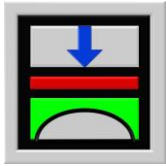


# Part I

## User's Guide for the program GEOTEC-Editor



Determining  
contact pressures, settlements, moments  
and shear forces of slab foundations by the  
method of finite elements

Version 9.2

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**1 An overview of GEOTEC-Editor**

GEOTEC-Editor is a simple word processing program. The project data or results can be displayed, changed or printed through GEOTEC-Editor. Data or results, if desired, can be saved as ASCII-format or RTF-Format files. These files can be exported to other Windows-applications (for example WordPerfect or Word) to prepare reports or add further information.

**2 Description of GEOTEC-Editor**

GEOTEC-Editor is a 32-bit software product that operates under Microsoft Windows 9x/ NT/ ME/ XP. The common "what you see is what you get" of Windows applications makes it easy to learn how to use GEOTEC-Editor, especially if you are already familiar with the Windows environment.

The program package ELPLA consists of 7 separate subprograms. The seven separate subprograms can be run independently. The name and short description of the seven separate subprograms are given in Table I-1.

The usage of ELPLA is typically such that first data files are created describing a certain problem by ELPLA-Data. Then the project problem is analyzed by using ELPLA-Solver. Finally, the results can be presented as graphical drawings, graphs and tables using the five separate subprograms ELPLA-Graphic, ELPLA-Section, ELPLA-List, ELPLA-Boring and GEOTEC-Editor.

Table I-1 Names and descriptions of the seven separate programs

Program name	Description of the program
ELPLA-Data	Editing the project data
ELPLA-Solver	Analyzing the project problem
ELPLA-Graphic	Displaying data and results graphically
ELPLA-List	Listing data and calculated results
ELPLA-Section	Displaying results graphically at specified sections
ELPLA-Boring	Editing and displaying boring logs graphically
GEOTEC-Editor	A simple text editor program

The next paragraphs describe the purpose and function of each GEOTEC-Editor command.

**3 Starting GEOTEC-Editor**

Start GEOTEC-Editor by clicking the program icon in the Windows "Start"-Menu. The introduction screen (Figure I-1) appears.

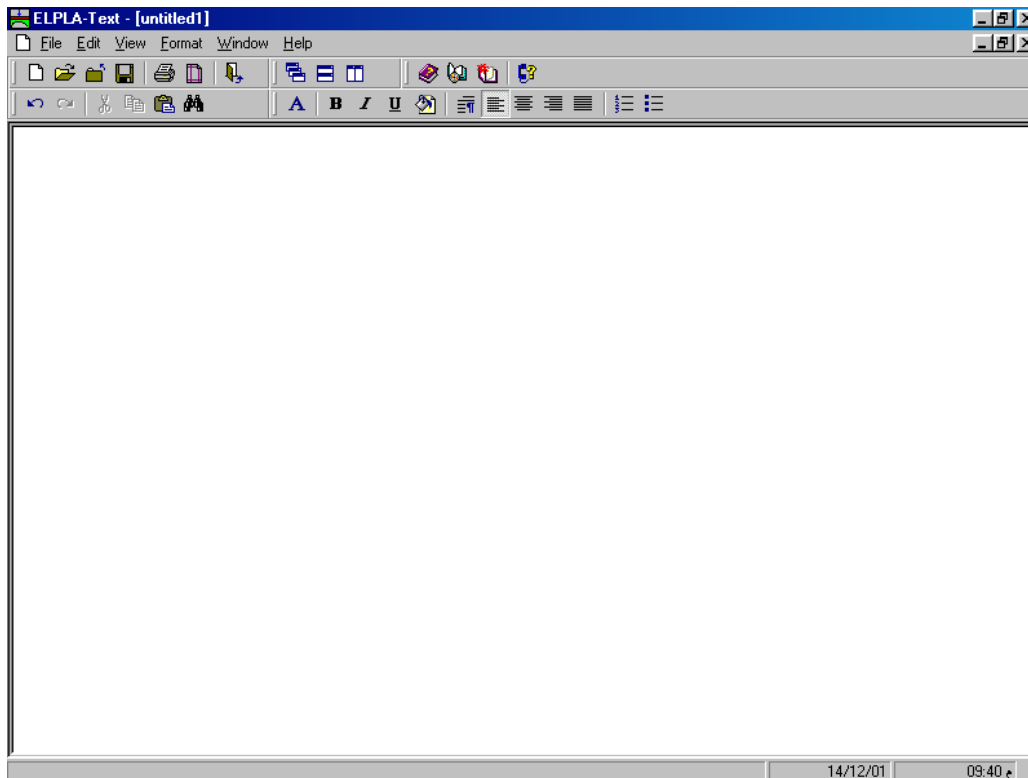


Figure I-1 Introduction screen of GEOTEC-Editor

The menu head of Figure I-1 contains the following 6 commands:

- File
- Edit
- View
- Format
- Window
- Help

After clicking a command, other sub-commands or options become available. These commands and their sub-commands are presented and described in the following paragraphs 4 to 10.

