you can undo some of the changes you made to A without having to undo anything in B.

Redo

The Redo button is available on the collection toolbar for all tabs. Click the button or press Ctrl+R on the keyboard to redo the last undone change.

The redo history is separate for each tab, just like the undo history. You can only redo changes immediately after undoing them. If you undo multiple successive changes, you can redo all of them. But as soon as you make another change that's undoable, the redo history will be cleared. The only exception are trivial changes like moving the text cursor or selecting another clip. Those won't clear the redo history. If you redo an undone change after making a trivial change, the trivial change is undone before the action you wanted to redo is redone.

Copy Clip to Clipboard

The Copy Clip to Clipboard button is available on the collection toolbar, except when the Clipboard tab is active.

Click the Copy Clip to Clipboard button or press Shift+Ctrl+C on the keyboard to place the selected clip onto the Windows clipboard. You can then paste the clip into another application to use the clip's text in that application. Or, you can paste the clip back into AceText to duplicate it.

If several clips and/or folders are selected, all of them will be copied onto the Windows clipboard. However, when pasting into another application, only the active clip will be pasted. The active clip is the one of which the text is visible in the AceText Editor. If a folder is active, nothing can be pasted into another application. When pasting into AceText, all the copied clips and folders will be pasted.

Note that the shortcut for copying the entire clip is Shift+Ctrl+C. The regular copy shortcut Ctrl+C copies the selected part of the control that has keyboard focus. E.g. if you are editing the clip's label, Ctrl+C will copy the selected part of the label.

Instead of using copy and paste to duplicate clips in AceText, you can use the Duplicate Clips button to duplicate the clips in one action, without using the Windows clipboard.

See Manage and Arrange Text and Look up and Reuse Text to learn how to use AceText.

Paste as New Clip

The Paste as New Clip button is only available on the collection toolbar when the ClipHistory tab or an AceText Collection tab is active.

Click the Paste as New Clip button or press Shift+Ctrl+V to create a new clip from the text on the Windows clipboard, regardless of which application copied the text to the clipboard. If you used Copy to Clipboard in AceText to place several clips and/or folders on the clipboard, all of them will be pasted.

Note that the keyboard shortcut Shift+Ctrl+V pastes the text as a new clip, while the regular paste shortcut Ctrl+V will paste the text into the control that has keyboard focus. E.g. if you are editing a clip's label, Ctrl+V will paste the text on the clipboard into the label.

See Capture, Enter and Store Text and Manage and Arrange Text to learn how to use AceText.

Create Clip from Text File

The Create Clip from Text File button is only available on the collection toolbar when the ClipHistory tab or an AceText Collection tab is active.

Click the Create Clip from Text File button or press Shift+Ctrl+O on the keyboard to select one or more text files. Each file you select will be added as a new clip to the active collection. The names of the files are used as labels for the clips.

The contents of the file are stored into the AceText collection, and no reference is kept to the file. Editing or overwriting the file does not automatically update the clip in AceText. Likewise, editing a clip created from a file in AceText does not update that file.

AceText can only read plain text files, such as text documents (.txt), HTML files (.html), XML data (.xml), software source code, etc. AceText cannot decode proprietary file formats, such as Microsoft Word documents (.doc), Excel spreadsheets (*.xls) or Acrobat PDF files (*.pdf). To transfer text from such files into AceText, open the file in its corresponding application, and then use copy and paste or drag and drop between that application and AceText. The software will then decode its own proprietary file format, and offer the contents as plain text to AceText.

See Capture, Enter and Store Text to learn how to use AceText.

Duplicate Text into New Clip

The Duplicate Text into New Clip item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select this item, or press Shift+Ctrl+D on the keyboard, to create a new clip, using the selected part of the text of the active clip as the text for the new clip. The new clip becomes the active clip.

See Editing Clips and Text to learn how to use AceText.

Move Text into New Clip

The Move Text into New Clip item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select this item, or press Shift+Ctrl+M on the keyboard, to create a new clip, using the selected part of the text of the active clip as the text for the new clip. That selected part is then deleted from the original clip. The new clip becomes the active clip.

See Editing Clips and Text to learn how to use AceText.

Cut Text

The Cut Text item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Cut Text item to place the selected part of the text of the active clip onto the Windows clipboard. That selected part is then deleted from the clip. You can also cut text by pressing Ctrl+X on the keyboard while editing the clip's text.

See Editing Clips and Text to learn how to use AceText.

Copy Text

The Copy Text item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Copy Text item to place the selected part of the text of the active clip onto the Windows clipboard. You can also copy text by pressing Ctrl+C on the keyboard while editing the clip's text. If you want to copy the entire clip, use the Copy to Clipboard button instead.

See Editing Clips and Text to learn how to use AceText.

Paste Text into Clip

The Paste Text into Clip item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Paste Text into Clip item insert the text on the clipboard into the text of the active clip. You can also paste text into a clip by pressing Ctrl+V on the keyboard while editing the clip's text. If you want to create a new clip, use the Paste as New Clip button instead.

See Editing Clips and Text to learn how to use AceText.

Insert Text File into Clip

The Insert Text File into Clip item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Insert Text File into Clip item to read the contents of a file, and insert those into the text of the active clip. If you want to create a new clip from a file, use the Create Clip from Text File button instead.

AceText can only read plain text files, such as text documents (.txt), HTML files (.html), XML data (.xml), software source code, etc. AceText cannot decode proprietary file formats, such as Microsoft Word documents (.doc), Excel spreadsheets (*.xls) or Acrobat PDF files (*.pdf). To transfer text from such files into AceText, open the file in its corresponding application, and then use copy and paste or drag and drop between that application and AceText. The software will then decode its own proprietary file format, and offer the contents as plain text to AceText.

See Editing Clips and Text to learn how to use AceText.

Save Text

The Save Text item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Save Text item to store the selected part of the text of the active clip into a text file.

See Editing Clips and Text to learn how to use AceText.

Print Text

The Print Text item is available via the Insert and Extract Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Print Text item to print the text of the active clip. The difference between using the Print Text item and the Print Collection button on the main toolbar is that the Print Text item only prints the text. It doesn't print the clip's label and other information. Instead, the Print Text item makes additional headers available when you click the Headers button in the print preview. These include the clip's label, date, URL and containing folder.

AceText automatically remembers the print options between printouts. The headers and footers you select are remembered separately for the Print Text and Print Collection commands.

Case Conversion

The Case Conversion button is available on the collection toolbar, except when the Recycle Bin tab is active.

When you click the button, a menu will appear where you can select the type of conversion you want to perform. You can also access the Convert menu directly in the main menu.

- Upper case: Change all characters into upper case characters
- Lower case: Change all characters into lower case characters
- Initial caps: Change the first character of each word into an upper case character, and all other characters into lower case characters.
- Invert case: Change all upper case characters into lower case characters, and vice versa. Useful if you have been typing with caps lock on.

If you selected a part of the active clip's text, the conversion is applied to the selected part only. Otherwise, the conversion is applied to the entire text of the clip. If the clip has before and after text, the conversion is applied only to the edit box that has keyboard focus (i.e. the one in which you typed last).

See Editing Clips and Text to learn how to use AceText.

Reflow Paragraphs

The Reflow Paragraphs item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active.

Reflow paragraphs deletes all single line breaks, and replaces them with a space. If two or more line breaks appear right after each other, those line breaks will remain.

In software that does not support automatic word wrapping, lines are terminated with a single line break, and paragraphs are terminated with two line breaks. Most email and newsgroup software also sends text this way, for compatibility with old email and newsgroup software. The problem is that if you want to edit the text afterward, the line breaks are not automatically adjusted, which ruins the layout of the text. AceText's Reflow Paragraphs command intelligently removes those superfluous line breaks, so the text will properly reflow and rewrap when you edit it in AceText or another application.

Almost all Windows applications support automatic word wrapping, and interpret single line breaks as the end of a paragraph. So does AceText. If you copied text with fixed line lengths, such as an email message, into AceText, use the Reflow Paragraphs command to be able to edit the text the way you would expect. If later you need to send the text back to an application that expects fixed line lengths, use the Limit Line Length command from the Reformat Text button's menu.

See Editing Clips and Text to learn how to use AceText.

Limit Line Length

The Limit Line Length item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active.

Almost all Windows applications support automatic word wrapping, so there is no need to insert a line break at the end of each line. The key advantage is that the text will automatically rewrap when you edit it. However, some older applications do not support automatic wrapping, or do not support text containing very long lines or paragraphs. Use the Limit Line Length command to make AceText insert line breaks as needed, to accommodate such applications.

AceText will ask you for the maximum number of characters that any line may contain. Longer lines will be broken up by line breaks. AceText will make sure that words are not split up, so some lines may end up shorter than the length you specified.

If you select the option “justify between both margins”, AceText will insert spaces into lines that are shorter than the number of characters you specified. The spaces will be inserted next to spaces that were already present in the original text. The inserted spaces will be spread out evenly across the length of the line. When the result is viewed with a fixed-pitch font such as Courier, the text will appear to be aligned to both the left and right margin. No spaces will be inserted into very short lines, since that would make them difficult to read. Such lines will remain short.

The Reflow Paragraphs item does the opposite, enabling you to comfortably edit text that was wrapped using line breaks, rather than automatic wrapping.

See Editing Clips and Text to learn how to use AceText.

Remove Quote Characters

The Remove Quote Characters item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active.

In email messages and newsgroup postings, it is common to quote previous messages by prefixing each line of the previous message with a special character, typically >. If you captured some text from a quoted message into AceText, you can instantly remove the > and similar characters and spaces from the start of each line with the Remove Quote Characters command. After that, use the Reflow Paragraphs command so the text will automatically rewrap when you edit it.

See Editing Clips and Text to learn how to use AceText.

Trim Whitespace

The Trim Whitespace item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Trim Whitespace command or press Ctrl+T on the keyboard to remove any whitespace from the start and the end of the active clip’s text. Spaces, tabs and line breaks are all considered whitespace.

When selecting text in a document or a web page, it takes quite a bit of effort to make sure no superfluous whitespace characters end up in the selection. When using AceText, you don’t have to worry about this. Just capture the text into AceText, and press Ctrl+T to get rid of the additional whitespace, if any.

To remove extraneous whitespace at the start and the end of each line, use Trim Whitespace from Paragraphs instead of or in addition to Trim Whitespace.

See Editing Clips and Text to learn how to use AceText.

Trim Whitespace from Paragraphs

The Trim Whitespace from Paragraphs item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active.

Select the Trim Whitespace from Paragraphs command or press Shift+Ctrl+T on the keyboard to remove any whitespace from the start and the end of each paragraph in the active clip's text. Spaces and tabs are considered whitespace.

If you captured some text that is indented, use Trim Whitespace from Paragraphs to remove all the indentation. If you want to unindent the text only one or a few steps, preserving remaining indentation, select the text and then press Shift+Tab on the keyboard.

To remove empty paragraphs from the start and the end of the clip, use Trim Whitespace in addition to or instead of Trim Whitespace from Paragraphs.

See Editing Clips and Text to learn how to use AceText.

Delete Duplicate Lines

The Delete Duplicate Lines item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active. Use it to delete duplicate lines from the active clip. You can make a number of choices as to what AceText will consider a duplicate line.

Scope

If you've selected part of the file before using the Delete Duplicate Lines command, you can limit the command to delete only lines that are selected. If the first and/or last line in the selection are only partially selected, the selection will be expanded to include them entirely. If the selection is rectangular, lines covered by the selection will be deleted entirely.

Proximity of Duplicate Lines

Select "anywhere in the scope" to delete all lines that are duplicated anywhere. The first copy of the line will remain, while all the others will be deleted. If you've set the scope to "selected lines", the lines must be duplicated inside the selection. Lines that are not duplicated inside the selection will not be deleted, even if they have lines outside the selection.

Select "adjacent lines only" if you only want to delete a line's duplicates if they're immediately below the line they duplicate, without any other lines between them. If the file's lines are sorted alphabetically, then the end

result of “anywhere in the scope” and “adjacent lines only” will be the same. In a sorted file, all duplicates are sorted together. However, selecting “adjacent lines only” will delete the duplicate lines significantly faster, certainly when the number of lines in the file is large. If you select “anywhere in the scope”, AceText has to compare each line with every other line in the file.

Comparison Options

By turning on one or more comparison options, you can tell AceText to consider lines as duplicates even when they aren’t identical.

The “compare selected columns only” is only available when you’ve made a selection that does not span more than one line, or when you’ve made a rectangular selection. With this option, AceText will only compare the selected columns. E.g. if the selection spans from column 10 to column 20, AceText will compare columns 10 through 20 of each line. If a line has less than 10 characters it will be considered blank. This has important consequences (see next section).

“Ignore differences in leading spaces and tabs” will treat lines that only differ in the number of spaces and tabs at the start of the line as duplicates. Similarly, “ignore trailing spaces and tabs” ignores differences in spaces and tabs at the end of each line. “Ignore all differences in spaces and tab” is more than a combination of the two previous options. AceText will then completely ignore all spaces and tabs, including spaces and tabs in the middle of lines.

“Ignore difference in case” compares lines without regard to the difference between upper case and lower case letters.

Lines to Delete

You must select one or two choices in the “lines to delete” section. Every line in the file belongs to one of the 3 categories. Selecting none of the options would have no effect, and selecting all of them would delete all the lines in the file.

Turn on “2nd and following occurrences of duplicate lines” and turn off the other two options to delete all duplicate lines, leaving only unique files in the file, regardless of whether they were previously unique. Use this to delete unnecessary duplicates from a file.

Turn on both “2nd...” and “1st occurrence of duplicate lines” to delete all duplicate lines, leaving only lines that were previously unique.

Turn on both “2nd...” and “non-duplicated lines” to leave only one copy of all lines that had duplicates. If you paste the contents of two lists that consist of unique lines (when viewed separately) into a file in AceText, then you can use this combination to get the lines that occurred in both files, but not the lines that occurred in only one of the files.

If you want to keep only lines that occur a certain number of times, use the Delete Duplicate Lines several times. E.g. if you only want lines that occur 3 times or more, use it twice with the “1st occurrence...” and “non-duplicated...” options turned on. Then use it again with the “2nd occurrence...” and “non-duplicated...” options. The first time you delete the lines that occur only once, the second time you delete lines that occur only twice, and the third time you delete the duplicates of lines that occur four times or more.

Blank Lines

Since blank lines are technically all duplicates of each other, AceText offers you an extra choice for blank lines. You can choose to either delete all blank lines, not to delete any blank lines, or to only delete duplicate blank lines. The “duplicate blank lines” option takes into account the “proximity” setting, deleting either all but the first blank lines (“anywhere in the scope”), or only replacing subsequent blank lines with a single blank line (“adjacent lines only”).

If you’ve turned on the “compare selected columns only” option, a line may be considered blank even when it isn’t. If a line is shorter than the leftmost column in the selection, it is considered to be blank, even if it does have text on it.

Lines with only spaces and tabs on them are only considered to be blank if you’ve turned one of the options to ignore differences in spaces and tabs. On a line with only spaces and tabs, all spaces and tabs are considered to be both leading and trailing at the same time.

Delete Blank Lines

The Delete Blank Lines item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active. It deletes all totally blank lines from the file. Only lines that have no characters at all are deleted. Lines that consist solely of whitespace are not deleted.

If you want to delete lines that have whitespace too, first use Trim Whitespace from Paragraphs to remove the whitespace, and then use Delete Blank Lines.

Consolidate Blank Lines

The Consolidate Blank Lines item is available via the Reformat Text button on the collection toolbar, except when the Recycle Bin tab is active. It replaces all blocks of consecutive totally blank lines with a single blank line. Only lines that have no characters at all are consolidated. Lines that consist solely of whitespace are not consolidated.

If you want to consolidate lines that have whitespace too, first use Trim Whitespace from Paragraphs to remove the whitespace, and then use Consolidate Blank Lines.

4. Share Experiences and Get Help on The User Forums

When you click the Login button you will be asked for a name and email address. The name you enter is what others will see when you post a message to the forum. It is polite to enter your real, full name. The forums are private, friendly and spam-free, so there's no need to hide behind a pseudonym. While you can use an anonymous handle, you'll find that people (other AceText users) are more willing to help you if you let them know who you are. Support staff from Just Great Software will answer technical support questions anyhow.

The email address you enter will be used to email you whenever others participate in one of your discussions. The email address is never displayed to anyone, and will never be used for anything other than the automatic notifications. AceText's forum system does not have a function to respond privately to a message. If you don't want to receive automatic email notifications, there's no need to enter an email address.

If you select "never email replies", you'll never get any email. If you select "email replies to conversations you start", you'll get an email whenever somebody replies to a conversation that you started. If you select "email replies to conversations that you participate in", you'll get an email whenever somebody replies to a conversation that you started or replied to. The From address on the email notifications will be forums@jgsoft.com. You can filter the messages based on this address in your email software.

AceText's forum system uses the standard HTTP protocol which is also used for regular web browsing. If your computer is behind an HTTP proxy, click the Proxy button to configure the proxy connection.

If you prefer to be notified of new messages via an RSS feed instead of email, log in first. After AceText has connected to the forums, you can click the Feeds button to select RSS feeds that you can add to your favorite feed reader.

Various Forums

Below the Login button, there's a drop-down list where you can select which particular forum you want to participate in. The "Just Great Software news" forum is read-only. Announcements about new AceText releases and other Just Great Software products will appear there.

The "AceText discussion" forum is for discussing anything related to the AceText software itself. This is the place for technical support questions, feature requests and other feedback regarding the functionality and use of AceText.

The "regular expressions" forum is for discussing regular expressions in general. Here you can talk about creating regular expressions for particular tasks, and exchange ideas on how to implement regular expressions with whatever application or programming language you work with.

Searching The Forums

Before starting a new conversation, please check first if there's already a conversation going on about your topic. In the top right corner of the Forum pane, there's an edit box on the toolbar that you can use to search for messages. When you type something into that box, only conversations that include at least one message containing the word or phrase you typed in will be shown. The filtering happens in real time as you type in your word or phrase.

Note that you can enter only one search term, which will be searched for literally. If you type “find me”, only conversations containing the two words “find me” next to each other and in that order will be shown. You cannot use boolean operators like “or” or “and”. Since the filtering is instant, you can quickly try various keywords.

If you find a conversation about your subject, start with reading all the messages in that conversation. If you have any further comments or questions on that conversation, reply to the existing conversation instead of starting a new one. That way, the thread of the conversation will stay together, and others can instantly see what you’re talking about. It doesn’t matter if the conversation is a year old. If you reply to it, it will move to the top automatically.

Conversations and Messages

The left hand half of the Forum pane shows two lists. The one at the top shows conversations. The bottom one shows the messages in the selected conversation. You can change the order of the conversations and messages by clicking on the column headers in the lists. A conversation talks about one specific topic. In other forums, a conversation is sometimes called a thread.

If you want to talk about a topic that doesn’t have a conversation yet, click the New button to start a new conversation. A new entry will appear in the list of conversations with an edit box. Type in a brief subject for your conversation (up to 100 characters) and press Enter. Please write a clear subject such as “scraping an HTML table in Perl” rather than “need help with HTML” or just “help”. A clear subject significantly increases the odds that somebody who knows the answer will actually click on your conversation, read your question and reply. A generic scream for help only gives the impression you’re too lazy to type in a clear subject, and most forum users don’t like helping lazy people.

After typing in your subject and pressing Enter, the keyboard focus will move to the box empty box where you can enter the body text of your message. Please try to be as clear and descriptive as you can. The more information you provide, the more likely you’ll get a timely and accurate answer. If your question is about a particular regular expression, don’t forget to attach your regular expression or test data. Use the forum’s attachment system rather than copying and pasting stuff into your message text.

If you want to reply to an existing conversation, select the conversation and click the Reply button. It doesn’t matter which message in the conversation you selected. Replies are always to the whole conversation rather than to a particular message in a conversation. AceText doesn’t thread messages like newsgroup software tends to do. This prevents conversations from veering off-topic. If you want to respond to somebody and bring up a different subject, you can start a new conversation, and mention the new conversation in a short reply to the old one.

When starting a reply, a new entry will appear in the list of messages. Type in a summary of your reply (up to 100 characters) and press Enter. Then you can type in the full text of your reply, just like when you start a new conversation. However, doing so is optional. If your reply is very brief, simply leave the message body blank. When you send a reply without any body text, the forum system will use the summary as the body text, and automatically prepend [nt] to your summary. The [nt] is an abbreviation for “no text”, meaning the summary is all there is. If you see [nt] on a reply, you don’t need to click on it to see the rest of the message. This way you can quickly respond with “Thank you” or “You’re welcome” and other brief courtesy messages that are often sadly absent from online communication.

When you're done with your message, click the Send button to publish it. There's no need to hurry clicking the Send button. AceText will forever keep all your messages in progress, even if you close and restart AceText, or refresh the forums. Sometimes it's a good idea to sleep on a reply if the discussion gets a little heated. You can have as many draft conversations and replies as you want. You can read other messages while composing your reply. If you're replying to a long question, you can switch between the message with the question and your reply while you're writing.

