



Using *WordPad*

~A Tutorial~

Using *WordPad*

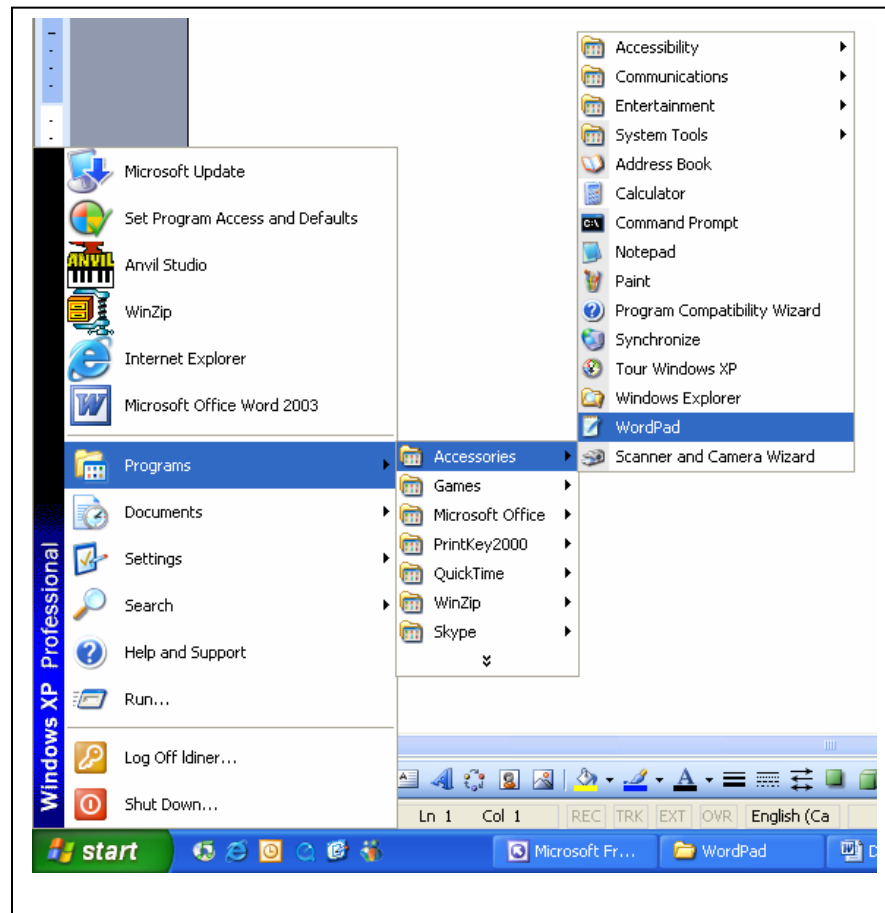
Windows comes bundled with a basic text editing program called "WordPad." It's a scaled-down version of MS Word.

There are basically 3 steps to creating a document.

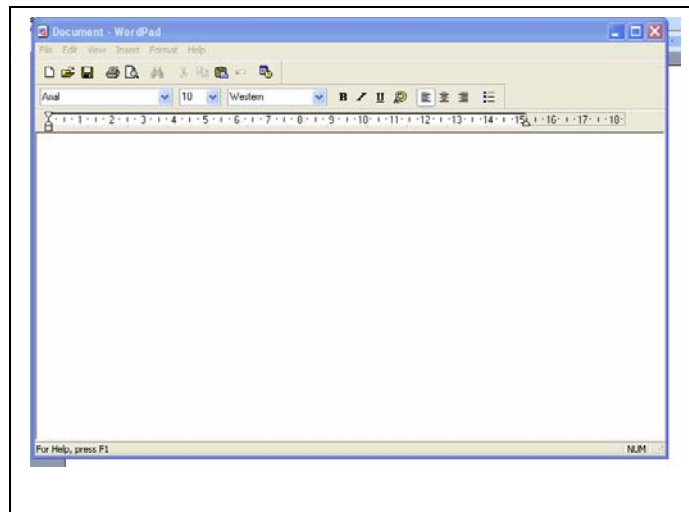
1. Open
2. Menu Items and Shortcuts
3. Type
4. Save

1. Open WordPad

To open WordPad, click Start then Programs then Accessories then WordPad.

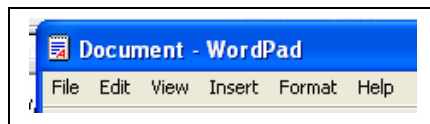


Once WordPad is open, you should see a window similar to below.

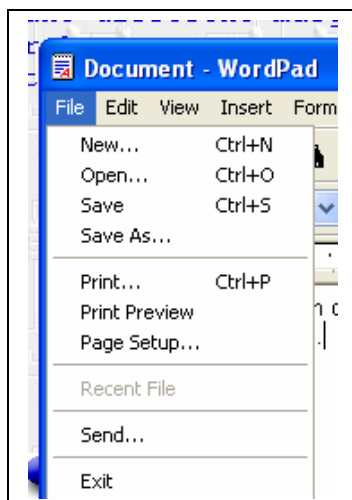


2. The Menu Items and Tool Bars

The Menu Bar



File Menu.



New: This creates a new WordPad document.

Open: This allows you to open a saved file

Save: Protect your document by frequently using the Save command.

Save As: Use this command to save an existing document under a new name or to create a name for a new file.

Print: This command allows you to choose your printer and its properties, such as the paper source and size. It also allows you to choose the print range and the number of copies.

