

The CRStar TextPad has been updated to enhance usability and flexibility. It now functions as an independent window that can be resized and repositioned separately from the main CRStar application.

Standard window controls—such as moving, resizing, and adjusting its position relative to other windows—are now fully supported, making the TextPad more intuitive and easier to use within your workflow.

TextPad Access

Launch Text Pad using the Text button on the footer navigation bar in the abstracting module.

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TextPad Re-sizing and Positioning

To resize the TextPad window, hover your mouse over any visible edge or corner, then click and drag to adjust the dimensions. Alternatively, press Alt + Spacebar to open a window menu, select "Size," and use your mouse or arrow keys to resize the window.

This updated configuration lets you position the TextPad window anywhere on your screen—even on a separate monitor from the main CRStar application—for greater flexibility and ease of use.

If you're working with a single monitor or prefer to keep the TextPad on top of the main CRStar application or other windows, you may find it helpful to use Alt + Tab to quickly toggle between the TextPad and other applications. Simply hold the Alt key and tap Tab to cycle through open windows.

For optimal efficiency, consider positioning the TextPad beside your abstract or moving it to a second monitor. This allows you to stay active in your abstract while referencing your notes, reducing mouse clicks and streamlining your workflow.

On a single monitor, collapsing the CRStar left-side menu can help create space to view both the TextPad and your abstract side by side.

You can also use Ctrl + Plus (+) or Ctrl + Minus (–) while in the TextPad to zoom in or out, adjusting the view to suit your preferences and screen space.

TextPad Editing and Saving

Any time text is edited or added to the TextPad, the <u>Save & Exit</u> and <u>Save</u> buttons at the bottom of the Text Pad are activated. You may click <u>Save</u> at any time to save your changes and remain in the TextPad, or you may choose <u>Save & Exit</u>, which will close the TextPad window after saving your changes.



Exiting the TextPad Window

The TextPad can remain open throughout the abstracting process, providing easy access to data you've entered for reference. When you're finished, click <u>Save & Exit</u> to close the TextPad window.

Please Note: Closing the abstract will automatically close the TextPad as well.