Directly Attach AceText Clips and Collections

One of the greatest benefits of AceText's built-in forums is that you can directly attach the AceText collections or any other files you're working with. Simply click the Attach button and select the item you want to attach.

To attach a screen shot, press the Print Screen button on the keyboard to capture your whole desktop. Or, press Alt+Print Screen to just capture the active window (e.g. AceText's window). Then switch to the Forum tab, click the Attach button, and select Clipboard. You can also attach text you copied to the clipboard this way.

It's best to add your attachments while you're still composing your message. The attachments will appear with the message, but won't be uploaded until you click the Send button to post your message. If you add an attachment to a message you've written previously, it will be uploaded immediately. You cannot attach anything to messages written by others. Write your own reply, and attach your data to that.

To check out an attachment uploaded by somebody else, click the Use or Save button. The Use button loads the attachment directly into AceText. If you load a AceText setup script, it will replace all the settings in AceText as would happen when you open a .deploy file. If you click the Save button, AceText prompts for a location to save the attachment. AceText does not automatically open attachments you save.

AceText automatically compresses attachments in memory before uploading them. So if you want to attach an external file, there's no need to compress it using a zip program first. If you compress the file manually, everybody who wants to open it will have to decompress it manually. If you let AceText compress it automatically, decompression will also be automatic.

Taking Back Your Words

If you regret anything you wrote, simply delete it. There are three Delete buttons. The one above the list of conversations deletes the whole conversation. You can only delete a conversation if nobody else participated in it. The Delete button above the edit box for the message body deletes that message, if you wrote it. The Delete button above the list of attachments deletes the selected attachment, if it belongs to a message that you wrote.

If somebody already downloaded your message before you got around to deleting it, it won't vanish magically. The message will disappear from their view of the forums the next time they log onto the forums or click Refresh. If you see messages disappear when you refresh your own view of the forums, that means the author of the message deleted it. If you replied to a conversation and the original question disappears, leaving your reply as the only message, you should delete your reply too. Otherwise, your reply will look silly all by itself. When you delete the last reply to a conversation, the conversation itself is also deleted, whether you started it or not.

Changing Your Opinion

If you think you could better phrase something you wrote earlier, select the message and then click the Edit button above the message text. You can then edit the subject and/or body text of the message. Click the Send button to publish the edited message. It will replace the original. If you change your mind about editing the message, click the Delete button. Make sure to click it only once! When editing a message, clicking Delete will revert the message to what it was before you started editing it. If you click Delete a second time (i.e. while the message is no longer being edited), you'll delete the message from the forum.

If other people have already downloaded your message, their view of the message will magically change when they click Refresh or log in again. Since things may get confusing if people respond to your original message before they see the edited message, it's best to restrict your edits to minor errors like spelling mistakes. If you change your opinion, click the Reply button to add a new message to the same conversation.

Updating Your View

When you click the Login button, AceText automatically downloads all new conversations and message summaries. Message bodies are downloaded one conversation at a time as you click on the conversations. Attachments are downloaded individually when you click the Use or Save button.

AceText keeps a cache of conversations and messages that persists when you close AceText. Attachments are cached while AceText is running, and discarded when you close AceText. By caching conversations and messages, AceText improves the responsiveness of the forum while reducing the stress on the forum server.

If you keep AceText running for a long time, AceText will not automatically check for new conversations and messages. To do so, click the Refresh button.

Whenever you click Login or Refresh, all conversations and messages will be marked as "read". They won't have any special indicator in the list of conversations or messages. If the refresh downloads new conversation and message summaries, those will be marked "unread". This is indicated with the same "people" icon as shown next to the Login button.

Forum RSS Feeds

When you're connected to the user forum, you can click the Feeds button to select RSS feeds that you can add to your favorite feed reader. This way, you can follow AceText's discussion forums as part of your regular reading, without having to start AceText. To participate in the discussions, simply click on a link in the RSS feed. All links in AceText's RSS feeds will start AceText and present the forum login screen. After you log in, wait a few moments for AceText to download the latest conversations. AceText will automatically select the conversation or message that the link points to. If AceText was already running and you were already logged onto the forums, the conversation or message that the link points to is selected immediately.

You can choose which conversations should be included in the RSS feed:

- All conversations in all groups: show all conversations in all the discussion groups that you can access in AceText.

- All conversations in the selected group: show the list of conversations that AceText is presently showing on the Forum tab.
- All conversations you participated in: show all conversations that you started or replied to in all the discussion groups that you can access in AceText.
- All conversations you started: show all conversations that you started in all the discussion groups that you can access in AceText.
- Only the selected conversation: show only the conversation that you are presently reading on the Forum tab in AceText.

In addition, you can choose how the conversations that you want in your RSS feed should be arranged into items or entries in the feed:

- One item per group, with a list of conversations: Entries link to groups as a whole. The entry titles show the names of the groups. The text of each entry shows a list of conversation subjects and dates. You can click the subjects to participate in the conversation in AceText. Choose this option if you prefer to read discussions in AceText itself (with instant access to attachments), and you only want your RSS reader to tell you if there's anything new to be read.
- One item per conversation, without messages: Entries link to conversations. The entry titles show the subjects of the conversations. The entry text shows the date the conversation was started and last replied to. If your feed has conversations from multiple groups, those will be mixed among each other.
- One item per conversation, with a list of messages: Entries link to conversations. The entry titles show the subjects of the conversations. The entry text shows the list of replies with their summaries, author names, and dates. You can click a message summary to read the message in AceText. If your feed has conversations from multiple groups, those will be mixed among each other.
- One item per conversation, with a list of messages: Entries link to conversations. The entry titles show the subjects of the conversations. The entry text shows the list of replies, each with their full text. If your feed has conversations from multiple groups, those will be mixed among each other. This is the best option if you want to read full discussions in your RSS reader.
- One item per message with its full text: Entries link to messages (responses to conversations). The entry titles show the message summary. The entry text shows the full text of the reply, and the conversation subject that you can click on to open the conversation in AceText. If your feed lists multiple conversations, replies to different conversations are mixed among each other. Choose this option if you want to read full discussions in your RSS reader, but your RSS reader does not mark old entries as unread when they are updated in the RSS feed.

5. Main Menu Reference





All of AceText's commands are available in the main menu, and also in either the main toolbar or the collection toolbar. If you find yourself using the main menu or the toolbars exclusively, you can save space by turning off the other in the Appearance Preferences.

The main menu bar shows the following menus:

- Collection
- Clip
- Edit
- Text
- Convert
- Format
- Options
- Help

Collection Menu

The Collection menu lists all commands that affect the active collection entirely, and that open other collections.

-  New Collection
-  Open Collection
-  Save Collection
-  Rename/Move Collection

 Print Collection

Read Only
Set Password
Lock Collection

Archive ClipHistory
Empty Recycle Bin

 Delete Collection

 Close Collection
 Shut Down AceText

Rename/Move Collection

Select Rename/Move Collection in the Collection menu to save the current collection under a different name and/or a different folder. The file that previously stored the collection will be deleted. Any further changes you make to the collection will be automatically saved in the new location.

There is no toolbar button for the Rename/Move Collection command. If you've hidden the main menu, you can access the command by right-clicking on a collection's tab.

Read Only

Select Read Only in the Collection menu to toggle the active collection between read only mode and read/write mode. The collection's tab will turn green when it's read only.

If you are the only person using a particular collection, making it read only does nothing except protect the collection from accidental changes. If you're accessing a collection via your local network while other people may also be using it, an additional factor comes into play: only one person can modify a collection at the same time.

The first person to open a collection will automatically open it in read/write mode by default. Everybody else will be forced to open the collection in read only mode, until the first person either closes the collection, or makes it read only. Then, another person can turn off read only mode for that collection and modify it.

If you turn on read only mode after you've modified a collection, AceText first saves your changes. When you turn off read only mode, AceText checks if the collection was changed on disk and automatically reloads it if it was. While working with a collection in read only mode, AceText will periodically check if it was modified by somebody else. The net result is that when collaborating across the local network, you don't have to worry about collections going out of sync or overwriting other people's changes.

If you use file synchronization software that updates your files in the background, it won't be able to update your AceText collection files that you have open in read/write mode in AceText. When synchronizing your files, make sure you don't have any collections open in AceText, or that the collections you have open are all in read-only mode.

In the Files Preferences you can enable various options to automatically make collections read-only in certain situations, or to open them as read-only by default. Use these options to give other people or other applications more opportunity to modify the collections that you have open in AceText.

There is no toolbar button for the Read Only command. If you've hidden the main menu, you can access the command by right-clicking on a collection's tab.

Set Password

Select Set Password in the Collection menu to protect the active collection with a password, or to change the password. If you do not enter a password, any previous password will be removed.

The Set Password command does not have any obvious immediate effect. If you close the collection and open it again, you will see the difference. When you open a password-protected collection, its tab will be red, and the collection will appear to be empty. The AceText Editor will display a box where you can enter the password to unlock the collection. Unlocking a collection does not remove the password. If you close and re-open the collection, you'll be prompted for the password again.

If you've unlocked a collection by typing in its password, you can use the Lock Collection command to lock the collection again. In the Files Preferences you can enable various options to automatically lock collections in certain situations. Use these options to make sure you don't accidentally leave sensitive collections unlocked.

Be careful when password-protecting collections. AceText encrypts collections with the "blowfish" algorithm, designed by world-famous cryptographer Bruce Schneier. This encryption cannot be broken except by guessing the password. If you forget your password, the clips in the collection will be irretrievably lost.

You can put a password on the ClipHistory if you want to. If you do so, the ClipHistory will be non-functional each time you start AceText, until you unlock the ClipHistory by entering its password.

The Recycle Bin cannot be protected. Clips deleted from password-protected collections will be saved in the Recycle Bin. You will probably want to turn on the option to purge the Recycle Bin when closing AceText in the Files Preferences.

There is no toolbar button for the Set Password command. If you've hidden the main menu, you can access the command by right-clicking on a collection's tab.

Lock Collection

Select Lock Collection in the Collection menu to lock the collection with the password that you previously set with the Set Password command. When the collection is locked its tab will be yellow and the collection will appear to be empty. The AceText Editor will display a box where you can enter the password to unlock the collection.

In the Files Preferences you can enable various options to automatically lock collections in certain situations. Use these options to make sure you don't accidentally leave sensitive collections unlocked.

There is no toolbar button for the Lock Collection command. If you've hidden the main menu, you can access the command by right-clicking on a collection's tab.

Archive ClipHistory

Select Archive ClipHistory in the Collection menu to save the contents of the ClipHistory into an AceText collection file and then start with a blank ClipHistory. You will be asked for the name and location of the file that you want to archive the ClipHistory into. If you tick the "open the saved file" checkbox in the file selection dialog, then the archived ClipHistory will be opened into a collection tab.

There is no toolbar button for the Archive ClipHistory command. If you've hidden the main menu, you can access the command by right-clicking on the ClipHistory tab.

Empty Recycle Bin

Select Empty Recycle Bin in the Collection menu to delete all the clips in the Recycle Bin. Once clips are deleted from the Recycle Bin, there's no way to recover them.

There is no toolbar button for the Empty Recycle Bin command. If you've hidden the main menu, you can access the command by right-clicking on the Recycle Bin tab.




Delete Collection







Select Delete Collection in the Collection menu to permanently delete the current collection. The collection will be closed and its file deleted. The file will be placed in the Windows Recycle Bin (if stored on a hard disk or drive with a Windows Recycle Bin). The clips will *not* be placed in the AceText Recycle Bin.




There is no toolbar button for the Delete Collection command. If you've hidden the main menu, you can access the command by right-clicking on a collection's tab.

Clip Menu

The Clip menu in the main menu lists commands that affect the active clip or the clip's you've selected in the active collection.

-  New Folder
-  New Clip
-  Create Clip from Text File

-  Duplicate Clips
-  Move Clips
-  Move Up
-  Move Down
-  Merge Clips
-  Split Clips

-  Sort Alphabetically
-  Go To Collection
-  Open URL in Browser

Open URL in Browser

When the active clip is a web snippet, you can open the clip's URL in your web browser by selecting Open URL in Browser in the Clip menu, by pressing Ctrl+E on the keyboard, or by clicking the Browse button next to the URL field in the AceText Editor.

Sort Alphabetically

The Sort Alphabetically button is only available on the collection toolbar when an AceText Collection tab is active.

Click the Sort Alphabetically button on the collection toolbar to sort all clips and folders in the active collection by ascending alphabetic order. Doing so will permanently keep the collection ordered alphabetically. When you add and edit clips, they are automatically moved into the correct position, until you click the Sort Alphabetically button again to turn it off. Turning the option off will not revert the collection to its unordered state. The clips and folders remain ordered, but adding and editing clips will no longer cause them to be moved to maintain alphabetic order.

The clips and folders on the All Collections and Recycle Bin tabs are always sorted alphabetically. The ClipHistory is never sorted alphabetically.

See Manage and Arrange Text to learn how to use AceText.

Edit Menu

The Edit menu in the main menu lists basic editing commands that you find in the Edit menu in many applications.



Undo



Redo



Copy Clip to Clipboard



Paste as New Clip



Delete Clips

Text Menu

The Text menu in the main menu lists various commands for editing the text of the active clip.

- Duplicate Text into New Clip
- Move Text into New Clip

- Cut Text
- Copy Text
- Paste Text into Clip

- Insert Text File into Clip
- Save Text

- Print Text

Format Menu

The Format menu in the main menu lists various commands for reformatting the text of the active clip.

- Reflow Paragraphs
- Limit Line Length

- Remove Quote Characters

- Trim Whitespace
- Trim Whitespace from Paragraphs

- Delete Duplicate Lines
- Delete Blank Lines
- Consolidate Blank Lines

Options Menu

The Options menu lists various options that you can toggle at any time to adjust AceText's behavior to match what you're trying to accomplish. The Preferences item gives you access to the Preferences screen, which provides a wide range of configuration options.


 Auto Append

 AceText Editor

 AceText Tower


Focus Editor

Focus Clip Tree

 Always Visible

 Live Spell Check

 Word Wrap

 Right-to-Left

 Preferences

Help Menu

Via the help menu, you can access the help file that ships with AceText. It also provides links to the AceText web site with up to date information.

The User Forum is a great place to discuss AceText with other AceText users as well as request technical support from AceText's developer and publisher Just Great Software.

The Share Collections item allows you to download AceText collections shared by other people, and to share your own.

The Install onto Removable Drive will copy AceText to a USB stick or other removable device, so you can carry AceText with you wherever you go, and run it on any computer without installing it.

Share Collections

Select Share Collections in the Help menu to download AceText collections shared by others, or to upload your own collections. A new window will pop up. AceText will connect to the Internet immediately to download the list of available collections. If your computer can only access the internet via a proxy server, click the Settings button in the lower left corner of the screen to enter your proxy server's settings.

The Download tab shows all available collections, including the ones you uploaded. The list shows the collection's title, the file name used by the author, how many clips it contains, who shared it, when it was first shared and when it was last updated. Click on a collection to get a more detailed description, and the author's name and email address (if provided by the author). Click the Download button to download the selected scheme.

The Share tab shows the collections that you previously uploaded. AceText automatically uses your AceText license to identify you. You can check your license details in the about box. To share a collection, select its file, and enter a title and your name. You can also enter your email address and web site URL if you want. In the Description box, explain what your collection is about. Click the Upload button to upload it. If you select a collection you previously uploaded, AceText will fill out all the fields with what you entered when you uploaded that collection. This way you can easily update a previously shared collection, or use the same details for another one. If you upload a collection with the same file name as a collection you already shared, the newly uploaded collection will replace the old one. If you upload a collection with another file name, it will be added as a new collection, even if you give it the same title or description as another one. Click the Delete button to stop sharing a collection.

AceText downloads and uploads in the background. The Progress tab shows all collections in the queue, and recently completed transfers. If an error occurs, AceText will not pop up a message box. The Progress tab will indicate the error.

Create Portable Installation

The Create Portable Installation item in the Help menu makes it easy to create a portable copy of AceText on a removable disk, USB stick or flash memory card. You can run AceText off the removable device on any computer, without leaving any traces of AceText on that computer.

If the capacity of the device you want to install AceText onto is limited, you can choose not to install certain parts of AceText on the device. The only part that is not optional is the "main application" part, which is AceText itself. You can select if you want to copy over the help file and the spell check dictionaries.

Note that the Create Portable Installation command will not delete any files from the device. If you use the Install onto Removable Drive command a second time, and select fewer parts than the first time, AceText will *not* remove the deselected parts from the device.

AceText will show you the complete list of devices that Windows reports as removable devices. External hard disks often report themselves as being hard disks rather than being removable devices. If you want to install AceText in a portable manner on such a device, turn on the option to treat all drives as removable drives. AceText will then create a file `RemovableDrive.sys` on the destination drive. This file act as a token to tell AceText not to touch the host computer.








To proceed with the installation, click on the device you want to install onto, and click the Install button. The label showing the amount of disk space needed will indicate the parts being copied to the removable drive. Once the operation is complete, the Create Portable Installation screen will close automatically.

AceText will copy itself to a fixed AceText subfolder off the root on the device. If you like more complex folder structures, you can move the complete AceText folder into a different parent folder on the device.

6. AceText Tray Icon

When AceText is running, it will display its icon in the system tray. The system tray is the area in the taskbar that also displays the system clock.

The icon indicates the mode that AceText is in:

-  AceText is running, but is not in a special mode.
-  This icon flashes briefly to indicate the ClipHistory has captured the text you just copied to the clipboard.
-  AcePaste mode. Double-clicking a clip will send it to the application from which you activated AcePaste. Press the Escape key on the keyboard to cancel AcePaste.
-  AceType mode. Type in an AceType abbreviation to send a clip to the application from which you activated AceType. Press the Escape key on the keyboard to cancel AceType.
-  AceEdit mode. Press Ctrl+Enter or the AceEdit hotkey to send the text you're editing on the Clipboard tab back to the originating application. Press the Escape key on the keyboard to cancel AceEdit.
-  SequencePaste Up mode. Pressing the AcePaste hotkey will automatically paste the active clip, and activate the clip above it in the collection.
-  SequencePaste Down mode. Pressing the AcePaste hotkey will automatically paste the active clip, and activate the clip above it in the collection.

Click the AceText tray icon with the left mouse button to make AceText appear. Click it with the right mouse button to show the tray icon menu. The menu offers the following commands:

-  Restore AceText
-  New Collection
-  Open Collection
-  AcePaste
-  AceType
-  AceEdit
-  AceText Editor
-  AceText Tower
-  Shut Down AceText

Restore AceText

Right-click on AceText's icon next to the system clock, and select Restore AceText from the menu to make AceText visible again after you've closed it.

If you prefer to use the keyboard, you can configure a hotkey to make AceText appear.

AcePaste

AcePaste is a special AceText feature that enables you to quickly paste a clip into an application, and continue working with that application after pasting. The default hotkey is Windows+V. When you press this hotkey when working with an application other than AceText, AceText will pop up. If you like to use the mouse, right-click on the AceText tray icon and select AcePaste from the menu. If the icon is not visible, you need to start AceText first.

After activating AcePaste, select the clip you want to paste. Do so either by double-clicking on it, by pressing Ctrl+Enter, or pressing the AcePaste hotkey again. If the clip contains parameters, AceText will substitute them and prompt if needed. The clip is then pasted directly into the application that was active when you initiated AcePaste. If you change your mind, press the Escape key to cancel AcePaste. Either way, AceText will bring to front the application that was active when you initiated AcePaste, so you can continue working straight away.

To rapidly paste a series of clips, activate SequencePaste. When SequencePaste is active, AcePaste will not pop up AceText for you to select the clip to paste. Rather, the active clip is pasted automatically, and the next clip activated. Each time you press the AcePaste hotkey, the next clip is pasted.

By default, AceText will try to paste into the target application by placing the clip on the clipboard and simulating the Ctrl+V key combination. If you want to use AcePaste with an application that pastes differently, or can only accept keyboard input, you can configure that application in the Applications Preferences.

See Look up and Reuse Text to learn how to use AceText.

AceType

AceType is a special AceText feature that enables you to quickly paste a clip into an application, and continue working with that application after pasting. The default hotkey is Windows+Q. When you press this hotkey when working with an application other than AceText, AceText will pop up. If you like to use the mouse, right-click on the AceText tray icon and select AceType from the menu. If the icon is not visible, you need to start AceText first.

You will notice that after activating AceType, the AceText window looks a bit different. Above the list with clips in the collection, a highlighted AceType field appears. Type in the AceType abbreviation of the clip you want. As you type in the abbreviation, the list of clips in the collection is filtered. It will only show clips that have an abbreviation with the same characters as the ones you typed. As soon as you activate AceType, the labels of the clips in the list will be prefixed with their abbreviations. Clips that do not have an abbreviation will be hidden. If you forgot the exact abbreviation of a clip, you can easily look it up. While typing the abbreviation, you can press Ctrl+Arrow Up or Ctrl+Arrow Down on the keyboard to select one of the clips in the list, without typing in (the remainder of) its abbreviation.