#### **4 File Menu**

The File Menu commands are:

- New
- Open
- Close
- Save
- Save as
- Print
- Page setup
- Files 1, 2, 3, 4
- Exit

#### 4.1 File Menu – "New" command

By "New" command a new file is created.

#### 4.2 File Menu – "Open" command

By "Open" command an existing file is opened. Figure I-2 shows "Open" Dialog box used to open a specified file.

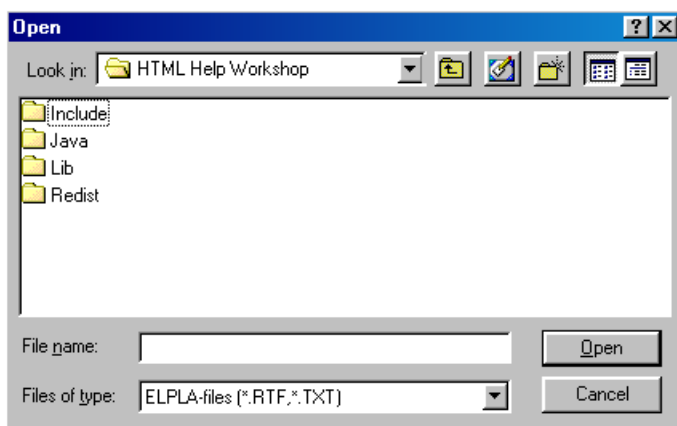


Figure I-2 "Open" Dialog box

#### 4.3 File Menu – "Close" command

By "Close" command the current file is closed.

#### 4.4 File Menu – "Save" command

By "Save" command the current file is saved.

#### 4.5 File Menu – "Save as" command

By "Save as" command the current file is saved under a new file name.

#### 4.6 File Menu – "Print" command

By "Print" command text can be printed. Only the text file currently displayed is printed. Figure I-3 shows "Print" Dialog box. The printer group box contains controls for selecting the printer and changing its properties. Use "Name" Combo box to select the printer and use "Properties" Button to set printer settings. The number of printing copies can be defined in "Copies" Input box (Figure I-3). For more information about printer settings, see your Windows documentation.

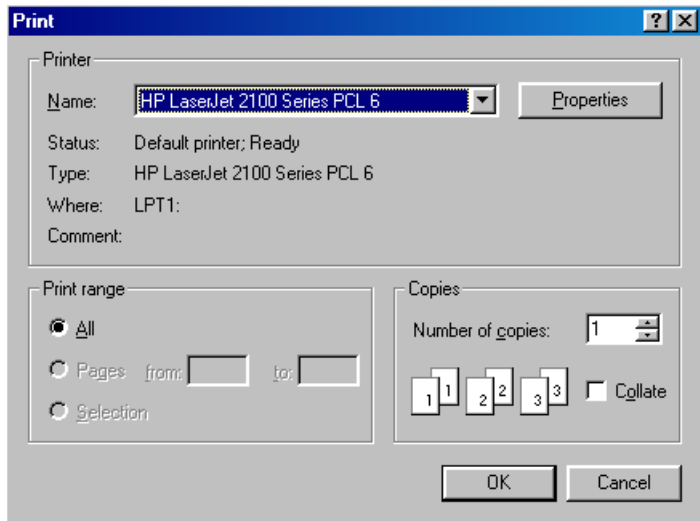


Figure I-3 "Print" Input box

#### 4.7 File Menu—"Page Setup" command

By "Page setup" command the standard "Page setup" Dialog box can be displayed with options to specify the printer, page orientation, paper size, and paper source, as well as other printing options. Figure I-4 shows "Page setup" Dialog box.