Press the Enter key on the keyboard to confirm the selection. If the clip contains parameters, AceText will substitute them and prompt if needed. The clip is then pasted directly into the application that was active when you initiated AceType. Press the Escape key to cancel AceType. Either way, AceText will bring to front the application that was active when you initiated AcePaste, so you can continue working straight away.

Obviously, AceType is only useful if you have previously assigned memorable abbreviations to your clips. This way, you can easily and even blindly insert standard chunks of texts while typing. E.g. when replying to email, instead of typing the same “thank you for your purchase” phrase over and over again, store the phrase into a clip with an abbreviation of “ty”. Then you can instantly add the phrase while typing. Just press Windows+Q, T, Y, Enter and continue typing the rest of the email. Besides saving you the time to type in the same phrase, AceType enables you to make the phrase much lengthier or polished. Since you need to type it only once into AceText, you can spend 5 minutes writing a very nice thank you message, and then instantly replicate it whenever you answer an email message. Your correspondents will be impressed.

By default, AceText will try to paste into the target application by placing the clip on the clipboard and simulating the Ctrl+V key combination. If you want to use AceType with an application that pastes differently, or can only accept keyboard input, you can configure that application in the Applications Preferences.

See Look up and Reuse Text to learn how to use AceText.

AceEdit

AceEdit is a special AceText feature that enables you to quickly edit some text in another application with AceText, and continue working with that application when you’re done editing. The default hotkey is Windows+Z. When you press this hotkey when working with an application other than AceText, AceText will pop up. If you like to use the mouse, right-click on the AceText tray icon and select AceEdit from the menu. If the icon is not visible, you need to start AceText first.

First, select the text you want to edit in the application you’re working with. Then press the AceText hotkey. AceText will pop up with the Clipboard tab active, ready to edit the text you selected.

When you’re done editing, press the AceEdit hotkey again, or press Ctrl+Enter, or click with the mouse to activate the target application. AceText will then send the modified text back to the application you were working with. If you change your mind, press the Escape key to cancel AceEdit. Either way, AceText will bring to front the application that was active when you initiated AceEdit, so you can continue working straight away.

AceEdit is particularly useful when working with applications that provide very small boxes to enter lots of text, or that lack a spell checker or handy text formatting features.

By default, AceText will try to extract the text from the application by simulating a Ctrl+C keystroke, and paste it back by simulating the Ctrl+V key combination. If you want to use AceEdit with an application that copies or pastes differently, you can configure that application in the Applications Preferences.





Shut Down AceText





When you close AceText by clicking the X button in the caption bar of AceText’s window, or by pressing Alt+F4, AceText’s window disappears. AceText itself continues running in the background. The icon in the system tray will remain visible, and hotkeys will continue to work.


To shut down AceText completely, right-click on AceText's icon next to the system clock, and select Shut Down AceText from the icon's menu. You can also select Shut Down AceText in the Collection menu of the main menu. AceText will then stop running.


7. Searching and Replacing

At the bottom of the AceText Editor and AceText Tower, you can find a search toolbar. The one on the AceText Editor has two drop-down lists. In the one at the left you can enter a search term to be found. In the one at the right you can enter the replacement for a search-and-replace. The AceText Editor provides the following commands:

-  Find First
-  Find Previous
-  Find Next
-  Filter Clips

-  Replace Current Match
-  Replace Current and Find Previous
-  Replace Current and Find Next
-  Replace All

-  Search Options

-  Calendar

The AceText Tower only has one drop-down list for the search term, and offers the following commands:

-  Find First Clip
-  Find Previous Clip
-  Find Next Clip
-  Filter Clips
-  Search Options

Find First Clip

Click the Find First Clip button on the AceText Tower to find the first clip in the active collection containing the search term. All clips in the collection will be searched, regardless of the state of the “all clips in this collection” search option.

If the “all clips in all collections” search option is on, then AceText starts searching in the first open collection (leftmost tab) to find the first matching clip.

If you want to find the first search match in the text of the current clip, use the Find First button on the AceText Editor instead.

Find Previous Clip

Click the Find Previous Clip button on the AceText Tower to find the first clip before the current one in the active collection containing the search term. AceText starts with the clip above the active one in the clip tree, going up until a match is found. All clips before the current one in the collection will be searched, regardless of the state of the “all clips in this collection” search option.

If the “loop automatically” option is on, and there’s no matching clip before the current one, AceText continues searching the last clip in the collection, all the way back up to the current one.

If the “all clips in all collections” search option is on, then AceText searches the previous collection if there’s no matching clip before the current one in the current collection. The previous collection is the one under the tab immediately to the left of the current collection’s tab. AceText starts at the bottommost clip in the previous collection, proceeding upwards until a matching clip is found. If not, AceText will continue searching through the collections from right to left until a match is found. If none is found, and “loop automatically is on”, AceText starts searching the last collection (rightmost tab), again proceeding from right to left until a match is found or all collections have been searched.

Find Next Clip

Click the Find Next Clip button on the AceText Tower to find the first clip after the current one in the active collection containing the search term. AceText starts with the clip below the active one in the clip tree, going down until a match is found. All clips after the current one in the collection will be searched, regardless of the state of the “all clips in this collection” search option.

If the “loop automatically” option is on, and there’s no matching clip after the current one, AceText continues searching the first clip in the collection, all the way back down to the current one.

If the “all clips in all collections” search option is on, then AceText searches the next collection if there’s no matching clip after the current one in the current collection. The next collection is the one under the tab immediately to the right of the current collection’s tab. AceText starts at the topmost clip in the next collection, proceeding downwards until a matching clip is found. If not, AceText will continue searching through the collections from left to right until a match is found. If none is found, and “loop automatically is on”, AceText starts searching the first collection (leftmost tab), again proceeding from left to right until a match is found or all collections have been searched.

Filter Clips

Click the Filter Clips button at the bottom of the AceText Editor or AceText Tower, or press Ctrl+F3 on the keyboard, to display only clips containing the search term you’ve entered. The clips that don’t contain the search term are not deleted. They’re simply made invisible. Click the Filter Clips button again to make all clips visible again.

If you edit the search term while filtering clips, AceText will automatically re-apply the filter using the new search term.

Search Options

Click the Search Options button in the lower right corner of the AceText Editor or AceText Tower, or press Ctrl+F3 on the keyboard, to toggle various options affecting the search and replace commands in AceText.

Regular Expression

Turn on this option if you want to search for a regular expression rather than for a simple word or phrase.

Dot Matches Newline

When searching for a regular expression, you can turn on this option to make the dot match all characters, including line breaks. By default, the dot matches all characters except line break characters.

Case Sensitive

Turn on this option to make AceText treat the uppercase and lowercase variant of the same letter as different characters. When the “case sensitive” option is on, the search term “dog” will only match “dog”. It won’t match “DOG” or “Dog” or “DoG”. When the option is off, searching for any of these 4 variants will find all 4.

Adapt Case

When the “case sensitive” option is off, you can turn on the “adapt case” option to make AceText adapt the case of the replacement text to that of the search term. E.g. when searching for “dog” and replacing with “cat”, AceText will replace “Dog” with “Cat” and “DOG” with “CAT” when the “adapt case” option is on. If the option is off, all matches of “dog” regardless of their capitalization will be replaced with “cat”, as you entered it. AceText recognizes and adapts to all uppercase (SEARCH TERM), all lowercase (search term), first capital (Search term) and first capital for each word (Search Term). If the search match uses another kind of capitalization, the replacement text is not adapted, and used as you entered it.

Whole Words Only

By default, AceText will find all occurrences of the search term, even if as a part of another word. E.g. searching for “cat” will match the first three letters in “category”. If you turn on the “whole words only” option, “cat” will only match the word “cat”. “Category” won’t be matched.

All Clips in This Collection

By default, the Find First, Find Previous, Find Next, Replace Current and Find Previous, Replace Current and Find Next and Replace All commands only work on the active clip. If you turn on the “all clips in this collection” option, they’ll search through all clips in the collection. Note that Find First Clip, Find Previous Clip, Find Next Clip and Filter Clips always search through all clips in the collection, regardless of this option.

All Clips in All Collections

By default, all search commands only work on the clips in the active collection. Turn on “all clips in all collections” to search through all the clips in all the collections that you have opened in AceText.

Loop Automatically

Turn on this option to make the search restart from the beginning (or the end when searching backwards) when the search term cannot be found.

Find First

Click the Find First button on the AceText Editor to find the first occurrence of the search term in the active clip. If you turned on the search option “all clips in this collection” then all the clips in the current collection will be searched, just like the Find First Clip button on the AceText Tower does.

If the “all clips in all collections” search option is on, then AceText starts searching in the first open collection (leftmost tab) to find the first matching clip.

Find Previous

Click the Find Previous button on the AceText Editor to find the previous occurrence of the search term in the active clip. The previous occurrence is the first one to the left or above the text cursor, searching from right to left. If you turned on the “loop automatically” search option, and the search term cannot be found before the text cursor position, AceText will restart the search from the end of the clip.

If you turned on the “all clips in this collection” or “all clips in all collections” search option, then the Find Previous button works the same as the Find Previous Clip button on the AceText Tower.

Find Next

Click the Find Next button on the AceText Editor to find the next occurrence of the search term in the active clip. The next occurrence is the first one to the right or below the text cursor, searching from left to right. If you turned on the “loop automatically” search option, and the search term cannot be found after the text cursor position, AceText will restart the search from the start of the clip.

If you turned on the “all clips in this collection” or “all clips in all collections” search option, then the Find Next button works the same as the Find Next Clip button on the AceText Tower.

Replace Current Match

Click the Replace Current Match button on the AceText Editor to replace the currently highlighted search match with the replacement text.

Replace Current and Find Previous

The Replace Current and Find Previous button on the AceText Editor is a shortcut to clicking Replace Current Match and then Find Previous.

Replace Current and Find Next

The Replace Current and Find Next button on the AceText Editor is a shortcut to clicking Replace Current Match and then Find Next.

Replace All

Click the Replace All button on the AceText Editor to search for and replace all search matches in the scope set in the search options. If you turned on the “all clips in all collections” option, the scope is all clips in all collections. If you turned on “all clips in this collection”, the scope is all clips in the active collection. If you didn’t turn on either option, the scope is just the current clip.

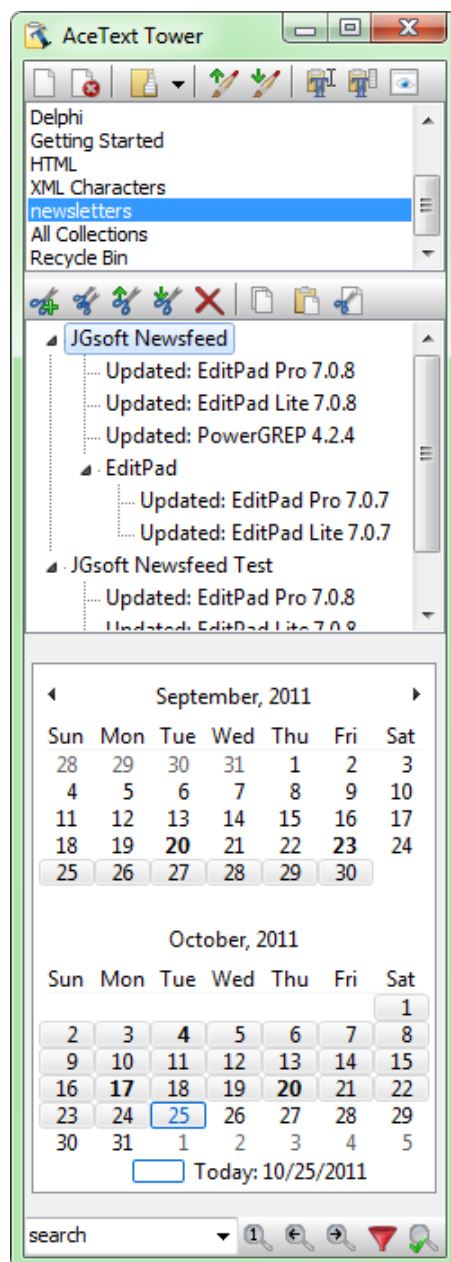
Calendar

Click the Calendar button in the lower right corner of the AceText Editor to show a calendar to filter clips by date. The calendar will appear below the clip tree. By default, only one month is visible on the calendar. You can make it show multiple months by making the clip tree wider or by making the calendar taller by dragging the splitter between the calendar and the clip tree.

If one or more clips in the current collection bear a certain date, that date will be indicated in bold on the calendar. Click on a date to show the clips having that date. All other clips will be hidden. To show clips for a range of dates, click on the first date, and then hold down the Shift key while you click on the last date in the range.

Click on the small left and right arrow icons around the header of the first month in the calendar to make the calendar go one month back or forward in time.

Click the calendar button again to hide the calendar. All clips will immediately become visible again.



Regular Expressions

A regular expression (regex or regexp for short) is a special text string for describing a search pattern. You can think of regular expressions as wildcards on steroids. You are probably familiar with wildcard notations such as `*.txt` to find all text files in a file manager. The regex equivalent is `«.*\.txt»`.

AceText search-and-replace functions provide full support for regular expressions. Instead of searching for fixed search terms, you can search for text fitting a certain pattern, without specifying an exhaustive list or even knowing in advance exactly what you want to find. E.g. you could use the regular expression `«\b[A-Z0-9._%~]+@[A-Z0-9.-]+\.[A-Z]{2,4}\b»` to search for an email address. Any email address, to be exact.

Regular expressions also allow you to automate tedious editing tasks with a quick search-and-replace. E.g. to turn all URLs into HTML anchor tags, search for `«http://\S+»` and replace with `«\0»`.

AceText uses the same regular expression engine as PowerGREP and RegexBuddy. Particularly RegexBuddy is a very useful tool to use together with AceText. You can invoke RegexBuddy by pressing `Ctrl+Shift+R` in AceText. RegexBuddy makes it easy to prepare regular expressions for use with AceText, and a variety of other applications. Regular expressions were not invented by Just Great Software. They're a common technology useful in a variety of situations. AceText uses the same style of regular expressions as the Perl, Java and .NET programming environments.

You can read an excellent tutorial to regular expressions at <http://www.regular-expressions.info>.

8. Parameters

When you use AcePaste, AceType or the double-click method to paste a clip directly into an application, AceText first scans the clip for parameters. A parameter is a word or alphanumeric sequence between two percentage signs, e.g.: %PARAMETER123%. These parameters are like parameters or variables to be substituted.

When looking for the proper text to substitute the parameter with, AceText first checks if the parameter is a predefined parameter such as %CLIPBOARD%. These parameters are substituted with their predefined value. If the parameter isn't predefined, AceText will scan the active collection for a clip that has its label set to the name of the parameter (including the two % signs). If such a clip is found, the parameter is substituted with the contents of that clip. If the active collection doesn't have such a clip, AceText searches all other collections that you have open. Finally, if no clip can be found, you will be prompted to enter a value for the parameter.

Predefined Parameters Substituted Text

%CURDATE%	The current date
%CURTIME%	The current time
%CURDATETIME%	The current date and time
%CLIPDATE%	The date on the clip
%CLIPTIME%	The time on the clip
%CLIPDATETIME%	The date and time on the clip
%CLIPBOARD%	The text on the Windows clipboard
%CLIPHISTORY1%	The text of the topmost clip in the ClipHistory
%CLIPHISTORY2%	The text of the 2nd clip in the ClipHistory
%CLIPHISTORY999%	(etc.)

How Clips Are Found and Substituted

If the parameter isn't predefined, AceText will scan the active collection for a clip that has its label set to the name of the parameter. Only the collection containing the clip you're pasting is searched. Clips in other collections that you may have open are ignored. There are a number of rules involved with this substitution.

First, the label of the clip must consist solely of the parameter, including its two percentage signs. Parameters are case insensitive, so %PARAMETER% will be substituted with a clip that has %parameter% as its label.

If a clip with label %PARAMETER% has a before and after part, you can insert the "before" with %PARAMETERBEFORE% and the "after" with %PARAMETERAFTER%.

If the clip with the label matching the parameter also has parameters of its own in its text, AceText will substitute those parameters as well, going through all three steps (predefined, clip, prompt). If AceText needs to prompt, it will simply add the substitution clip's parameters to the list of parameters to be substituted for the clip you're trying to paste.

Finally, you can suppress parameters by creating a clip that has both its label and text set to the parameter. If a clip has a label %DONTREPLACE% and text %DONTREPLACE%, then AceText will find this clip whenever another clip containing %DONTREPLACE% needs to be pasted. It will substitute

%DONTREPLACE% with %DONTREPLACE%, effectively doing nothing. Though AceText will also try to substitute parameters in the %DONTREPLACE% clip, it will never substitute a parameter in a clip with the contents of the same clip, to prevent an infinite loop.

How AceText Prompts for Parameters

When one or more parameters need to be substituted, AceText will pop up a form listing all the parameters. All of them will default to the value you entered when you last pasted a clip from the current collection using these parameters. You can also access a history list for previously used values. The history lists are maintained separately for each collection, but jointly for all the clips in the collection.

Depending on the parameter's name, AceText will expect a different kind of value. For parameters ending in DATETIME%, it expects a date and time. For DATE% and TIME% it expects a date or time only. For FILENAME% and FILECONTENT% you'll need to type in a path to a file, or select a file by browsing your computer's drives. AceText will then substitute the parameter either with the full path to the file, or the contents of the file. For all other parameters, AceText allows you to type in any text.

9. Keyboard Shortcuts

Most of the commands available in the main toolbar and the collection toolbar have keyboard shortcuts associated with them. The editor box where you can edit the text held by a clip recognizes many additional text editing keyboard shortcuts not listed here.

Main toolbar

Ctrl+N	New AceText Collection
Ctrl+W	Close AceText Collection
Ctrl+O	Open AceText Collection
Ctrl+S	Save AceText Collection
Ctrl+P	Print AceText Collection
Shift+F5	SequencePaste Up
F5	SequencePaste Down
F8	AceText Editor
Ctrl+F8	AceText Tower
F12	Live Spell Check

Collection toolbar

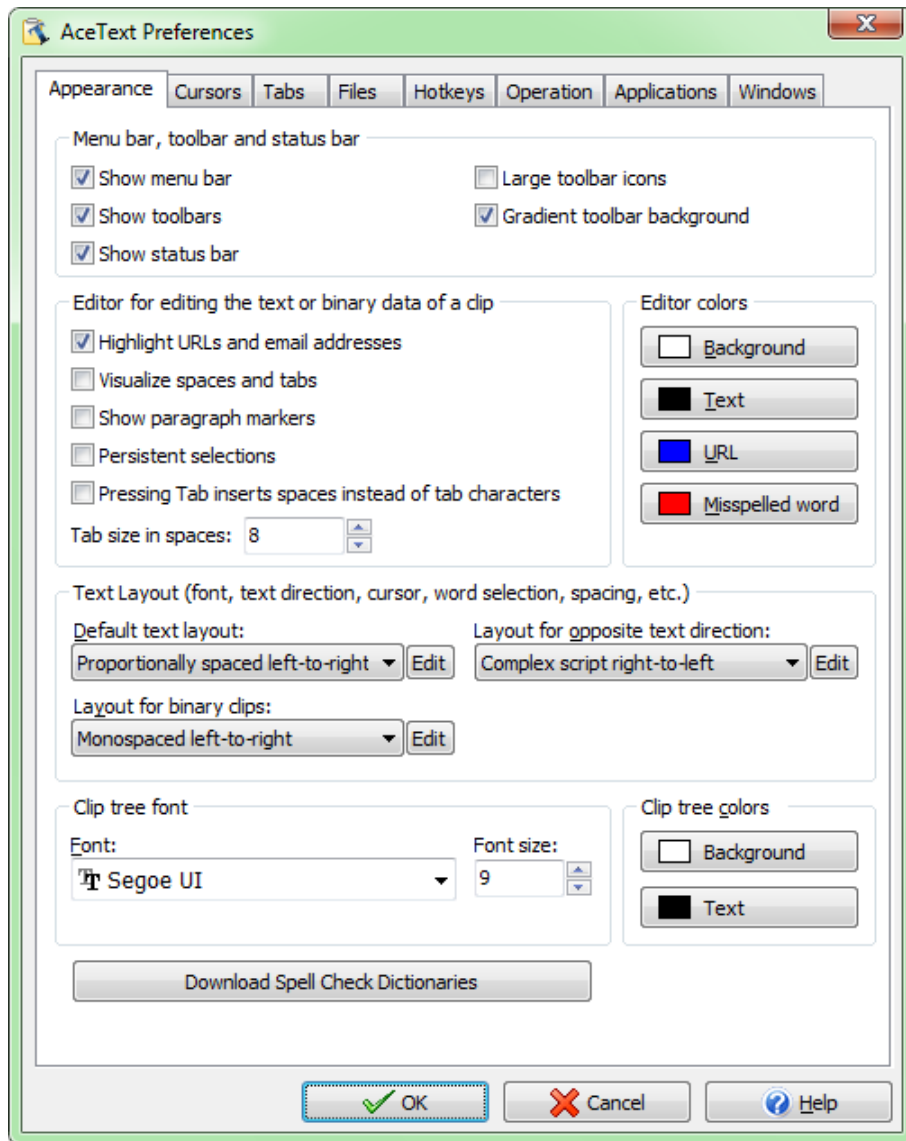
Shift+F4	New Folder
F4	New Clip
Ctrl+D	Duplicate Clips
Ctrl+M	Move Clips
Shift+Ctrl+Up	Move Up
Shift+Ctrl+Down	Move Down
Ctrl+G	Merge Clips
Del	Delete Clips
Shift+Ctrl+C	Copy to Clipboard
Shift+Ctrl+V	Paste as New Clip
Shift+Ctrl+O	Create Clip from Text File
Shift+Ctrl+D	Duplicate Text into New Clip
Shift+Ctrl+M	Move Text into New Clip
Shift+Ctrl+S	Save Text
Shift+Ctrl+U	Upper Case
Shift+Ctrl+L	Lower Case
Ctrl+T	Trim Whitespace
Shift+Ctrl+T	Trim Whitespace from Paragraphs

Keyboard navigation

Ctrl+Tab	Activate the next tab
Shift+Ctrl+Tab	Activate the previous tab
Alt+1 through Alt+0	Activate tabs 1 through 10, counting from left to right
F9	Focus Editor
Ctrl+F9	Focus Clip Tree
Ctrl+Arrow Up	Select previous item
Ctrl+Arrow Down	Select next item

10. Appearance Preferences

Click on the Preferences button in the main toolbar to access the preferences screen. On the Appearance page, you can change the looks and colors of AceText to better suit your taste and level of eyesight.



Menu Bar, Toolbar and Status Bar

You can choose whether you want to use the menu bar, the toolbars, or both. The menu bar can be easily accessed with Alt+Letter keyboard shortcuts. The toolbars provide direct access to the commands with a single mouse click. A few commands from the Collection menu don't have toolbar buttons. You can access those with the mouse by right-clicking on a collection's tab.

If you have a high resolution monitor and the toolbar buttons are too small, turn on “large toolbar icons”. The large icons are 50% larger than the standard ones. You can also choose whether the toolbars should use a fancy gradient background, or a flat background. This is purely a matter of taste.

The status bar is the horizontal bar at the bottom of the AceText Editor. It shows helpful hints while you move the mouse pointer over different areas of AceText. It also shows the number of clips in the active collection, and the length of the active clip.

Editor for editing the text or binary data of a clip

Turn on the option “highlight URLs and email addresses” to make them clickable. They will become underlined and highlighted in a different color. Click the URL button to change the color.

Turn on “visualize spaces and tabs” to clearly see where you have typed a space or a tab. Spaces are indicated by a small dot, vertically centered on the line. Tabs are indicated by a guillemot ».

Turn on “show paragraph markers” to clearly see where you have terminated a line or paragraph by pressing Enter. Each line break is indicated by a ¶ symbol.

Turn on “pressing Tab inserts spaces instead of tab characters” if you want the Tab key on the keyboard to insert the equivalent number of spaces rather than an actual tab character. Use the “tab size in spaces” setting to specify the width of a tab. This option affects both the display width of tab characters in your clips as well as the number of spaces inserted by the Tab key, if you enabled that option. Since the width of a tab is a multiple of the width of a space, tabbed text will only line up in AceText when using a monospaced font.

Click the Misspelled Word button to select the color used to mark misspelled words as you type. You can toggle this function on and off with the Live Spell Check button on the main toolbar.

Persistent Selections

The “persistent selections” option changes how selections behave inside the editors for editing a clip’s text. By default, this option is off and selections will behave like in most other Windows applications. When you move the text cursor, by pressing a key on the keyboard or clicking somewhere with the mouse, the selection will disappear. When you type in some text or pasting from the clipboard, the selected text will be replaced by the text you typed in or pasted.

When selections are persistent, moving the text cursor will not cause the selection to disappear. Also, typing in text or pasting text will not delete the selected text. The typed or pasted text will be inserted at the position of the text cursor, whether that is outside the selection, at the edge of the selection, or inside the selection. If it is inside the selection, the selection will be expanded to include both the text originally selected and the newly entered text.

Text Layout

In AceText, a “text layout” is a combination of settings that control text is displayed how the text cursor navigates through that text. The settings include the font, text direction, text cursor behavior, which characters are word characters, and how the text should be spaced.

You can specify three different text layouts. These are used in different situations:

- Default text layout: Default layout for all clips of all kinds except “binary data” clips. You can choose a left-to-right or right-to-left layout.
- Layout for opposite text direction: Layout that all clips except “binary data” clips switch to when you use the Right-to-Left command in the Options menu. This layout must use the text direction opposite to the text direction of the default layout.
- Layout for binary clips: Text layout used for “binary data” clips. This should be a monospaced left-to-right text layout. The Options | Right-to-Left command does not affect binary clips.

You can select predefined text layouts from the drop-down lists. Or, you can click the Edit button to show the Text Layout Configuration window to customize the text layouts.

Clip Tree

The clip tree font is used for the clip tree listing all the clips in the collection. Select a font face from the drop-down list and specify its size in points. Click the Background and Text buttons to select the colors for the clip tree. Click “Default” in the color picker if you want to use the default window colors specified in the Windows Control Panel.

Download Spell Check Dictionaries

AceText’s Live Spell Check will only work if you have previously downloaded and installed Just Great Software spell checker dictionaries. Click the Download Spell Checker Dictionaries button to download some or all of the spell check dictionaries free of charge.

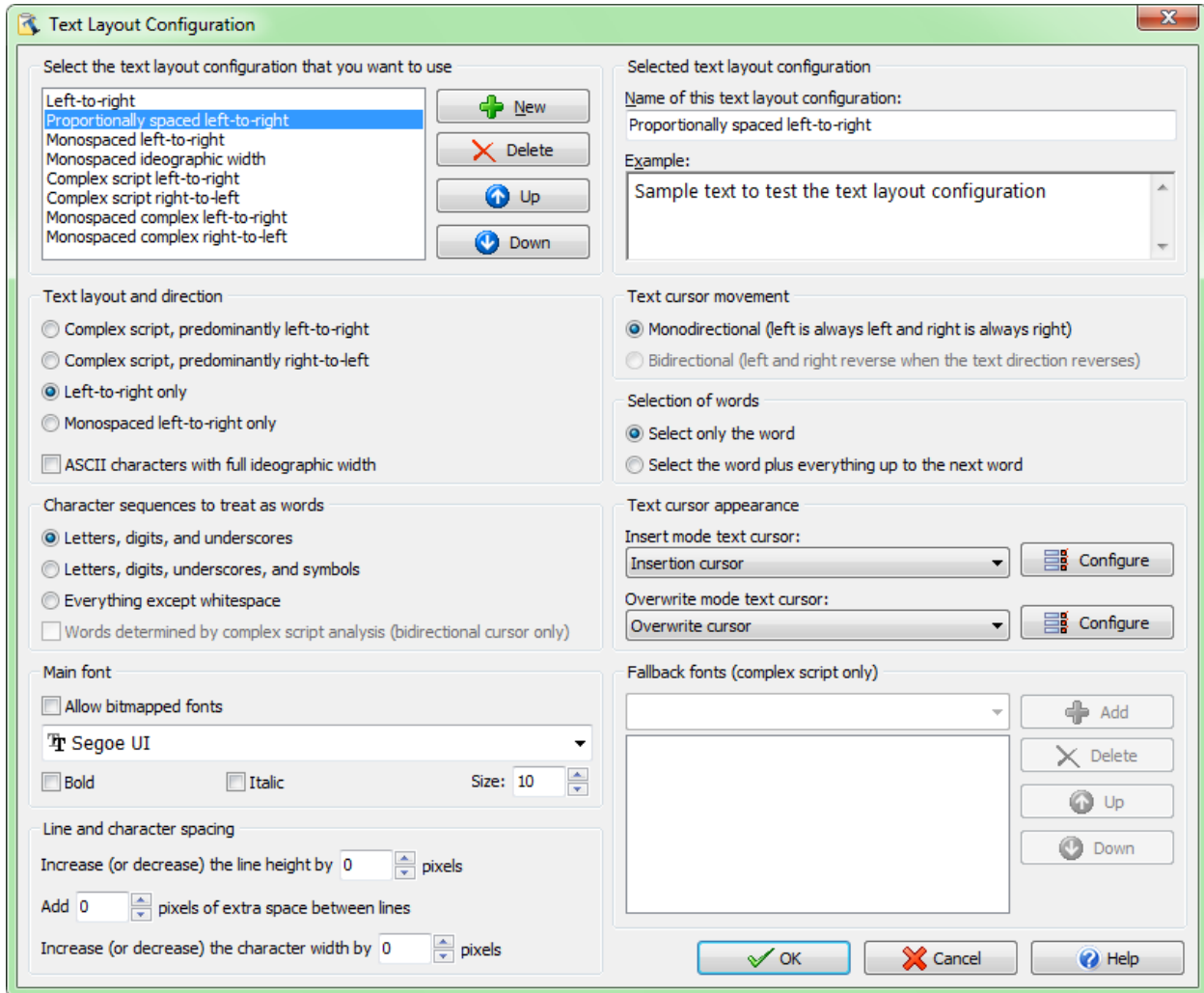
Text Layout Configuration

In AceText, a “text layout” is a combination of settings that control text is displayed how the text cursor navigates through that text. The settings include the font, text direction, text cursor behavior, which characters are word characters, and how the text should be spaced.

You can specify three different text layouts on the Appearance tab in the Preferences. These are used in different situations:

- Default text layout: Default layout for all clips of all kinds except “binary data” clips. You can choose a left-to-right or right-to-left layout.
- Layout for opposite text direction: Layout that all clips except “binary data” clips switch to when you use the Right-to-Left command in the Options menu. This layout must use the text direction opposite to the text direction of the default layout.
- Layout for binary clips: Text layout used for “binary data” clips. This should be a monospaced left-to-right text layout. The Options | Right-to-Left command does not affect binary clips.

You can select predefined text layouts from the drop-down lists. Or, you can click the Edit button to show the Text Layout Configuration window to customize the text layouts.



Select The Text Layout Configuration That You Want to Use

The Text Layout Configuration screen shows the details of the text layout configuration that you select in the list in the top left corner. Any changes you make on the screen are automatically applied to the selected layout and persist as you choose different layouts in the list. The changes become permanent when you click OK. The layout that is selected in the list when you click OK becomes the new default layout.

Click the New and Delete buttons to add or remove layouts. You must have at least one text layout configuration. If you have more than one, you can use the Up and Down buttons to change their order. The order does not affect anything other than the order in which the text layouts configurations appear in selection lists.

AceText comes with a number of preconfigured text layouts. If you find the options on this screen bewildering, simply choose the preconfigured layout that matches your needs, and ignore all the other settings. You can fully edit and delete all the preconfigured text layouts if you don't like them.

- Left-to-right: Normal settings with best performance for editing text in European languages and ideographic languages (Chinese, Japanese, Korean). The default font is monospaced. The layout does respect individual character width if the font is not purely monospaced or if you select another font.
- Proportionally spaced left-to-right: Like left-to-right, but the default font is proportionally spaced.
- Monospaced left-to-right: Like left-to-right, but the text is forced to be monospaced. Columns are guaranteed to line up perfectly even if the font is not purely monospaced. This is the best choice for working with source code and text files with tabular data.
- Monospaced ideographic width: Like monospaced left-to-right, but ASCII characters are given the same width as ideographs. This is the best choice if you want columns of mixed ASCII and ideographic text to line up perfectly.
- Complex script left-to-right: Supports text in any language, including complex scripts (e.g. Indic scripts) and right-to-left scripts (Hebrew, Arabic). Choose this for editing text that is written from left-to-right, perhaps mixed with an occasional word or phrase written from right-to-left.
- Complex script right-to-left: For writing text in scripts such as Hebrew or Arabic that are written from right-to-left, perhaps mixed with an occasional word or phrase written from left-to-right.
- Monospaced complex left-to-right: Like “complex script left-to-right”, but using monospaced fonts for as many scripts as possible. Text is not forced to be monospaced, so columns may not line up perfectly.
- Monospaced complex right-to-left: Like “complex script right-to-left”, but using monospaced fonts for as many scripts as possible. Text is not forced to be monospaced, so columns may not line up perfectly.

Selected Text Layout Configuration

The section in the upper right corner provides a box to type in the name of the text layout configuration. This name is only used to help you identify it in selection lists when you have prepared more than one text layout configuration.

In the Example box you can type in some text to see how the selected text layout configuration causes the editor to behave.

Text Layout and Direction

- Complex script, predominantly left-to-right: Text is written from left to right and can be mixed with text written from right to left. Choose this for complex scripts such as the Indic scripts, or for text in any language that mixes in the occasional word or phrase in a right-to-left or complex script.
- Complex script, predominantly right-to-left: Text is written from right to left and can be mixed with text written from left to right. Choose this for writing text in scripts written from right to left such as Hebrew or Arabic.
- Left-to-right only: Text is always written from left to right. Complex scripts and right-to-left scripts are not supported. Choose this for best performance for editing text in European languages and ideographic languages (Chinese, Japanese, Korean) that is written from left to right without exception.
- Monospaced left-to-right only: Text is always written from left to right and is forced to be monospaced. Complex scripts and right-to-left scripts are not supported. Each character is given the same horizontal width even if the font specifies different widths for different characters. This guarantees columns to be lined up perfectly. To keep the text readable, you should choose a monospaced font.

- ASCII characters with full ideographic width: You can choose this option in combination with any of the four preceding options. In most fonts, ASCII characters (English letters, digits, and punctuation) are about half the width of ideographs. This option substitutes full-width characters for the ASCII characters so they are the same width as ideographs. If you turn this on in combination with “monospaced left-to-right only” then columns that mix English letters and digits with ideographs will line up perfectly.

Text Cursor Movement

- Monodirectional: The left arrow key on the keyboard always moves the cursor to the left on the screen and the right arrow key always moves the cursor to the right on the screen, regardless of the predominant or actual text direction.
- Bidirectional: This option is only available if you have chosen one of the complex script options in the “text layout and direction” list. The direction that the left and right arrow keys move the cursor into depends on the predominant text direction selected in the “text layout and direction” list and on the actual text direction of the word that the cursor is pointing to when you press the left or right arrow key on the keyboard.
 - Predominantly left-to-right: The left key moves to the preceding character in logical order, and the right key moves to the following character in logical order.
 - Actual left-to-right: The left key moves left, and the right key moves right.
 - Actual right-to-left: The actual direction is reversed from the predominant direction. The left key moves right, and the right key moves left.
 - Predominantly right-to-left: The left key moves to the following character in logical order, and the right key moves to the preceding character in logical order.
 - Actual left-to-right: The actual direction is reversed from the predominant direction. The left key moves right, and the right key moves left.
 - Actual right-to-left: The left key moves left, and the right key moves right.

Selection of Words

- Select only the word: Pressing Ctrl+Shift+Right moves the cursor to the end of the word that the cursor is on. The selection stops at the end of the word. This is the default behavior for all Just Great Software applications. It makes it easy to select a specific word or string of words without any extraneous spaces or characters. To include the space after the last word, press Ctrl+Shift+Right once more, and then Ctrl+Shift+Left.
- Select the word plus everything to the next word: Pressing Ctrl+Shift+Right moves the cursor to the start of the word after the one that the cursor is on. The selection includes the word that the cursor was on and the non-word characters between that word and the next word that the cursor is moved to. This is how text editors usually behave on the Windows platform.

Character Sequences to Treat as words

- Letters, digits, and underscores: Characters that are considered to be letters, digits, or underscores by the Unicode standard are selected when you double-click them. Ctrl+Left and Ctrl+Right move the cursor to the start of the preceding or following sequence of letters, digits, or underscores. If symbols

or punctuation appear adjacent to the start of a word, the cursor is positioned between the symbol and the first letter of the word. Ideographs are considered to be letters.

- Letters, digits, and symbols: As above, but symbols other than punctuation are included in the selection when double-clicking. Ctrl+Left and Ctrl+Right never put the cursor between a symbol and another word character.
- Everything except whitespace: All characters except whitespace are selected when you double-click them. Ctrl+Left and Ctrl+Right move the cursor to the preceding or following position that has a whitespace character to the left of the cursor and a non-whitespace character to the right of the cursor.
- Words determined by complex script analysis: If you selected the “bidirectional” text cursor movement option, you can turn on this option to allow Ctrl+Left and Ctrl+Right to place the cursor between two letters for languages such as Thai that don’t write spaces between words.

Text Cursor Appearance

Select a predefined cursor or click the Configure button to show the text cursor configuration screen. There you can configure the looks of the blinking text cursor (and even make it stop blinking).

A text layout uses two cursors. One cursor is used for insert mode, where typing in text pushes ahead the text after the cursor. The other cursor is used for overwrite mode, where typing in text replaces the characters after the cursor. Pressing the Insert key on the keyboard toggles between insert and overwrite mode.

Main Font

Select the font that you want to use from the drop-down list. Turn on “allow bitmapped fonts” to include bitmapped fonts in the list. Otherwise, only TrueType and OpenType fonts are included. Using a TrueType or OpenType font is recommended. Bitmapped fonts may not be displayed perfectly (e.g. italics may be clipped) and only support a few specific sizes.

If you access the text layout configuration screen from the print preview, then turning on “allow bitmapped fonts” will include printer fonts rather than screen fonts in the list, in addition to the TrueType and OpenType fonts that work everywhere. A “printer font” is a font built into your printer’s hardware. If you select a printer font, set “text layout and direction” to “left to right only” for best results.

Fallback Fonts

Not all fonts are capable of displaying text in all scripts or languages. If you have selected one of the complex script options in the “text layout and direction” list, you can specify one or more “fallback” fonts. If the main font does not support a particular script, AceText will try to use one of the fallback fonts. It starts with the topmost font at the list and continues to attempt fonts lower in the list until it finds a font that supports the script you are typing with. If none of the fonts supports the script, then the text will appear as squares.

To figure out which scripts a particular font supports, first type or paste some text using those scripts into the Example box. Make sure one of the complex script options is selected. Then remove all fallback fonts. Now you can change the main font and see which characters that font can display. When you’ve come up with a

list of fonts that, if used together, can display all of your characters, select your preferred font as the main font. Then add all the others as fallback fonts.

Line and Character Spacing

By default all the spacing options are set to zero. This tells AceText to use the default spacing for the font you have selected.

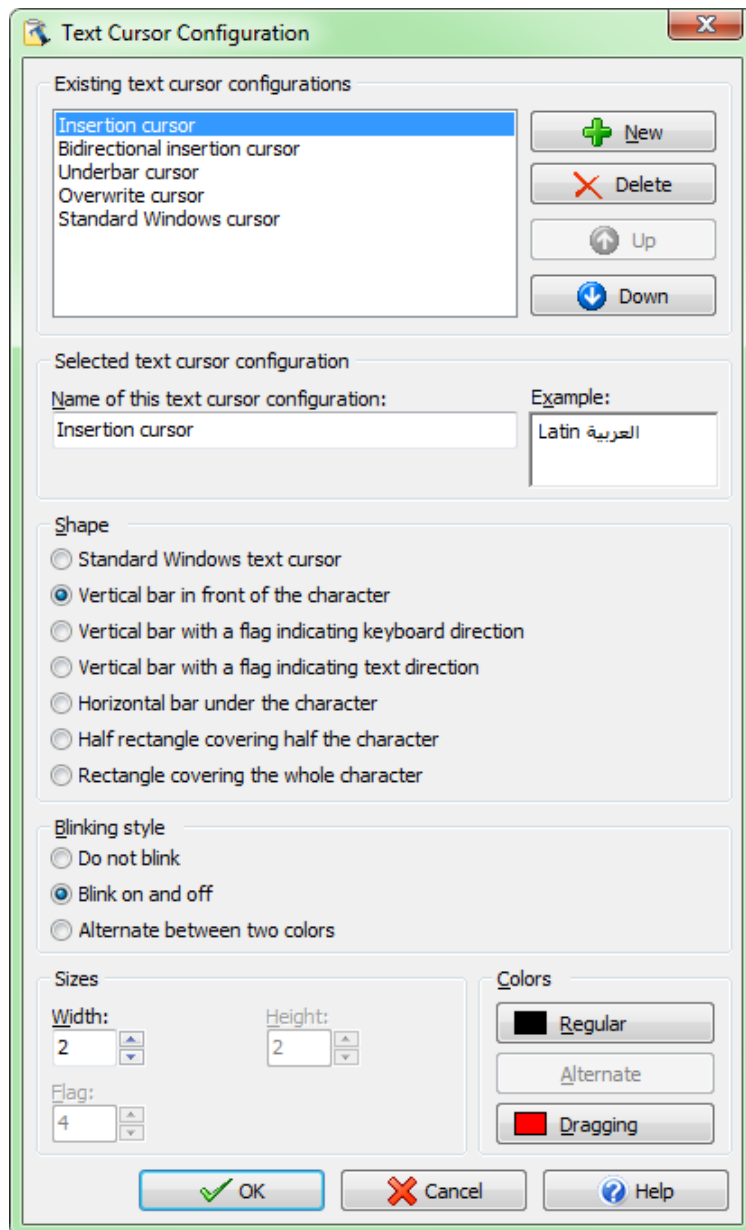
If you find that lines are spaced apart too widely, specify a negative value for "increase (or decrease) the line height". Set to "add 0 pixels of extra space between lines".