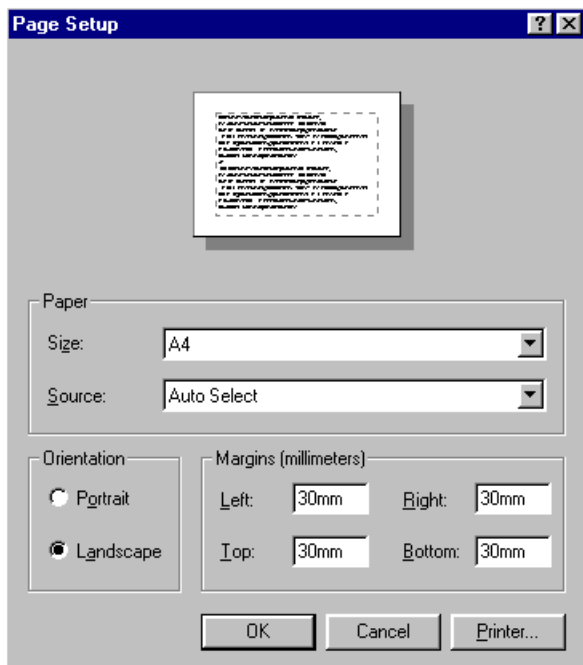


Figure I-4 "Page setup" Dialog box

#### 4.8 File Menu –"Files 1, 2, 3, 4" command

By "Files 1, 2, 3, 4" command the user can open one of the last loaded four files.

#### 4.9 File Menu –"Exit" command

By "Exit" command all files are closed and GEOTEC-Editor is quitted, Figure I-6.

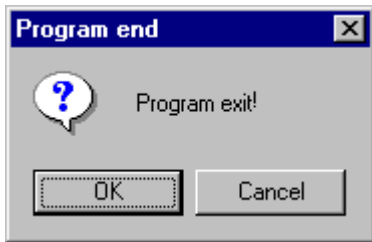


Figure I-5 "Exit" Message box

## 5 Edit Menu

The Edit Menu commands are:

- Undo
- Redo
- Cut
- Copy
- Paste
- Clear
- Select all
- Find
- Find next
- Replace

### 5.1 Edit Menu—"Undo" command

By "Undo" command the user can undo the last action.

### 5.2 Edit Menu—"Redo" command

By "Redo" command the user can redo the last action.

### 5.3 Edit Menu—"Cut" command

Here the selected text can be removed, so that it can be placed in another part of the text file.

### 5.4 Edit Menu—"Copy" command

By "Copy" command the selected text is copied in the Clipboard so that it can be placed in another part of the text file.

### 5.5 Edit Menu—"Paste" command

By "Paste" command the contents of the Clipboard are placed in the text file.

### 5.6 Edit Menu—"Clear" command

By "Clear" command the selected text can be removed from the text file.



### 5.7 Edit Menu–"Select all" command

By "Select all" command all text at once can be selected.

### 5.8 Edit Menu–"Find" command

By "Find" command the user can search for a specified text. Figure I-6 shows "Find" Dialog box. In "Find what" Text box the user enters the text to search for. Then click "Find next" Button. GEOTEC-Editor will start searching according to the following options:

#### Match case

Finds only text that has the same pattern of uppercase and lowercase characters as the text was specified in "Find what" Text box

#### Find whole words only

Finds only whole words instead of searching for text inside longer words

#### Find in selection only

Searches inside only the selected text instead of searching for text inside all file

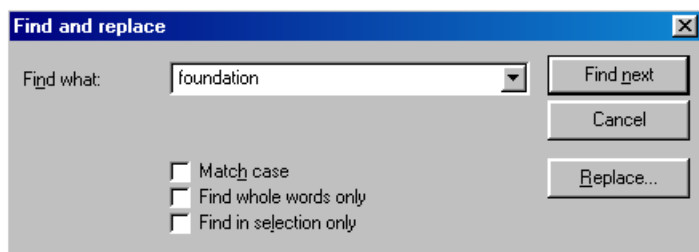


Figure I-6 "Find" Message box

### 5.9 Edit Menu–"Find next" command

By "Find next" command the user can search for more instances of the same text that was specified in "Find what" Text box of Figure I-6.