If you find that lines are spaced too closely together, specify a positive value for "increase (or decrease) the line height" and/or "add ... pixels of extra space between lines". The difference between the two is that when you select a line of text, increasing the line height increases the height of the selection highlighting, while adding extra space between lines does not. If you select multiple lines of text, extra space between lines shows up as gaps between the selected lines. Adding extra space between lines may make it easier to distinguish between lines.

The "increase (or decrease) the character width by ... pixels" setting is only used when you select "monospaced left-to-right" only in the "text layout and direction" list. You can specify a positive value to increase the character or column width, or a negative value to decrease it. This can be useful if your chosen font is not perfectly monospaced and because of that characters appear spaced too widely or too closely.

Text Cursor Configuration

You can access the text cursor configuration screen from the text layout configuration screen by clicking one of the Configure buttons in the "text cursor appearance" section.



Existing Text Cursor Configurations

The Text Cursor Configuration screen shows the details of the text cursor configuration that you select in the list at the top. Any changes you make on the screen are automatically applied to the selected cursor and persist as you choose different cursors in the list. The changes become permanent when you click OK. The cursor that is selected in the list when you click OK becomes the new default cursor.

Click the New and Delete buttons to add or remove cursors. You must have at least one text cursor configuration. If you have more than one, you can use the Up and Down buttons to change their order. The order does not affect anything other than the order in which the text cursor configurations appear in selection lists.

AceText comes with a number of preconfigured text cursors. You can fully edit or delete all the preconfigured text cursors if you don't like them.

- Insertion cursor: Blinking vertical bar similar to the standard Windows cursor, except that it is thicker and fully black, even on a gray background.
- Bidirectional insertion cursor: Like the insertion cursor, but with a little flag that indicates whether the keyboard layout is left-to-right (e.g. you're typing in English) or right-to-left (e.g. you're typing in Hebrew). The flag is larger than what you get with the standard Windows cursor and is shown even if you don't have any right-to-left layouts installed.
- Underbar cursor: Blinking horizontal bar that lies under the character. This mimics the text cursor that was common in DOS applications.
- Overwrite cursor: Blinking rectangle that covers the bottom half of the character. In AceText this is the default cursor for overwrite mode. In this mode, which is toggled with the Insert key on the keyboard, typing text overwrites the following characters instead of pushing them ahead.
- Standard Windows cursor: The standard Windows cursor is a very thin blinking vertical bar that is XOR-ed on the screen, making it very hard to see on anything except a pure black or pure white background. If you have a right-to-left keyboard layout installed, the cursor gets a tiny flag indicating keyboard direction. You should only use this cursor if you rely on accessibility software such as a screen reader or magnification tool that fails to track any of AceText's other cursor shapes.

Selected Text Cursor Configuration

Type in the name of the text cursor configuration. This name is only used to help you identify it in selection lists when you have prepared more than one text cursor configuration.

In the Example box you can type in some text to see what the cursor looks like. The box has a word in Latin and Arabic so you can see the difference in cursor appearance, if any, based on the text direction of the word that the cursor is on.

Shape

- Standard Windows Text cursor: The standard Windows cursor is a very thin blinking vertical bar that is XOR-ed on the screen, making it very hard to see on anything except a pure black or pure white background. If you have a right-to-left keyboard layout installed, the cursor gets a tiny flag indicating keyboard direction. You should only use this cursor if you rely on accessibility software such as a

screen reader or magnification tool that fails to track any of AceText's other cursor shapes. The standard Windows cursor provides no configuration options.

- Vertical bar in front of the character: On the Windows platform, the normal cursor shape is a vertical bar that is positioned in front of the character that it points to. That is to the left of the character for left-to-right text, and to the right of the character for right-to-left text.
- Vertical bar with a flag indicating keyboard direction: A vertical bar positioned in front of the character that it points to, with a little flag (triangle) at the top that indicates the direction of the active keyboard layout. When the cursor points to a character in left-to-right text, it is placed to the left of that character. When the cursor point to a character in right-to-left text, it is placed to the right of that character. The direction of the cursor's flag is independent of the text under the cursor. The cursor's flag points to the right when the active keyboard layout is for a left-to-right language. The cursor's flag points to the left when the active keyboard layout is for a right-to-left language.
- Vertical bar with a flag indicating text direction: A vertical bar positioned in front of the character that it points to, with a little flag (triangle) at the top that points to that character. When the cursor points to a character in left-to-right text, it is placed to the left of that character with its flag pointing to the right towards that character. When the cursor point to a character in right-to-left text, it is placed to the right of that character with its flag pointing to the left towards that character.
- Horizontal bar under the character: In DOS applications, the cursor was a horizontal line under the character that the cursor points to.
- Half rectangle covering half the character: The cursor covers the bottom half of the character that it points to. This is a traditional cursor shape to indicate typing will overwrite the character rather than push it ahead.
- Rectangle covering the whole character: The cursor makes the character invisible. This can also be used to indicate overwrite mode.

Blinking Style

- Do not blink: The cursor is permanently visible in a single color. Choose this option if the blinking distracts you or if it confuses accessibility software such as screen readers or magnification tools.
- Blink on and off: The usual blinking style for text cursors on the Windows platform. The cursor is permanently visible while you type (quickly). When you stop typing for about half a second, the cursor blinks by becoming temporarily invisible. Blinking makes it easier to locate the cursor with your eyes in a large block of text.
- Alternate between two colors: Makes the cursor blink when you stop typing like "on and off". But instead of making the cursor invisible, it is displayed with an alternate color. This option gives the cursor maximum visibility: the blinking animation attracts the eye while keeping the cursor permanently visible.

Sizes

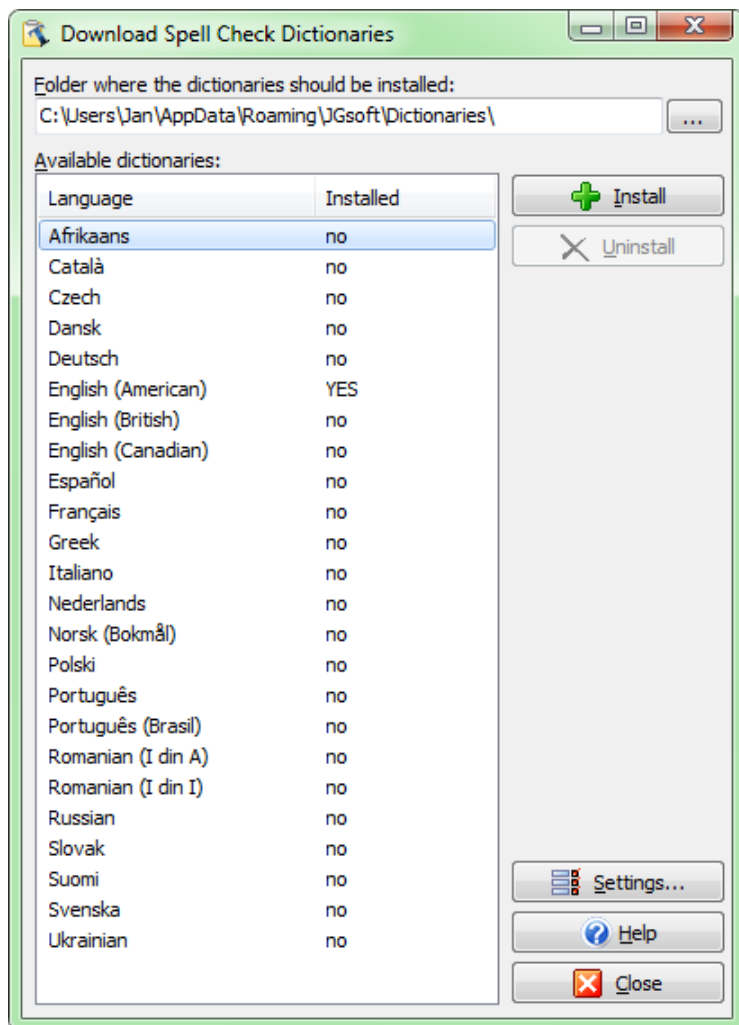
- Width: Width in pixels for the vertical bar shape.
- Height: Height in pixels for the horizontal bar shape.
- Flag: Length in pixels of the edges of the flag that indicates text direction.

Colors

- Regular: Used for all shapes and blinking styles except the standard Windows cursor.
- Alternate: Alternate color used by the “alternate between two colors” blinking style.
- Dragging: Color of a second “ghost” cursor that appears while dragging and dropping text with the mouse. It indicates the position the text is moved or copied to when you release the mouse button.

Download Spell Check Dictionaries

Before you can use Live Spelling, you need to download and install spell check dictionaries for one or more languages. You can easily do so right within AceText. On the Appearance tab in the Preferences, click the button “Download Spell Checker Dictionaries”. AceText will then connect to the Internet to fetch a list of available languages.



If you want, you can choose the folder into which the dictionaries should be installed. If you specify a folder that does not exist, AceText will create it. All dictionaries must be installed into the same folder. If you

already installed some dictionaries, and then install another dictionary into a different folder, AceText will move the previously installed dictionaries to the new folder.

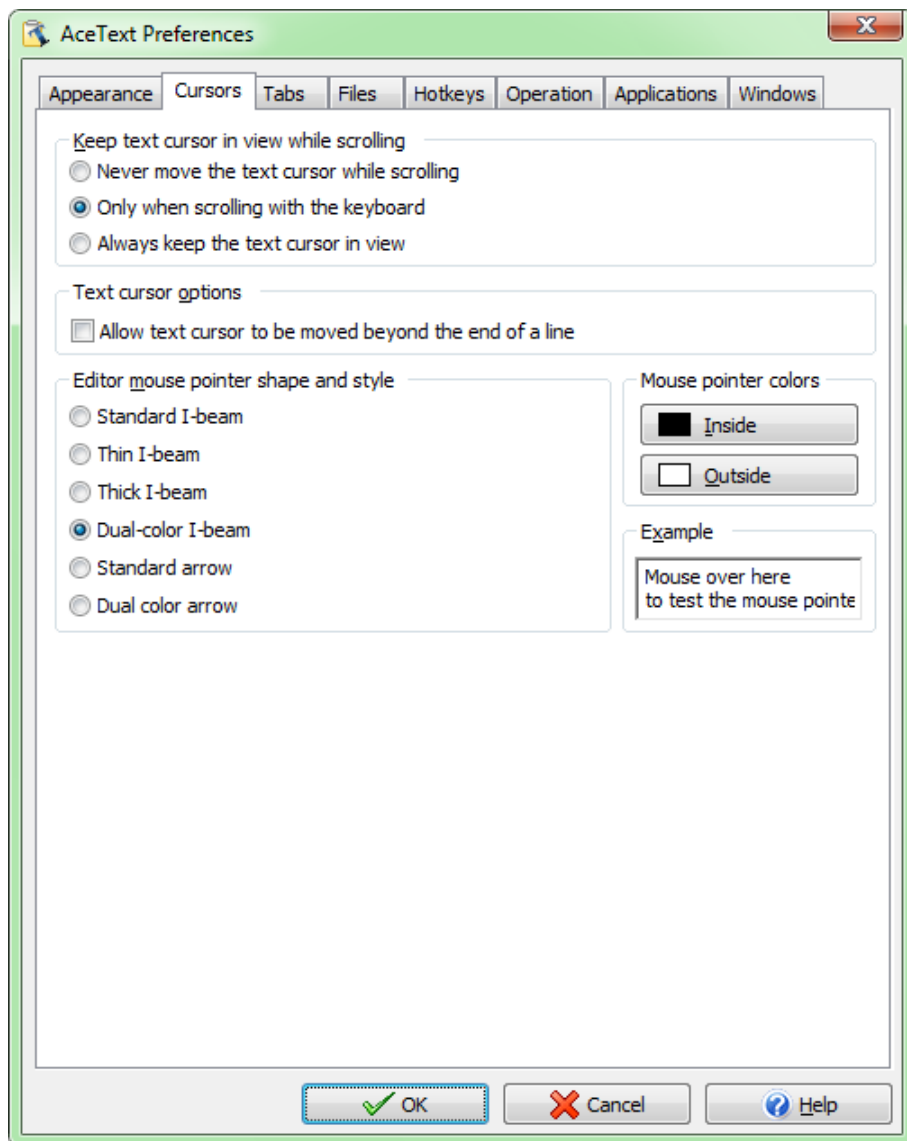
To install a dictionary, click on the language you want in the list, and click the Install button. AceText will then automatically download the dictionary, and install it into the folder you specified. A progress meter will appear while downloading.

You can have as many dictionaries installed as you want. There is no need to uninstall dictionaries. However, if you want, you can select a language and click the Uninstall button to delete a spell check dictionary.

If you are behind a proxy server, and AceText is unable to detect your proxy settings, you can change them by clicking the Settings button. Due to firewall and other network settings, it is possible that AceText cannot connect to the Internet directly. In that case, you can manually download and install the dictionaries from <http://www.acetext.com/spell.html>.

11. Cursors Preferences

On the Cursors tab in the Preferences screen, you can configure AceText’s mouse pointer and some aspects of the text cursor. The other text cursor settings are part of the Text Layout Configuration that you can select in the Appearance tab in the Preferences.



Keep Text Cursor in View While Scrolling

“Keep text cursor in view while scrolling” determines what happens to the text cursor when you scroll the text. Normally, the text cursor will keep its position relative to the text when you scroll the text. This may cause the text cursor to be scrolled off-screen. Depending on your text editing habits, this may be desirable or undesirable. If you allow the text cursor to be scrolled off-screen, it will keep its position relative to the text. After scrolling, you can immediately continue typing at the same position. When you do so, the text will be scrolled automatically to make the cursor visible again. If you choose to keep the text cursor visible, it will be

moved to the topmost or bottommost visible line when scrolling would otherwise have made it invisible. This way, you can always see exactly where the text cursor is pointing to.

By default, AceText will keep the text cursor visible when you scroll with the keyboard (by pressing Ctrl+Arrow Up/Down or Ctrl+Page Up/Down), but not when you scroll with the scroll bars or by rotating the mouse wheel. This is how most text editors for programmers work. AceText gives you the choice. Most general-purpose text editors do not allow keyboard scrolling at all.

Text Cursor Options

If you turn on “allow text cursor to be moved beyond the end of a line”, you can position the text cursor after the last character of the line. If you press the right arrow key when the cursor is at the end of the line, it will move one position to the right. If you click with the mouse beyond the end of the line, the cursor will be placed where you clicked. If you start typing when the cursor is beyond the end of the line, AceText will automatically fill up the line with spaces up to the position where you started typing.

When you do not allow the cursor to be moved beyond the end of a line, pressing the right arrow key when the cursor is at the end of a line will move it to the start of the next line. When you click the mouse beyond the end of the line, the cursor will be placed after the last character on the line.

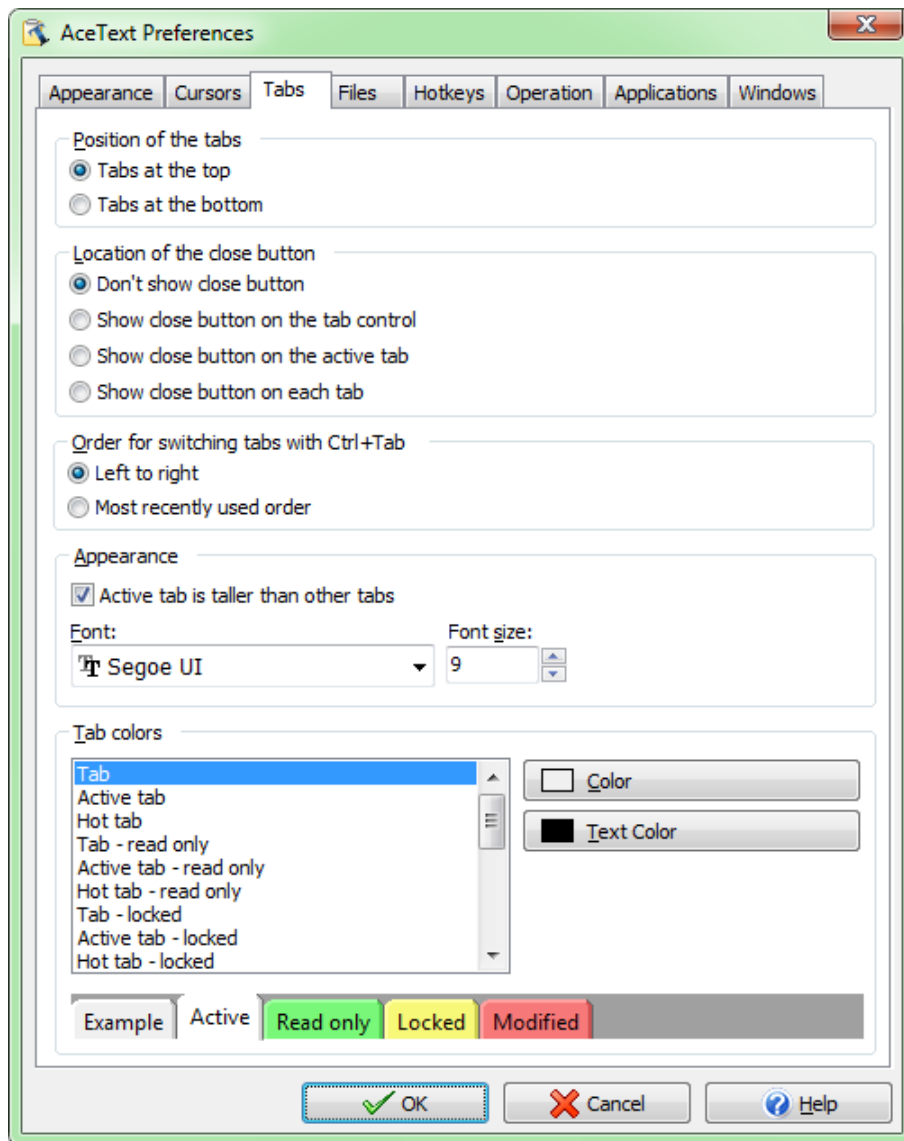
Mouse Pointer Shape and Style

AceText also allows you to select the mouse pointer shape and style. “Standard I-beam” is the standard mouse pointer for text editing controls, typically an I-shaped beam. “Thin I-beam”, “thick I-beam” and “dual-color I-beam” are custom AceText cursors for which you can pick your own colors. By choosing colors that contrast well with the background color you’ve chosen for the editor, you can make the mouse pointer highly visible. “Standard arrow” is the regular Windows mouse pointer. “Dual color arrow” is another custom AceText cursor in the shape of an arrow.

AceText’s custom pointers may not work in all situations. E.g. some remote desktop software cannot handle them. The mouse pointer may either be incorrectly displayed, or simply be invisible. In that case, simply select one of the standard pointers, which will always work.

12. Tabs Preferences

On the Tabs tab in the Preferences screen, you can configure the looks and behavior of AceText's tab pages.



You can choose to have tabs appear at the top, between the main toolbar and the collection toolbar. Or, you can have the tabs appear at the bottom, above the status bar.

AceText can show an X button to make it easy to close tabs. You can have one close button at the right hand edge of the tab control, after the last tab. Clicking this closes the active tab. Alternatively, you can have a close button directly on the tab. You can have it on the active tab only, or on each tab. A close button on each tab makes it easy to close tabs with a left click, but you have to be careful not to accidentally close tabs when switching between them.

If you choose not to show the close button, you can still close the active tab with the Close Collection command in the Collection menu, or any tab by clicking on it with the mouse wheel. Not showing the close button allows more tabs to fit on the screen.

The Clipboard, ClipHistory, All Collections, and Recycle Bin tabs that handle special functions in AceText cannot be closed. The X button is be grayed out for these tabs and clicking it has no effect.

Pressing Ctrl+Tab on the keyboard switches between tabs. If you turn on "use most recent order when switching tabs with Ctrl+Tab", then pressing Tab repeatedly while holding down Ctrl moves back through tabs you've previously activated, in reverse order. When you release the Ctrl key after pressing Tab one or more times, the tab that is activated is moved to the last position in the list of recently activated tabs. So if you press Ctrl+Tab and release both keys and do this repeatedly, you'll be switching back and forth between two collections. Essentially, Ctrl+Tab switches between collections in AceText like Alt+Tab switches between application in Windows.