### 5.10 Edit Menu–"Replace" command

By "Replace" command the user can search for and replace a specified text. Figure I-7 shows "Replace" Dialog box. In "Find what" Text box the user enters the text to search for. In "Replace with" Text box the user enters the text to replace with "Find what" Text box. Then click "Replace" Button. GEOTEC-Editor searches for the next instance of the text that matches the text in "Find what" Text box and replaces it with the text in "Replace with" Text box according to the following options:

#### Match case

Finds and replaces only text that has the same pattern of uppercase and lowercase characters as the text was specified in "Find what"

#### Find whole words only

Finds and replaces only whole words instead of searching for text inside longer words

**Find in selection only**

Searches and replaces inside only the selected text instead of searching for text inside all file

**Note**

By "Replace All" command all instances of the text can be replaced

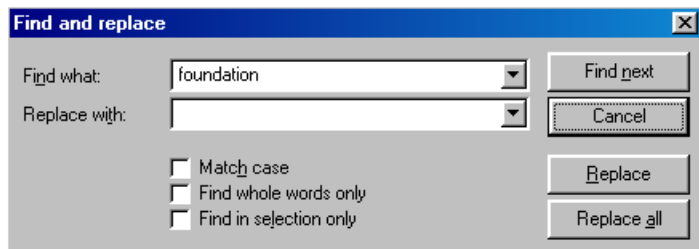


Figure I-7 "Replace" Message box

**6 View Menu**

The View Menu commands are:

- Status bar
- Tool bars

**6.1 View Menu—"Status bar" command**

"Status bar" command displays a status bar on the screen down. The status bar displays information about the progress of the current operation.

**6.2 View Menu—"Tool bars" command**

"Tool bars" command displays tool bars located just below the menu head. Tool bars contain icons of program menus.

**7 Format Menu**

The Format Menu commands are:

- Font
- Paragraph
- Numbering
- Bullets
- Protect

**7.1 Format Menu—"Font" command**

By "Font" command the font type, style, or size (Figure I-8) for the selected text, if existing, or new text can be defined.

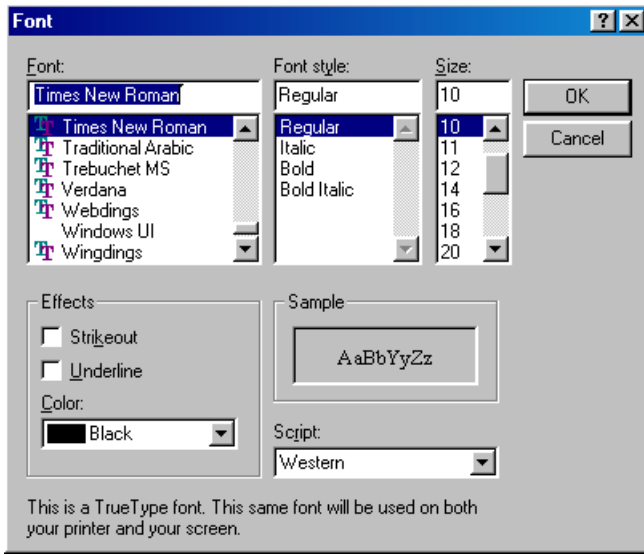


Figure I-8 "Font" Dialog box

## 7.2 Format Menu –"Paragraph" command

By "Paragraph" command the paragraphs (Figure I-9) for the selected text, if existing, or new text can be formatted.

The following formats can be defined:

### Left

Specifies the number of units (inches) to indent text from the left margin

### Right

Specifies the number of units (inches) to indent text from the right margin

### First line

Specifies the number of units (inches) to indent text from the left margin of the first line

### Alignments

The alignments that are available for the selected paragraph can be listed as follows:

Left	Aligns text at the left indent
Right	Aligns text at the right indent
Centered	Centers the text between margins
Justified	Justifies the text between margins

### Before

Specifies the number of units (Twips) to leave before the paragraph

### After

Specifies the number of units (Twips) to leave after the paragraph

**Line spacing**

The line spacing that is available for the selected paragraph can be listed as follows:

- Single            The line spacing is single space
- 1.5 single        The line spacing is 1.5 single space
- Double            The line spacing is double space

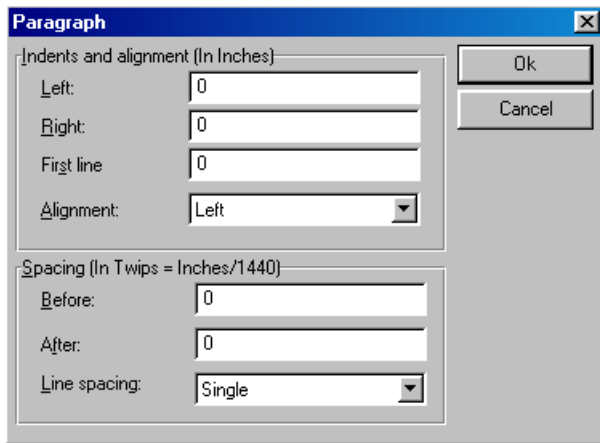


Figure I-9 "Paragraph" Dialog box

**7.3 Format Menu –"Numbering" command**

By "Numbering" command the selected text can be numbered.