If you turn off "use most recent order when switching tabs with Ctrl+Tab", pressing Ctrl+Tab moves through the tabs from left to right, and pressing Shift+Ctrl+Tab moves through tabs from right to left.

Appearance

The tab of the active collection has a different color than the other tabs. If this distinction is not clear enough, you can either change the tab colors as explained below or turn on "active tab is taller than other tabs". When this option is selected, the active tab will have a larger height and a piece of background will be visible above all the other tabs. Turning off this option gives the tab control a much more compact look.

You can also change the font and font size used for the captions shown on the tabs. A bigger font is more readable but allows fewer tabs to fit on the screen.

Tab Colors

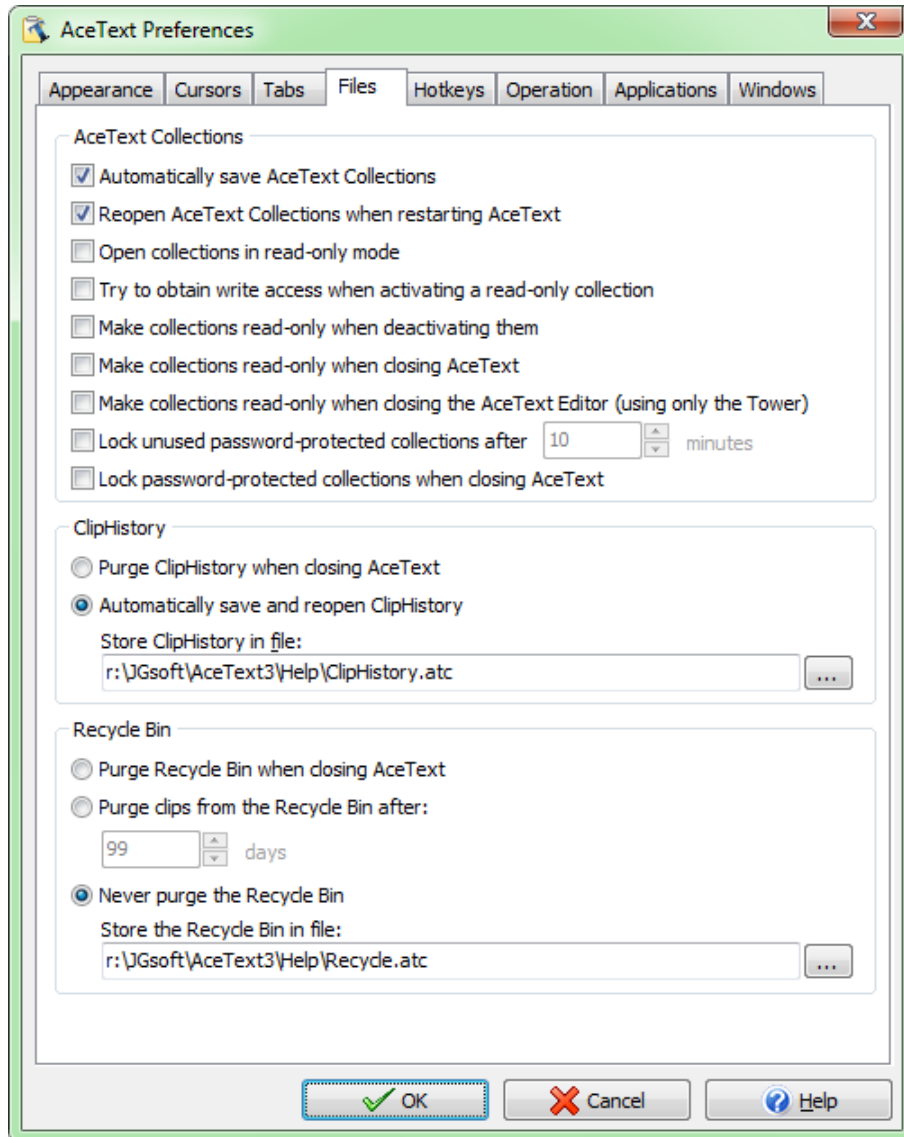
You can configure the colors of the tabs. Select an item in the list and click the Color and Text Color buttons to change the background and text colors of the selected tab style.

- Tab: Regular tab
- Active Tab: The tab of the collection you are currently viewing
- Hot Tab: The tab underneath the mouse pointer
- Tab - read only: Tab of a read only collection
- Active Tab - read only: The tab of the read only collection you are currently viewing
- Hot Tab - read only: The tab of a read only collection underneath the mouse pointer
- Tab - locked: Tab of a locked collection
- Active Tab - locked: The tab of the locked collection you are currently viewing
- Hot Tab - locked: The tab of a locked collection underneath the mouse pointer
- Tab - modified: Tab of a modified collection (only used when automatic save is disabled)
- Active Tab - modified: The tab of the collection you are currently editing
- Hot Tab - modified: The tab of a modified collection underneath the mouse pointer
- Tab button: Color of the X button directly on a tab
- Pressed tab button: Color of the X directly on a tab when you've clicked on it with the mouse
- Hot tab button: Color of the X button directly on a tab underneath the mouse pointer

- Tab control background: The empty space above and to the right of the tabs
- Tab control button: Color of the X and other buttons at the right end of the tab row
- Pressed tab control button: Color of the X or other button when you've clicked on it with the mouse
- Hot tab control button: Color of the X or other button underneath the mouse pointer
- Disabled tab control button: Color of disabled buttons at the right end of the tab row. The scrolling buttons will become disabled when you can't scroll further.

13. Files Preferences

Click on the Preferences button in the main toolbar to access the preferences screen. On the Files page, you can change how AceText saves your collections and the ClipHistory and Recycle Bin.



AceText Collections

By default, the option to automatically save AceText collections is on. AceText will then regularly save your collections, and make sure everything is saved when you close AceText, without asking. This way, you never lose any clips, and you never have to worry about saving.

If you turn off this option, AceText will ask you if you want to save modified collections when you close AceText. You will also need to click the Save button regularly when working for an extended period of time

with AceText, to make sure you do not lose any clips in case of a power failure or system crash. If you are not sure whether to turn this option on or off, turn it on.

When you turn on “Reopen AceText Collections when restarting AceText”, all collections that you had open when you last quit AceText are automatically reopened the next time you start it. If you tend to work with the same collections every day, turn this option on.

Turn on “Open collections in read-only mode” if you work with collection files that are stored on your local network and that are also used by other users, and most of the time you don’t modify the collections. Since only one user can have write access to a collection at any time, opening collections as read-only by default gives others the opportunity to gain write access if they need it. You can use the Read Only item in the Collection menu to modify a collection that was opened as read-only.

If you’ve turned on any of the options to automatically make collections read-only, then you may also want to turn on the option “Try to obtain write access when activating a read-only collection.” When this option is on, AceText will try to obtain write access to a collection when you click on its tab. If write access can be obtained, you’ll be able to modify the collection. If not, the collection will stay read-only. AceText will try to obtain write access again next time you switch to that collection.

The option “Make collections read-only when deactivating them” is the counterpart to the option above it. Whenever you activate a collection by clicking on its tab, all other collections are automatically made read-only. Any modifications you made to those collections are saved first. Turning on this option along with “open collections in read-only mode” gives others maximum opportunity to modify the collections.

When you close AceText, it doesn’t shut down completely. It keeps running in the background so that features like the ClipHistory and AcePaste can continue to work. AceText also keeps a lock on all collection files that aren’t read only, preventing other people and applications from modifying them. Since you can’t modify collections while AceText is closed anyway, turning on “Make collections read-only when closing AceText” gives others the opportunity to modify them when you’re not.

Your ability to edit collections is limited when using the AceText Tower without the AceText Editor. When using AceText this way, you’re probably only pasting text from existing collections rather than editing collections. Turning on “Make collections read-only when closing the AceText Editor (using only the Tower)” you can give others the opportunity to modify collections when you’re not editing them.

Turn on “Lock unused password-protected collections after X minutes” to automatically lock collections for which you previously set a password after a certain period of inactivity. The usage timer is reset whenever you modify the collection or select a clip or folder in the collection. Unused collections are automatically locked regardless of whether AceText is open or closed or whether the collection’s tab is the active tab or not.

Turn on “Lock password-protected collections when closing AceText” if you want to automatically lock all open password-protected collections when you close AceText. AceText keeps running in the background when you close it, showing its icon next to the system clock. The ClipHistory is not automatically locked, so AceText can keep capturing clips in the background. Regardless of this option, all collections are locked when you shut down AceText completely, and when your computer goes into standby or hibernation mode.

ClipHistory

By default, AceText automatically captures all text that is copied onto the clipboard into the ClipHistory. You can configure this in the Operation Preferences.

In the Files Preferences, you can determine if and where the ClipHistory is saved. If you select to purge the ClipHistory, it will not be saved, and the ClipHistory tab will be empty the next time you start AceText. Alternatively, you can choose to make the ClipHistory permanent by automatically saving and reopening it. Click the (...) button to select the location where you want AceText to save the ClipHistory. By default, it is saved in your “My Documents” folder.

Recycle Bin

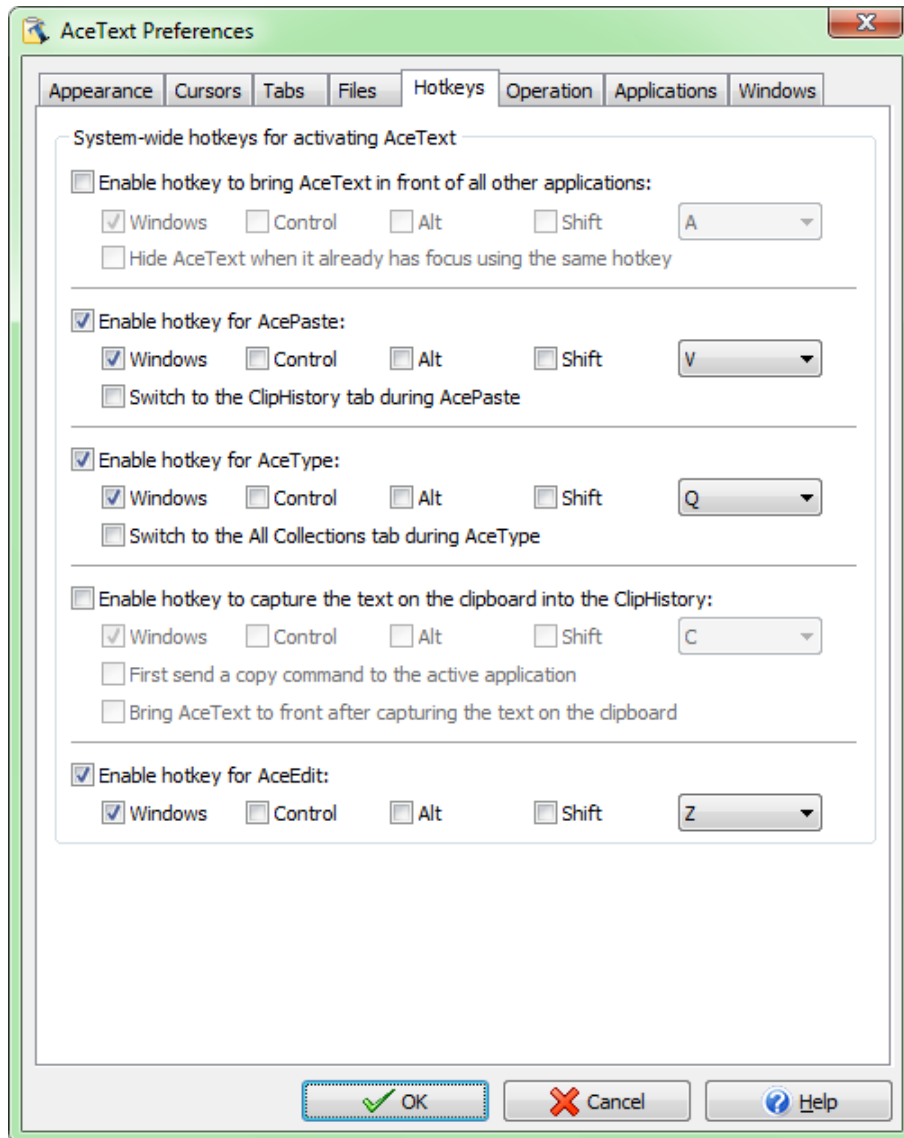
When you delete a clip, it is not really deleted but merely moved into the recycle bin. You can restore the clip from the recycle bin, until it is purged from the recycle bin.

You can choose to automatically purge the recycle bin when you close AceText. With this option, you cannot recover deleted clips after you closed AceText. The benefit is that the recycle bin is not cluttered by old clips, making it more easy to restore a recently deleted clip.

The other two options will save the recycle bin into a file each time you close AceText. Click the (...) button to select the location where you want AceText to save the recycle bin. By default, it is saved in your “My Documents” folder. If you select to purge clips after a certain number of days, AceText will remove clips that were deleted more than that number of days ago when you restart AceText. If you choose to never purge the recycle bin, you will need to clean it out manually every now and then, to prevent an unwieldy number of old clips from taking hold in the recycle bin. That is not a problem for AceText, but would make it difficult for you to find a recently deleted clip you want to restore.

14. Hotkeys Preferences

Click on the Preferences button in the main toolbar to access the preferences screen. On the HotKeys page, you can configure keyboard shortcuts to quickly activate AceText while you are working with another application.



The shortcuts or hotkeys will only work while AceText is active in the background. Check if the AceText icon is visible next to the system clock. If not, you need to start AceText first. In the Operation Preferences you can make AceText start up automatically when you start your computer.

Since the hotkeys are system-wide, you need to make sure to choose key combinations that are not also used by other software that you use. Otherwise, AceText's hotkey will take precedence, and you can no longer use that key combination in the other software. The default key combinations all use the Windows key in combination with a Letter. The Windows key is usually only used for a few system-wide hotkeys, so the defaults should not cause any conflicts.

To enable one of the hotkeys, mark its checkbox in the hotkey preferences. To change the shortcut, mark the checkboxes of the modifier keys you want to be part of the hotkey, and select a letter or function key from the drop-down list. Combinations including the Windows key or both the Ctrl and Alt keys are good choices. Few applications use the Windows key or Ctrl+Alt keyboard shortcuts, so these combinations are unlikely to cause conflicts.

Bring AceText to front

With this key combination, Windows+A by default, you can quickly switch from the application you are using to AceText, without removing your hands from the keyboard. Without this key combination, you need to click on the AceText taskbar button or system tray icon (next to the system clock) to activate AceText. To close AceText, press Alt+F4, which is the standard Windows shortcut for closing a window.

When enabling this hotkey, you can also turn on the option to hide AceText with the same hotkey if you press it when AceText already has keyboard focus (i.e. it's already in front). This way you can quickly pop up and dismiss AceText at any time.

AcePaste

AcePaste is a special AceText feature that enables you to quickly paste a clip into an application, and continue working with that application after pasting. The default hotkey is Windows+V. When you press this hotkey, AceText will pop up. Select the clip you want to paste, either by double-clicking on it, pressing Ctrl+Enter, or pressing the AcePaste hotkey again. The clip is then pasted directly into the application that was active when you pressed the AcePaste hotkey. If you change your mind, press the Escape key to cancel AcePaste. Either way, AceText will bring to front the application that was active when you pressed the AcePaste hotkey, so you can continue working straight away.

By default, AceText will try to paste into the target application by placing the clip on the clipboard and simulating the Ctrl+V key combination. If you want to use AcePaste with an application that pastes differently, or can only accept keyboard input, you can configure that application in the Applications Preferences.

AceType

AceType works just like AcePaste, except that you select the clip to be pasted by typing in its AceType abbreviation, and pressing Enter on the keyboard. If you took the time to assign abbreviations to clips, this is the fastest way to paste. Once you get the habit of using AceType, you will be able to paste blindly.

See Look up and Reuse Text to learn how to efficiently reuse text stored in AceText.

ClipHistory capture

If you turned off automatic capture in the Operation Preferences, you can enable a hotkey to manually capture text into the ClipHistory. When you press this hotkey, AceText will add the text held by the Windows clipboard to the top of the ClipHistory. To transfer text from an application into AceText, first copy the text in the application, and then press the ClipHistory capture hotkey. You can also enable the option to bring

AceText to front after capturing. That way, you can immediately move or duplicate the captured clip into a collection.

See [Capture, Enter and Store Text](#) to learn about other ways to get text from an application into AceText.

AceEdit

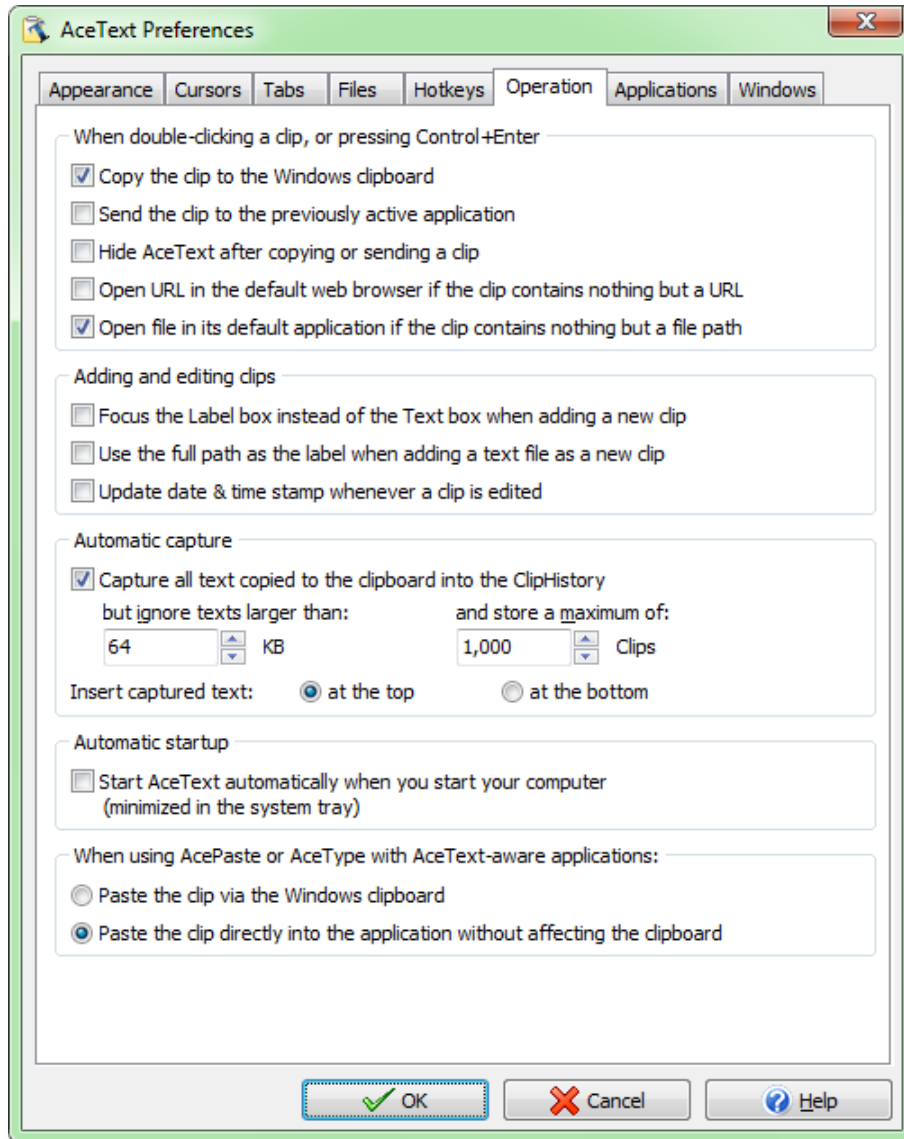
AceEdit is a special AceText feature that enables you to quickly edit some text in another application with AceText, and continue working with that application when you're done editing. The default hotkey is Windows+Z. When you press this hotkey when working with an application other than AceText, AceText will pop up. It will show the Clipboard tab, ready to edit the text that you selected in the application you're working with.

When you're done editing, press the AceEdit hotkey again, or press Ctrl+Enter, or click with the mouse to activate the target application. AceText will then send the modified text back to the application you were working with. If you change your mind, press the Escape key to cancel AceEdit. Either way, AceText will bring to front the application that was active when you initiated AceEdit, so you can continue working straight away.

By default, AceText will try to extract the text from the application by simulating a Ctrl+C keystroke, and paste it back by simulating the Ctrl+V key combination. If you want to use AceEdit with an application that copies or pastes differently, you can configure that application in the Applications Preferences.

15. Operation Preferences

Click on the Preferences button in the main toolbar to access the preferences screen. On the Operation page, you can configure how AceText interacts with other applications.



Double-clicking and Ctrl+Enter

Double-clicking and pressing Ctrl+Enter on the keyboard always have the same effect in AceText. You can perform the same action whether you prefer to use the mouse, or the keyboard.

If you turn on the “copy” option, AceText will place the double-clicked clip onto the Windows clipboard. You can then paste it yourself wherever you want. This makes double-clicking a shortcut for the Copy to Clipboard button.

If you turn on the “send” option, AceText will activate the application that was active before you switched to AceText, and paste the clip into that application. If the clip contains parameters, AceText will substitute them and prompt if needed. If the application is not AceText-aware, the clip will be copied to the Windows clipboard, even if you turned off the “copy” option.

If you select either or both options, you can also make AceText hide itself after copying or sending the clip. Turning on both the “send” and “hide” options effectively permanently activates AcePaste. Whenever you double-click a clip, it will be pasted into the application you are working with, even when you did not press the AcePaste hotkey.

Note that there still is one difference. When you press the AcePaste hotkey and then double-click a clip, it will be sent to the application that was active when you pressed the AcePaste hotkey, even if you switched to another application before double-clicking the clip. If you double-click a clip without pressing the AcePaste hotkey first, it is sent to the application that was last active (except for AceText itself, of course).

If the text of a clip consists solely of a URL, you can configure AceText to open that URL in the default web browser when you double-click on the clip in the clip tree. This option overrides the “copy” and “send” options for URL clips. The URL will open in the browser, without being copied to the clipboard or being sent to the previously active application.

Note that the last option does not affect double-clicking on the URL itself in the AceText editor. Double-clicking directly on a URL always opens it in the default web browser. The option affects double-clicking the clip’s label in the clip tree.

Adding and Editing Clips

Turn on “focus Label box instead of Text box when adding a clip” if you like to give all your clips a label when adding them. Turn it off if you prefer to type in the clip’s text straight away. If you don’t type in a label, AceText will use the first 40 character of the clip as the label.

Turn on “use the full path as the label when adding a text file as a new clip” if you want the Create Clip from Text File command to use the full path, e.g. c:\My Documents\file.txt, as the clip’s label. If you turn this off, only the file name, e.g. file1.txt, is used as the label.

Turn on “update date and time stamp whenever a clip is edited” to use the date and time field of each clip as an automatic “last modified” indicator. Whenever you make a change to a clip, its date and time will be set to the current date and time. Regardless of this setting, when you add a new clip, AceText will assign it the current date and time. You can change the date and time on a clip as you want. However, if the “update date and time stamp” option is on, if you make another change after setting the clip’s date or time, AceText will again automatically stamp the clip with the current date and time.

Automatic capture

The Windows clipboard can only hold one piece of information, which is often insufficient. AceText’s ClipHistory, however, can hold as many clips as you want. If you turn on automatic capture (it’s on by default), whenever you copy some text to the Windows clipboard, AceText will grab it and put it at the top of the ClipHistory. That way, you can easily work with many bits of text.

The ClipHistory will only capture text copied by other applications. It will not capture text or clips you copied using AceText, since that text is already stored in AceText. If you use a well-behaved clipboard extender, AceText will also ignore the clipboard extender's activity.

To keep AceText from wasting your computer's memory, AceText will not automatically capture very large blocks of text. By default, text longer than 64 KB (about 15 pages of text) is not automatically captured. You can increase this limit up to 32 MB. This limit only affects the automatic capture. If you press the ClipHistory capture hotkey or otherwise transfer text into AceText, AceText will accept any size of text. AceText can easily handle clips that are many megabytes in size.

To prevent the ClipHistory from growing too large, and amassing heaps of obsolete clips, AceText will limit the number of clips stored in the ClipHistory. The default is 1,000 clips. You can increase it to 10,000 or decrease it if you want old clips to be discarded more quickly. Whenever AceText automatically captures a clip and the number of clips is greater than the limit, AceText will delete the bottommost clip in the ClipHistory and continue doing so until the number of clips in the ClipHistory equals the limit.

Automatic startup

AceText's handy hotkeys only work while AceText is running. Windows does not allow inactive applications to register hotkeys. To make sure the hotkeys are always available, turn on the automatic startup option. This will make the AceText icon visible next to the system clock, and enable the hotkeys. AceText itself will not appear until you press a hotkey, click the tray icon, or start AceText via a shortcut icon.

If you also enabled the option in the Files Preferences to automatically reload your AceText collections, AceText's automatic startup will add a few seconds to your computer's startup time. The benefit is that your AceText collections are instantly available when you need them.

AceText-aware applications

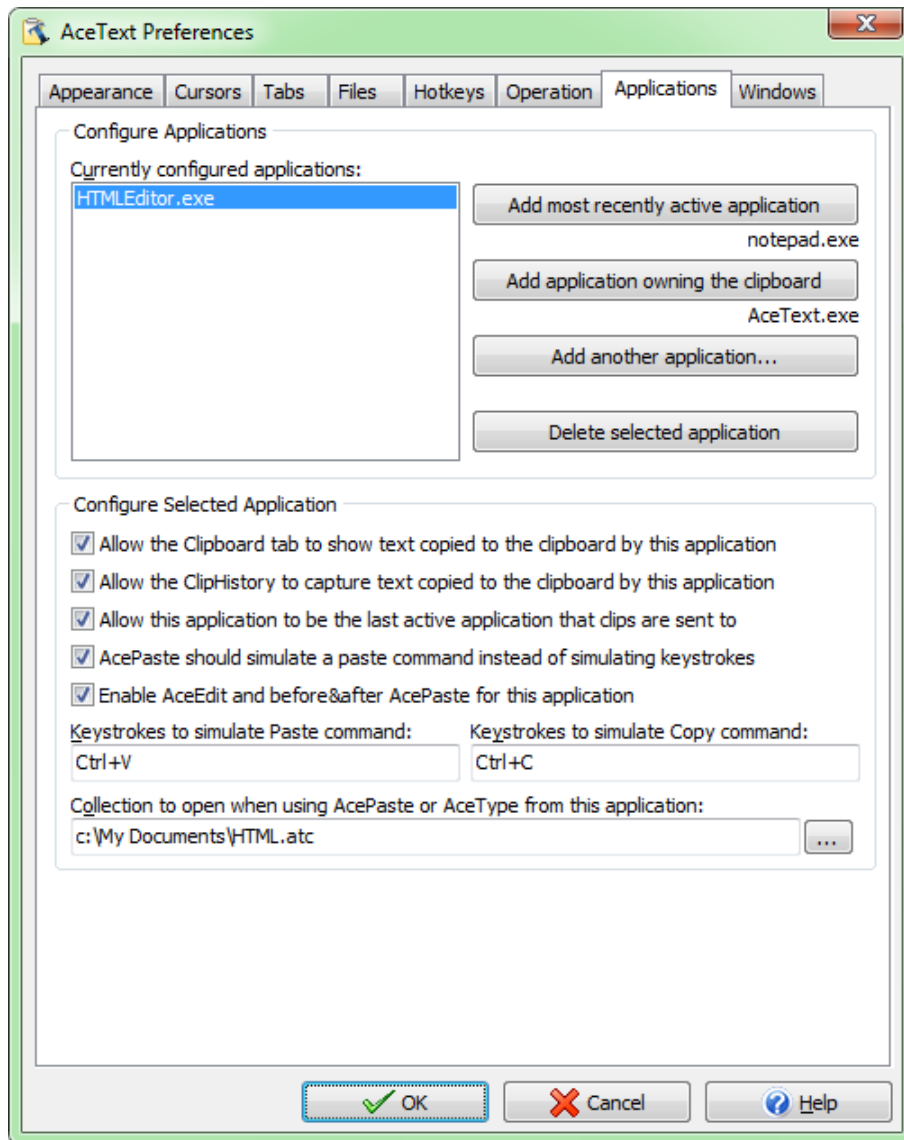
When you use AcePaste or AceType to paste directly into an application, AceText makes use of the Windows clipboard to send the clip into the application. This means that whatever data was held by the clipboard is lost. It also means that you can readily paste the same text again, since it is already on the clipboard.

If the target application is AceText-aware, however, AceText uses a different method that does not involve the clipboard to send the clip to the target application. This preserves the data that is held by the clipboard.

If you regularly use AceText with both AceText-aware and AceText-unaware applications, it may be confusing that sometimes AceText puts the clip onto the clipboard when you use AcePaste, and sometimes it does not. Therefore, you can select that AceText should also put the clip onto the clipboard when pasting into an AceText-aware application.

16. Applications Preferences

AceText’s AcePaste, AceType and AceEdit commands, as well as its ability to directly send clips to an application, require AceText to interact with other applications. To do so, AceText makes certain assumptions about the application. These assumptions are valid for most, but not all, Windows applications. On the Applications tab in the Preferences, you can configure how AceText should interact with specific applications.



Adding Applications

AceText identifies applications by the name of their executable file. E.g. the Notepad application included with Windows is identified by its file Notepad.exe which can be found in the c:\Windows folder. You could configure how AceText interacts with Notepad by clicking the “Add another application” button, and selecting Notepad.exe.

Large applications developed with modular programming techniques may consist of multiple executables. AceText may identify the executable by a different one than the .exe you start it with. To configure such an application, switch to the application by clicking on it, and then switch back to the Preferences screen in AceText. Click the button “Add most recently active application” to configure the application you just briefly switched to. The application’s executable file name will be indicated below the button, and added to the list. This button uses the same method as the AcePaste and AceType commands to identify the target application for pasting.

The AceEdit button, the Clipboard tab and the ClipHistory use a slightly different method. They identify the application by checking which executable file last copied something onto the Windows clipboard. Normally this is the same .exe as the application switching method identifies, but it can be different for large, modular applications. To configure a particular application, simply switch to it, copy something to the clipboard in it, and switch back to the Preferences screen in AceText. Click the button “Add application owning the clipboard” to configure the application that you just told to copy something to the clipboard. The application’s executable file name will be indicated below the button, and added to the list.

Due to security restrictions, AceText cannot identify applications that are running “as administrator” (unless AceText itself is also running as administrator). AceText indicates such applications with the (as administrator) placeholder. If you want to configure such applications, you’ll have to do so on the Windows tab in the Preferences.

Each application can be configured only once. AceText lists them in alphabetic order.

Clipboard Security

The Clipboard Tab in AceText allows you to directly view the contents of the Windows clipboard, and even edit them. There may be situations in which you’d rather not make the contents of the clipboard visible, in case somebody is looking over your shoulder. A particular example are password management utilities that help you remember passwords. Many of these copy the password to the clipboard, expecting you to paste it wherever the password is needed. Obviously, you don’t want AceText to show your passwords in plain view. Therefore, you should add your password manager to AceText’s list of configured applications, and turn off the “allow Clipboard tab to show text copied to the clipboard by this application” option. If an application is not configured for special treatment in AceText, the Clipboard tab will show whatever it copies to the clipboard.

You should also turn off the “allow the ClipHistory tab to capture text copied to the clipboard by this application” option for password managers and other applications copying sensitive stuff. By default, the ClipHistory tab captures any text you copy to the clipboard, and stores up to 1,000 items. You should also turn off this option for applications that improperly use the clipboard as a temporary holding space, or from which you copy things you never need AceText to remember for you. This helps to declutter the ClipHistory, making it easier for you to find the important stuff that AceText should remember.

Pasting into Applications

In the Operation preferences, you can configure AceText to paste clips directly into the most recently active application when you double-click on the clips. By default, any application is fair game for pasting this way. If you have certain applications that you never paste into from AceText, you can configure them and turn off the option “allow this application to be the last active application that clips are sent to”. Then, double-clicking on a clip will never paste into that application. If it is the most recently active one, AceText will paste in the

second most recently active one. (And if you disabled that one too, in the third most recently active, ad infinitum.). This option only affects the double-click or Ctrl+Enter direct sending. Even when it's off, you can still use AcePaste, AceType or a simple paste command to paste AceText clips into the application.

When pasting directly in an application, whether because you double-clicked on a clip or used AcePaste or AceType, AceText can perform the paste in two ways. One way is for AceText to copy the clip to the clipboard, and then simulate a key combination to make the application paste the clip. For unconfigured applications, AceText will use this method, and simulate a Ctrl+V keystroke. If you turn on the option to use this method, you can also configure the keyboard shortcut AceText should simulate. This is the shortcut that you would use to manually paste into the application.

The other way to “paste” directly is for AceText to simulate keystrokes for the entire clip. AceText will activate the target application, and pretend that you typed in the whole clip's text on the keyboard. The disadvantage of this method is that it only allows characters that you can type on your keyboard can be pasted. It also doesn't allow “before and after” clips to be pasted. You should only turn off the option to simulate the paste command if the target application has trouble pasting AceText's clips from the clipboard.

Grabbing Text from Applications

There are two situations in which AceText will try to grab text from an application. The first is when you use the AceEdit command. AceText will simulate a keyboard shortcut to make the active application copy the selected text to the clipboard, so you can edit it on the Clipboard tab.

The other situation occurs when you try to paste a “before and after” clip into an application that is not AceText-aware using either AcePaste, AceType or the double-click method. Since the Windows clipboard can only hold one bit of text, and not two like “before and after” clips use, AceText can't paste such clips directly. Instead, AceText will simulate a keyboard shortcut to make it copy the selected text to the clipboard. When the application does this, AceText updates the text on the clipboard to put the “before and after” clip around it. Then AceText simulates the paste shortcut as it always does.

For unconfigured applications, AceText will simulate a Ctrl+C keyboard shortcut to make the application copy the clip.

Configuring Keystrokes

If you've turned on the AcePaste option, you can enter the keystrokes AceText should simulate to make the application paste the clipboard's contents. By default, this is the Ctrl+V keyboard shortcut, which is the standard shortcut for pasting in Windows applications. Shift+Insert is also a common shortcut. If your application doesn't have a keyboard shortcut, but does have an Edit|Paste menu item, you can enter Alt+E P as the keystrokes. Essentially, you need to enter the keystrokes that you would type when telling the application to paste. If an application can only paste using the mouse, you'll need to turn off the option to simulate the paste command.

If you've turned on the AceEdit option, you can also configure the keystrokes AceText should simulate to make the application copy the selected text to the clipboard. The standard Windows shortcut is Ctrl+C. Another common key combination is Ctrl+Insert. The Edit|Copy menu item is commonly accessed with Alt+E C.

To enter the keystrokes, click on the edit field, and then simply press the keys. E.g. press Ctrl+V on the keyboard to enter the Ctrl+V key combination. If you press multiple key combinations, AceText will add them in sequence. Press Backspace if you pressed the wrong key.

Collection To Open When Using AcePaste or AceType

When pressing the AcePaste or AceType hotkey, AceText normally pops up showing whichever collection it was showing last time you were using it. You can make it open a specific collection when using AcePaste or AceType while working with an application. Simply specify the path to a collection that you have previously saved. You can click the (...) button to select the file. This way you can have one collection for each application, and always have the right collection ready for each application. E.g. you can make AceText open your HTML collection when using your HTML editor.

17. Windows Preferences

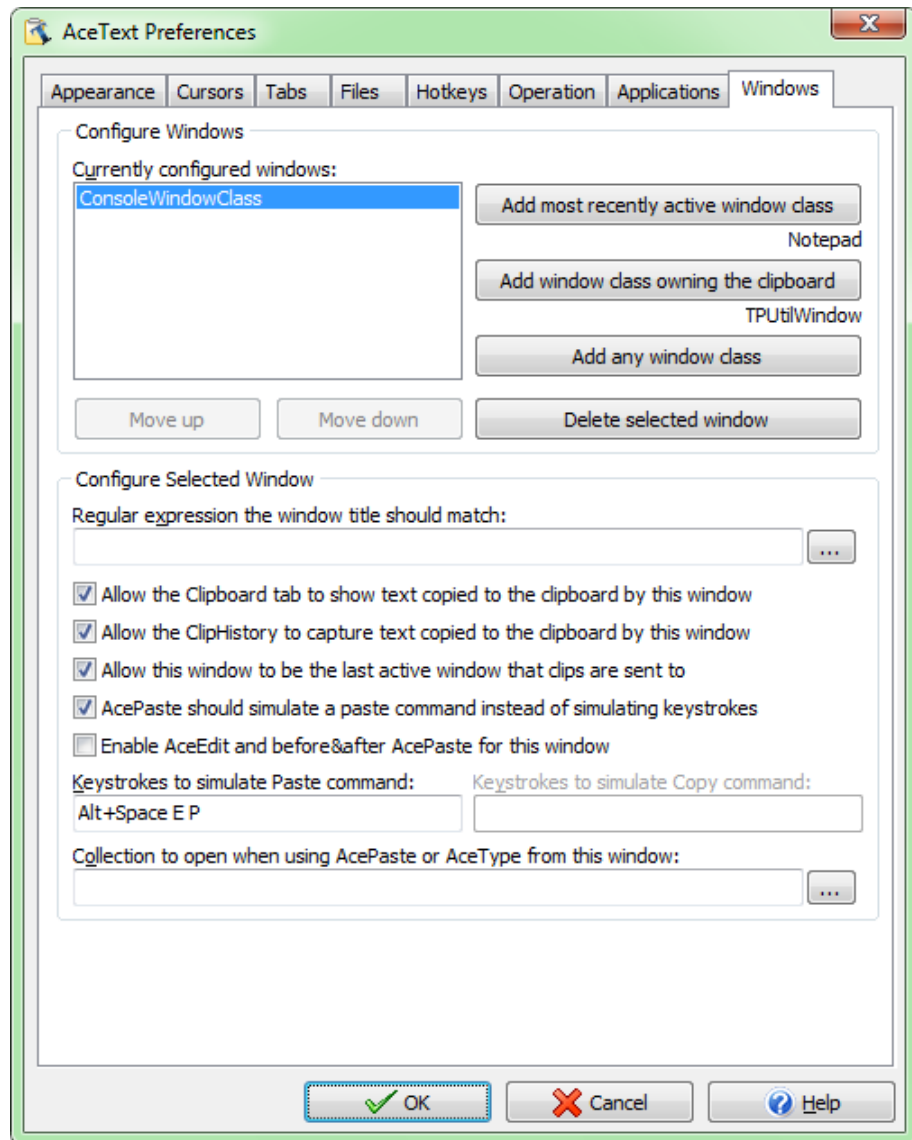
AceText's AcePaste, AceType and AceEdit commands, as well as its ability to directly send clips to an application, require AceText to interact with other applications. To do so, AceText makes certain assumptions about the application. These assumptions are valid for most, but not all, Windows applications.

Normally, you'll use the Applications tab in the Preferences screen to configure AceText to work correctly with your applications. The Windows tab provides similar settings, but configures top-level windows rather than applications. This is more complicated as applications may have multiple windows, but it can be more flexible if different windows in an application behave differently.

If a window matches a window configuration from the Windows tab in the preferences and that window is part of an application that you have configured on the Applications tab in the Preferences, then the only the window configuration is used. The application configuration is only used for windows that do not match a window configuration. This system allows you to use the Applications tab to configure an application as a whole, while using the windows tab to use different settings for specific windows in the application.

Preconfigured Windows

The only application that's preconfigured when you first use AceText is ConsoleWindowClass. This is the window class used by the command shell that is part of Windows. The only special treatment it gets are different keystrokes for pasting (Edit|Paste in the system menu). The AceEdit option is disabled, since the command shell doesn't have a normal "copy" command. The default preferences configure the window



rather than the application cmd.exe because that is a 64-bit application that AceText can't detect when running 64-bit Windows.

Adding Windows

AceText identifies windows by their class names. Window class names are used by programmers when building Windows applications. The names are not necessarily meaningful and don't have to be unique between applications.

To configure a window, switch to the window by clicking on it, and then switch back to the Preferences screen in AceText. Click the button "Add most recently active window class" to configure the window you just briefly switched to. The class name will be indicated below the button, and added to the list. This button uses the same method as the AcePaste and AceType commands to identify the target application for pasting.

The AceEdit button, the Clipboard tab and the ClipHistory use a slightly different method. They identify the application by checking which window last copied something onto the Windows clipboard. Many applications use an invisible helper window to manage the stuff they copy to the clipboard. Those windows often have generic class names used by many applications (developed with the same programming tools) and no captions. You're better off configuring such applications on the Applications tab.

If you want to identify windows purely by the text displayed in their title bars, click the "Add any window class" button. This window configuration will apply to all windows in all applications. You should only do this when using a regular expression to check the window title.

You can add the same window more than once. If you do, you should use the window title regex to make sure only one window configuration applies to each window. If more than one configuration matches the class name and title, the one higher in the list is used.

Window Titles

Most applications indicate the name of the application and the active document in the title bar of their main windows. AceText can use a regular expression to check the window title. If the regex matches (part of) the title, the window configuration is used. If it does not, AceText checks the other window configurations.

If you simply want to check the title for some literal text, you can type that in normally. If the text includes symbols or punctuation, then you need to escape the characters `+*?.\[\](){}` with a backslash. E.g. the regex `\(I\.B\.M\.\)` matches `(I.B.M.)` literally.