**7.4 Format Menu –"Bullets" command**

By "Bullets" command the selected text can be bulleted.

**7.5 Format Menu –"Protect" command**

By "Protect" command the text file can be protected from any editing process. Before applying any editing process a message will appear as shown in Figure I-10.

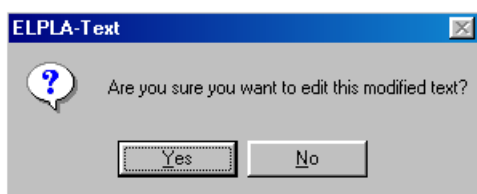


Figure I-10 Edit Message box

## 8 Window Menu

The Window menu has the following commands:

- Cascade
- Tile horizontally
- Tile vertically
- Arrange icons
- Window 1, 2, 3, ...

### 8.1 Window Menu—"Cascade" command

By "Cascade" command all non-minimized forms are cascaded.

### 8.2 Window Menu—"Tile horizontally" command

By "Tile horizontally" command all non-minimized forms are tiled horizontally.

### 8.3 Window Menu—"Tile vertically" command

By "Tile vertically" command all non-minimized forms are tiled vertically.

### 8.4 Window Menu—"Arrange icons" command

When choosing "Arrange icons" command, the icons of minimized forms are arranged.

### 8.5 Window Menu—"Window 1, 2, 3, ..." command

By this command the user can display one list of the pervious loaded data or results.

## 9 Help Menu

The Help Menu commands are:

- Contents
- Short description of ELPLA
- New in ELPLA
- About GEOTEC-Editor

### 9.1 Help Menu—"Contents" command

"Contents" command displays a help file in HTML-Format containing the complete ELPLA User's Guide .

### 9.2 Help Menu—"Short description of ELPLA" command

"Short description of ELPLA" command gives a short description of ELPLA package.

**9.3 Help Menu–"New in ELPLA" command**

"New in ELPLA" command summarizes the new features and enhancements in ELPLA.

**9.4 Help Menu–"About GEOTEC-Editor" command**

Clicking the command "About GEOTEC-Editor" displays the information form of GEOTEC-Editor, which gives information about GEOTEC-Editor.

**10 Tips and Tricks**

**10.1 Keyboard**

The user can obtain all menu titles and commands also through Shortcut keys. The action of the Shortcut keys is listed in Tables I-2 to I-8:

Table I-2 Shortcut keys of menu head

Shortcut keys	Action
[Alt+f]	Calling menu head "File"
[Alt+e]	"Edit"
[Alt+v]	"View"
[Alt+f]	"Format"
[Alt+w]	"Window"
[Alt+h]	"Help"

Table I-3 Shortcut keys of File-Command

Shortcut keys	Action
[Ctrl +n] or [Alt+f] then [n]	Calling command "New"
[Ctrl +o] or [Alt+f] then [o]	"Open"
[Alt+f] then [c]	"Close"
[Ctrl +s] or [Alt+f] then [s]	"Save"
[Alt+f] then [a]	"Save as"
[Ctrl +p] or [Alt+f] then [p]	"Print"
[Alt+f] then [u]	"Page setup"
[Alt+f] then [1]	Calling the first file from the last four loaded files
[Alt+f] then [2]	Calling the second file from the last four loaded files
[Alt+f] then [3]	Calling the third file from the last four loaded files
[Alt+f] then [4]	Calling the fourth file from the last four loaded files
[Ctrl+q] or [Alt+f] then [x]	Calling command "Exit"

Table I-4 Shortcut keys of Edit-Command

Shortcut keys	Action
[Ctrl+z] or [Alt+e] then [u]	Calling command "Undo"
[Ctrl+y] or [Alt+e] then [r]	"Redo"
[Ctrl+x] or [Alt+e] then [t]	"Cut"
[Ctrl+c] or [Alt+e] then [c]	"Copy"
[Ctrl+v] or [Alt+e] then [p]	"Paste"
[Del] or [Alt+e] then [c]	"Clear"
[Alt+e] then [a]	"Select all"
[Ctrl+f] or [Alt+e] then [f]	"Find"
[F3] or [Alt+e] then [n]	"Find next"
[Ctrl+h] or [Alt+e] then [r]	"Replace"

Table I-5 Shortcut keys of View-Command

Shortcut keys	Action
[Alt+v] then [b]	Calling command "Status bar"
[Alt+v] then [t]	"Tool bars"
[Alt+v] then [t], then [f]	"Tool bars-File"
[Alt+v] then [t], then [e]	"Tool bars-Edit"
[Alt+v] then [t], then [t]	"Tool bars-Format"
[Alt+v] then [t], then [w]	"Tool bars-Window"
[Alt+v] then [t], then [h]	"Tool bars-Help"
[Alt+v] then [t], then [s]	"Tool bars-Style-Transparent"

Table I-6 Shortcut keys of Format-Command

Shortcut keys	Action
[Alt+t] then [f]	Calling command "Font"
[Alt+t] then [p]	"Paragraph"
[Alt+t] then [n]	"Numbering"
[Alt+t] then [b]	"Bullets"
[Alt+t] then [r]	"Protect"

Table I-7 Shortcut keys of Window-Command

Shortcut keys	Action
[Alt+w] then [c]	Calling command "Cascade"
[Alt+w] then [h]	"Tile horizontally"
[Alt+w] then [v]	"Tile vertically"
[Alt+w] then [a]	"Arrange icons"
[Alt+w] then [1, 2, 3, ...]	"Window 1, 2, 3, ..."

Table I-8 Shortcut keys of Help-Command

Shortcut keys	Action
[Alt+h] then [c]	Calling command "Contents"
[Alt+h] then [s]	"New in ELPLA"
[Alt+h] then [n]	"Short description of ELPLA"
[Alt+h] then [a]	"About GEOTEC-Editor"

## 10.2 Mouse

By clicking the right mouse Button on the screen the user can also obtain the Popup-Format-Menu, Figure I-13.

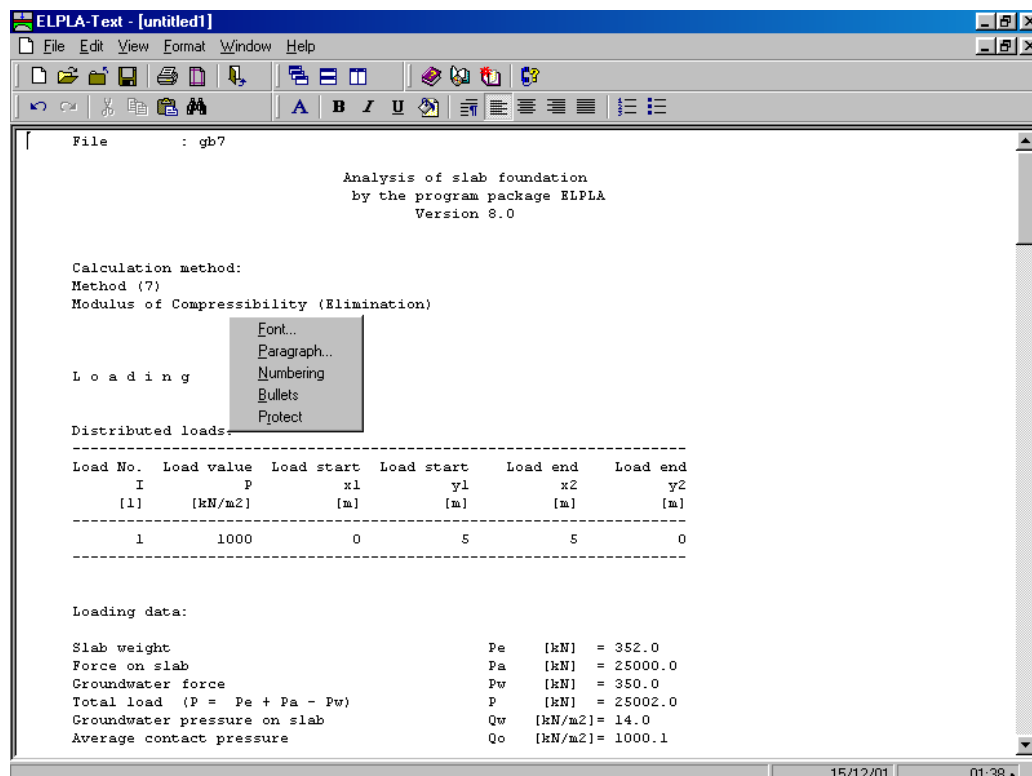


Figure I-13 Menu "Popup-Format"



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