If you have RegxBuddy installed, you can click the (...) button to edit the regular expression with RegxBuddy.

There are two main purposes for checking the Window title with a regex. The first reason is that dealing with window classes can be complicated. The regex allows you to use the "add any window class" button and then type in the name of the application as the regex to match the title against.

The other purpose is to make AceText sensitive to the application's context. E.g. a plain text editor that you use to edit HTML and C++ files may indicate the name of the active file in its caption bar. If you add two window configurations for this application, one using the regex `\.html` and the other using the regex

`\.(c|cpp|h|hpp)\b` then you can set your HTML collection to be opened when you're editing HTML files, and your C++ collection when you're editing C++ files.

Window Configuration

The actual configuration settings for windows are the same as the application configuration settings.

18. AceText-Aware Applications

AceText is designed as a sidekick to the applications you regularly work with to create documents and to communicate. AceText makes it quick and simple to store large and small bits of text for later reuse, and to transfer multiple bits of text between applications.

AceText is compatible with (almost) all Windows applications. However, some of its functionality will work better when used in conjunction with an application that was made AceText-aware by its developers.

What “AceText-aware” means

To make AceText’s tasks possible, AceText needs to be able to communicate with other applications. The Microsoft Windows platform provides several mechanisms to communicate. Two mechanisms that you, the user, have control over are the Windows clipboard and drag and drop. The Windows clipboard is a central storage area, where applications can store data and later retrieve it, whenever you use the “copy” or “paste” commands. Almost all Windows applications can use the Windows clipboard. Drag and drop enables you to directly copy or move data from one application to another, using the mouse. Since drag and drop is a bit difficult to implement for programmers, not all software supports it.

When two applications communicate, they need to agree in which format they will send and receive data. This is where the difference between applications that are AceText-aware, and those that are not, sets in. Microsoft Windows defines several standard data formats, including plain text. This means AceText capture text from and send text to any application, either via the clipboard, or via drag and drop.

However, AceText supports additional kinds of clips, such as rectangular text blocks and “before and after” text. Since those are not standard Windows data formats, only software that was made compatible with AceText by its programmers will recognize those data formats. If your software was not, AceText will detect this and fall back to the plain text format. Rectangular blocks and “before and after” clips are then sent as plain text.

AceText-aware software

At the time of this writing, only software developed by JGsoft - Just Great Software, is AceText-aware. This includes EditPad Pro, JGsoft’s highly flexible and convenient text editor. The combination of AceText and EditPad Pro definitely makes text editing a much more pleasant (or less boring) job, and certainly will reduce the time you spend doing it. See <http://www.editpadpro.com/> for more information.

How to make an application AceText-aware

Making an application AceText-aware can only be done by the company or people that created it. A single programmer can do it in a couple of hours. So you will need to request this functionality from the developers of the software that you use. If they have any questions about this, invite them to contact AceText technical support. We will be happy to assist them with the implementation.

If you are a programmer, and want to make your software AceText-aware, read the documentation on AceText’s clipboard format and AceText’s automation interface. At a very minimum, you need to make your

application recognize AceText's clipboard format, so your application can paste AceText's clips and receive them via drag-and-drop the way the user expects.

Implement AceText's automation interface to be able to directly respond to AceType and AcePaste events. This will make AceType and AcePaste work together with your application more reliably. Without the interface, AceText copies the clip to the clipboard and simulates a Ctrl+V keystroke in your application.

The automation interface also provides your application with great control over AceText. Your application can tell AceText to open or close a collection, retrieve its clips, add and update clips, etc. To see this in action, download a copy of EditPad Pro.

AceText Clipboard Format

The information below is intended for programmers who want to make their software AceText-aware.

The minimum requirement for an application to be AceText-aware, it to recognize AceText's clipboard format. Then the application can paste AceText's clips and receive them via drag-and-drop the way the user expects. Download the AceText Client Demos to get sample source code that you can use as the basis for your own applications. One demo is written in C# using the .NET framework, and the other is written in Delphi using the Win32 API.

AceText places clips on the clipboard as a UTF-8 string holding an XML structure, according to the XML schema at <http://www.acetext.com/acetext20.xsd>. The structure is designed with both backward and forward compatibility in mind. For maximum compatibility, if your application encounters a clip with a version attribute in the acetext tag with a value greater than that defined in the XML schema, it should silently ignore any elements and attributes that are not defined in the schema.

When a single clip is copied to the clipboard, the string used to identify the clipboard format is "AceText Clip". Use this string when calling the Win32 API function RegisterClipboardFormat(), or when calling the GetData() and GetDataPresent() methods of the IDataObject interface in the .NET framework. The clipboard contents will be a UTF-8 string holding an XML file with a single clip element of type Clip in the acetext root element, as defined in the XML schema. An example:

```
<?xml version="1.0" encoding="UTF-8"?>
<act:acetext xmlns:act="http://www.acetext.com/acetext20.xsd" version="2.0">
  <clip kind="text" label="Clip Label" acetype="abbreviation" date="2006-06-
12T16:21:07">
    <text>Text of the clip copied to the clipboard</text>
  </clip>
</act:acetext>
```

When the user copies multiple clips to the clipboard, AceText also places the "AceText Clip" format on the clipboard. It will contain the clip that was visible in AceText when the clips were copied. If your application is unable to paste multiple clips, it should paste this clip.

AceText will also place the "AceText Collection" format on the clipboard. The data for this format is also an UTF-8 string with XML data. The acetext root element will contain one collection element of type Collection, as defined in the XML schema. This is the exact same format used by .atc files when AceText saves a collection into a file. An example:

```

<?xml version="1.0" encoding="UTF-8"?>
<act:acetext xmlns:act="http://www.acetext.com/acetext20.xsd" version="2.0">
  <collection sort="none">
    <clip kind="text" label="Clip Label" acetype="abbreviation" date="2006-06-
12T16:21:07">
      <text>Text of the clip copied to the clipboard</text>
    </clip>
    <folder label="More clips" sort="old-new">
      <clip kind="beforeafter" label="Before & after clip" date="2006-06-
12T16:28:13">
        <before>Before text</before>
        <after>After text</after>
      </clip>
      <clip kind="binary" label="Binary clip" date="2006-06-12T16:28:40">
        <bytes>DEADBEEF</bytes>
      </clip>
    </folder>
  </collection>
</act:acetext>

```

Automation Interface

The information below is intended for programmers who want to make their software AceText-aware.

In addition to adding support for AceText's clipboard format to your application, you should implement AceText's COM Automation to enable your application and AceText to communicate. Then, AceText can send AcePaste and AceType events directly to your application.

Download the AceText Client Demos to get sample source code that you can use as the basis for your own applications. One demo is written in C# using the .NET framework, and the other is written in Delphi using the Win32 API.

AceText automatically registers its automation interface with Windows. So if AceText has been run at least once on a computer, the automation interface is available. To automate AceText via COM, you need to import its type library. It is stored in AceText.exe, which is installed under C:\Program Files\JGsoft\AceText by default.

Below, you can find the basic instructions for making your application AceText-aware, once for Borland Delphi, and once for C# and the .NET framework. If you use another development tool, you need to perform the same tasks, but the actual methods may differ, depending on your development tool's support for COM automation.

Borland Delphi (Win32)

Select Project|Import Type Library from the menu. Import "AceText API", and install the unit into a package. A new component called TAcetextIntf appears on the component palette. This component implements the methods and events you can use to communicate with AceText. Drop this component on a form or data module. Call the component's Connect() method to connect to AceText. If AceText is not yet running, Windows will start it.

In the `OnShow` event handler of all forms in your application, call `TAceTextIntf.ConnectWindow()`. Specify the `Handle` property of the form as the parameter. In the `OnHide` event handler of all your forms, call `TAceTextIntf.DisconnectWindow()`. This ensures that `AceText` knows which windows belong to your application.

The `TAceTextIntf` component has four events. You must assign event handlers to all of them. The event handler for `OnQuerySupportedVersion` must set the `Version` parameter to 1. This makes sure future versions of `AceText` know which version of the clip variant structure your application supports, and makes your application forward compatible. In the event handler `OnShutdownNotification`, you must call `DisconnectWindow()` for each form that is still connected. Then you must call `TAceTextIntf.Disconnect()` to terminate the connection between your application and `AceText`.

The `OnQueryAceType` event is fired when the user presses the `AceType` hotkey. It gives your application a chance to set a default abbreviation. You should set it to the word that the text cursor is pointing at, if any.

`OnAcePaste` is fired when the user completes an `AcePaste` or `AceType` operation. The event sends your application the clip to be pasted as a variant structure. This way, the clip can be pasted without using the Windows clipboard, preserving the data it holds.

That is all it takes to make your application fully `AceText`-aware. The additional methods of the automation interface are intended for advanced integration with `AceText`. You can use them if you want.

C# (.NET framework)

In Visual Studio.NET, right-click on “References” in the Solution Explorer, and pick “Add Reference”. Switch to the COM tab, and choose “AceText API”. In Borland C#Builder, do the same from the Project Manager. After adding the reference, import the `AceText` namespace. Then you can easily access the `AceTextIntfClass` class. Create a new object from this class to connect your application to `AceText`.

Whenever your application displays a form, call `AceTextIntfClass.ConnectWindow()`. Specify the `Handle` property cast to a `uint` as the parameter. When hiding the form, call `DisconnectWindow()`. This ensures that `AceText` knows which windows belong to your application.

`AceTextIntfClass` has four events. You must assign event handlers to all of them. The event handler for `QuerySupportedVersion` must set the `Version` parameter to 1. This makes sure future versions of `AceText` know which version of the clip variant structure your application supports, and makes your application forward compatible. In the event handler `ShutdownNotification`, you must call `DisconnectWindow()` for each form that is still connected. Then you destroy all instances of `AceTextIntfClass` that you created, to terminate the COM connection.

The `QueryAceType` event is fired when the user presses the `AceType` hotkey. It gives your application a chance to set a default abbreviation. You should set it to the word that the text cursor is pointing at, if any.

`AcePaste` is fired when the user completes an `AcePaste` or `AceType` operation. The event sends your application the clip to be pasted as a variant structure. This way, the clip can be pasted without using the Windows clipboard, preserving the data it holds.

That is all it takes to make your application fully `AceText`-aware. The additional methods of the automation interface are intended for advanced integration with `AceText`. You can use them if you want.

Automation Interface Reference

The information below is intended for programmers who want to make their software AceText-aware. Once you understand the basic principles of using AceText's COM automation interface, use the reference below to learn exactly how to handle the events AceText will fire, and which functions you can call to control AceText.

AceTextEventIntf event interface

AceText's event interface has four events. Your application must provide event handlers or event sinks for all of them.

QuerySupportedVersion(out uint Version)

AceText will fire this event as soon as your application connects to AceText. Your application must set Version to 2. This is the version of the AceText Clip Variant Structure that your application supports (i.e. the one described in this help file). This makes sure future versions of AceText know how to communicate with your application.

ShutDownNotification()

This event is fired when the user attempts to shut down AceText, while your application is still connected to it. AceText cannot shut down while an application is still connected to it. Your application should call DisconnectWindow() for each window still connected, and then disconnect the COM automation link itself. If your application fails to do this, AceText cannot shut down, and will minimize to the tray instead.

QueryAceType(uint Wnd, out BSTR AceType)

Fired when the user presses the AceType hotkey while the top-level window with handle Wnd has keyboard focus. Set AceType to the word the text cursor points to, or to the selected text. Whatever you assign to AceType is used as the default abbreviation. If a clip with the exact abbreviation exists, it will be pasted instantly. Set AceType to an empty string if your application cannot provide a meaningful default.

AcePaste(uint Wnd, OleVariant Clip)

Fired when the user completes an AcePaste or AceType operation. Paste the clip stored in the variant into the active control of the top-level window with handle Wnd. If you fail to paste the clip, AcePaste will not work with your application.

AceTextIntf interface

AceText's automation interface provides many functions that you can call to provide tight integration between AceText and your software. However, for most purposes, you will only implement the four event handlers above, and only call the first two methods below. The remaining methods are for advanced integration. All JGsoft applications implement the basic AceText integration, but only EditPad Pro uses the advanced integration.

ConnectWindow(uint Wnd)

You must call ConnectWindow() for each top-level window (i.e. form) your application shows. Only then will AceText know that this window is AceText-aware, and call any of the events above for that window.

DisconnectWindow(uint Wnd)

Call DisconnectWindow() whenever you hide a window that you called ConnectWindow() for.

AceTextVersion: int

This function returns the latest version of the AceText Clip Variant Structure that the user's copy of AceText supports. Only versions 1 and 2 are defined at this time of writing. Thus your application can only support versions 1 and 2. AceTextVersion will always return a number equal to or greater than 1. This function is reserved for future use, enabling your application to check if the user's copy of AceText is up to date. When your application supports version 2, and AceTextVersion returns 1, you can either tell the user to upgrade his or her copy of AceText, or let your application fall back to version 1.

StartAcePaste(uint Wnd)

Activate AcePaste, as if the user had pressed the AcePaste hotkey. Use this function to add an AcePaste button or menu item to your application. Set Wnd to the handle of the top-level window that has input focus when the user selects the AcePaste. AceText will send the pasted clip to that window. Make sure to specify the top-level window, and not the active edit control.

StartAceType(uint Wnd)

Works just like StartAcePaste, but initiates AceType instead.

ShowAceText(int Flags)

Make AceText show itself. The value of Flags determines whether the AceText Editor, the AceText Tower, or both are shown. 1 shows only the editor, 2 shows only the tower, 3 shows both editor and tower. 5 shows the editor, leaving the tower visible if it was visible last time. 6 shows the tower, leaving the editor visible if it was visible last time. If Flags is 0, AceText will show whichever windows were visible last time. Usually, you should specify 0.

HideAceText()

Tell AceText to hide itself. AceText will only hide if it was made visible by your call to ShowAceText() in the first place.

OpenCollection(BSTR Filename): uint

Opens the AceText Collection. Filename must be a full path. Returns the CollectionID for the collection, or zero if the collection could not be opened. If the collection is already open, its tab is simply activated. The collection will not be re-read from disk.

NewCollection(BSTR Filename): uint

Creates a blank AceText Collection. Either set Filename to a full path to use a default file name, or leave Filename blank. If you specify a default, and auto save it on, the collection will be automatically saved at regular intervals. Otherwise, the collection will not be saved until the user chooses a file name.

CloseCollection(uint CollectionID)

Closes the collection indicated by CollectionID. Set CollectionID to the value returned by OpenCollection or NewCollection. If autosave is off, and the collection was modified, the user will be asked to save it.

GetCollection(uint CollectionID): OleVariant

Returns an AceText Variant Structure holding the entire collection identified by CollectionID. Set CollectionID to the value returned by OpenCollection or NewCollection, or specify one of the standard collections. 0 retrieves the active collection, 1 retrieves the ClipHistory, 2 retrieves all collections, and 3 retrieves the recycle bin.

CheckCollectionModified(uint CollectionID): DATE

Returns an OLE date indicating the time the collection identified by CollectionID was last modified. Use this function to avoid needless calls to GetCollection().

AddClip(uint ParentFolderID, uint PrevClipID, OleVariant Clip): uint

Adds the AceText Variant Structure (a folder with or without contents, or a clip) to an AceText collection. ParentFolderID must either be a CollectionID, or the ID of a folder from a variant structure. PrevClipID must be either zero, or the ID of a clip or a folder inside ParentFolderID. Returns the ID of the newly added clip or folder. Note that AceText will ignore any IDs specified on the Clip variant. All the items in the variant will get a new ID.

DeleteClip(uint ClipID)

Deletes the clip or folder identified by ClipID. If it is a folder, all clips and folders help by it are deleted as well. You cannot delete entire collections this way. Deleted clips and folders are NOT added to the recycle bin.

ReplaceClip(uint ClipID, OleVariant Clip): uint

Efficient way of deleting a clip or folder, and then inserting another one at the same position. Like AddClip, it returns the newly assigned ID.

MoveClip(uint ClipID, uint ParentFolderID, uint PrevClipID)

Efficient way of deleting a clip or folder, and then re-inserting the same clip or folder at another position. Since the clip is moved, its ClipID remains the same. MoveClip can move clips inside a single collection, or between different collections.

CanModify(uint ClipID): uint

Returns one if the clip or folder identified by ClipID can be modified. Returns zero otherwise. “Modifying” means editing the clip or folder itself, or adding clips or folders to the folder. You can modify all clips and folders, except those on the All Collections and Recycle Bin tabs.

CanContainFolders(uint FolderID): uint

Returns one if the folder or collection indicated by FolderID can contain other folders. Returns zero otherwise. All collections and folders can contain other folders, except the ClipHistory. CanContainFolders() returns one for the All Collections and Recycle Bin tabs, even though you cannot add folders to them (because they can contain folders nonetheless).

GetActiveClip: uint

Returns the ClipID of the clip that is currently being displayed by AceText. Returns 0 if a folder is active, or if nothing is active.

GetActiveFolder: uint

Returns the FolderID of the folder that is currently selected in AceText. This means the user can readily edit the folder’s label. Returns 0 if a clip is active, or if nothing is active.

SetActive(uint ItemID)

Activates the clip, folder or collection indicated by ItemID. If the item is inside a collection other than the active one, that collection is made active.

GetClip(uint ClipID): OleVariant

Returns the clip, folder or collection indicated by ClipID. In case of a folder or collection, all clips and folders inside it are also present in the returned variant structure.

New Functions in AceText 2.0 And Later

These functions are only available if AceTextVersion returns 2 or greater.

GetActiveCollection: BSTR

Returns the full path to the file where the active collection is saved. Returns an empty string when the active collection is unsaved, and when the Clipboard tab is active.

GetAllCollections: BSTR

Returns a list of all open collections, including special ones like the ClipHistory and All Collections. The list is delimited by line breaks. Each collection is indicated with a caption=id pair. The caption is what appears on the collection's tab in AceText. The ID is the value you can pass as the CollectionID parameter to GetCollection or SetActive.

AceText Variant Structure

When communicating with AceText through its COM automation interface, your application will send and receive clips, folders and collections through an OLE Variant. The Variant is an array, with a dynamic number of elements. Each element is another Variant, which can potentially be arrays of their own.

In Borland Delphi, you can use the Variant type, which is a dynamic type. Just use the array syntax, e.g. `AceText := MyVariant[5]` and the Delphi compiler automatically performs the proper casting.

In C#, the AcePaste event's Clip parameter is of type object. You need to explicitly cast the object into an object[]. Then you can access the elements in the array, which you will again need to cast explicitly. See the sample source code on how to do this.

When AceText passes a variant to your application, it will use the version of the structure reported by your application through `QuerySupportedVersion` or by AceText through `AceTextVersion`, whichever is less. Your application should do the same.

Variant holding a single AceText clip

The AcePaste event handler will always send a variant that holds a single clip. If you don't use advanced AceText integration, this is all your application needs to support. The format is quite straightforward.

The Variant is an array with eight elements:

0: An integer with the ID of the clip. Ignore in the AcePaste event handler. You can use this ID with the advanced functions that expect a ClipID. When you tell AceText to add a clip, it will ignore whatever ID you pass. So simply pass zero.

1: An integer indicating the kind of clip. 1 = plain text; 2 = rectangular text; 3 = binary data; 4 = before and after text; 5 = web snippet

2: An integer with options. 0 = none; 1 = indented clip

3: An OLE string with the clip's label. Can be an empty string.

4: An OLE string with the clip's AceType abbreviation. Can be an empty string.

5: An OLE string with the clip's text, or the before text in case of a "before and after" clip. Can be an empty string.

6: An OLE string with the either the clip's "after" text, or the clip's URL, in case of a "before and after" or "web snippet" clip, respectively. This element must be present in the array, even if the clip is not a "before and after" or "web snippet" clip. In that case, just pass an empty string.

7: An OLE date/time stamp with the clip's date and time.

The above describes version 2 of the variant structure, which is a minor expansion of the first version. Version 1 of the structure has only seven elements. The last element with the date and time is not supported. The “web snippet” kind is also not supported.

Variant holding a folder or collection

The same structure is used for a folder and for an entire AceText collection. Again, the Variant is an array, this time with a variable length. There are always at least 4 elements.

0: An integer with the ID of the clip. Ignore in the AcePaste event handler. You can use this ID with the advanced functions that expect a ClipID. When you tell AceText to add a clip, it will ignore whatever ID you pass. So simply pass zero.

1: An integer indicating the kind of item. Must be zero to denote a folder. Use this element to check if the variant holds a clip or a folder.

2: An OLE string with the folder’s label. Can be an empty string.

3: An integer indicating the number of items in the folder. Can be zero.

Then, for each element in the folder, the variant has one element that is a variant array itself. In other words, a variant defining a folder with two clips has 6 elements. The last two elements are variant arrays too.

Note that the array is not flattened. A variant defining a folder with two clips has 6 elements, not $4 + 2*8 = 20$ elements.

The variant structure for folders is unchanged between version 1 and version 2 of the variant structure.

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