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Print Preview: Look at the document on screen before printing

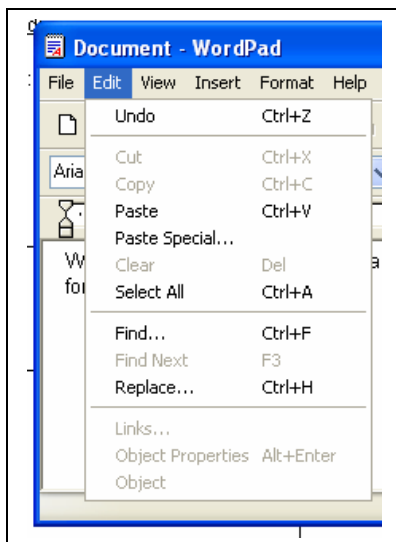
Page Setup: Set the orientation and Printer

Recent File: Previously edited documents

Send: Direct the document to other locations

Exit: Quit using WordPad

Edit Menu



Undo: Undo the last command

Cut: Removes highlighted text and places it on the clipboard

Copy: Copies highlighted text and places it on the clipboard

Paste: Places text from the clipboard into your document

Paste Special: Pastes linking information between documents

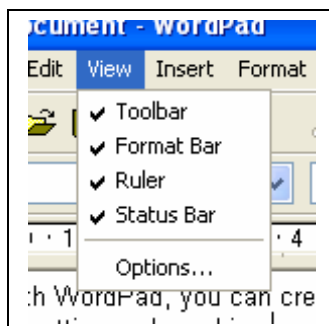
Clear: Removes all highlighted text from the document

Select All: Highlights all the text in the document

Find: Look up words or phrases in document.

Replace: Replaces words or phrases with other words or phrases.

View Menu



Toolbar: Shows Toolbar icons when checked

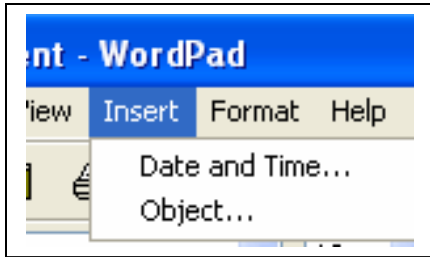
Format Bar: Shows Formatting icons when checked

Ruler: Shows Ruler when checked

Status Bar: Shows Toolbar icons when checked

Options: Shows the choices below.....

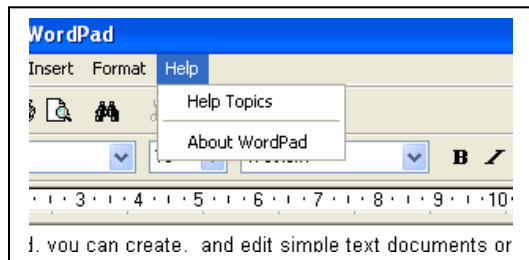
Insert Menu



Date and Time...: Use this command to place the date and time in your document and choose the format.

Object: Selecting this choice will present a screen shot

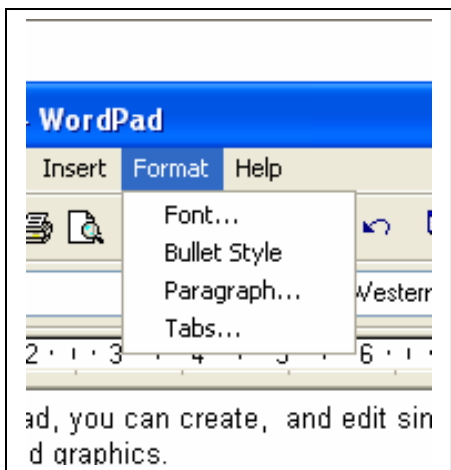
Help Menu



Help Topics: will allow you to search for the specific topic desired.

About WordPad: Opens a window describing the version of WordPad being used.

Format Menu



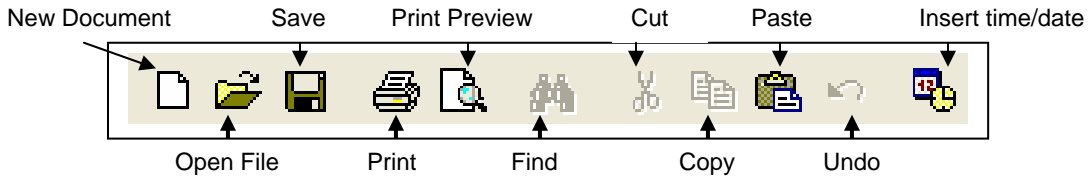
Font...: This allows you to select the shape of the letter as well as the font style, size, effects and script.

Bullet Style: This will add a "bullet" to your list

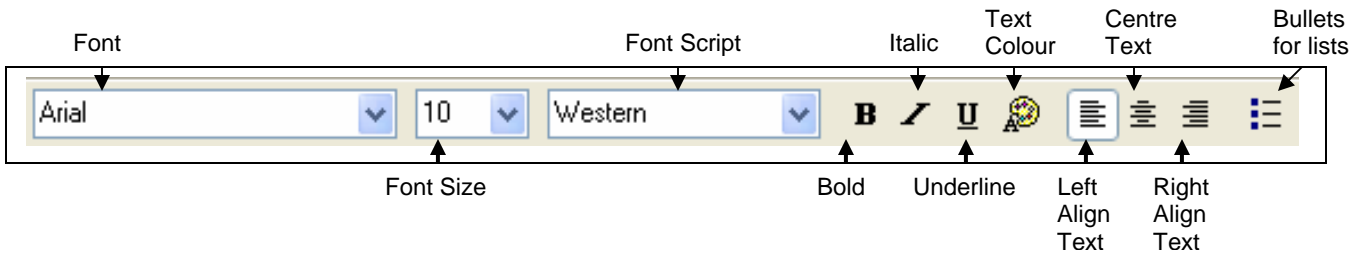
Paragraph: Set the indentation and alignment of text

Tabs: Set the tab stops in the document

The Standard Bar



The Format Bar



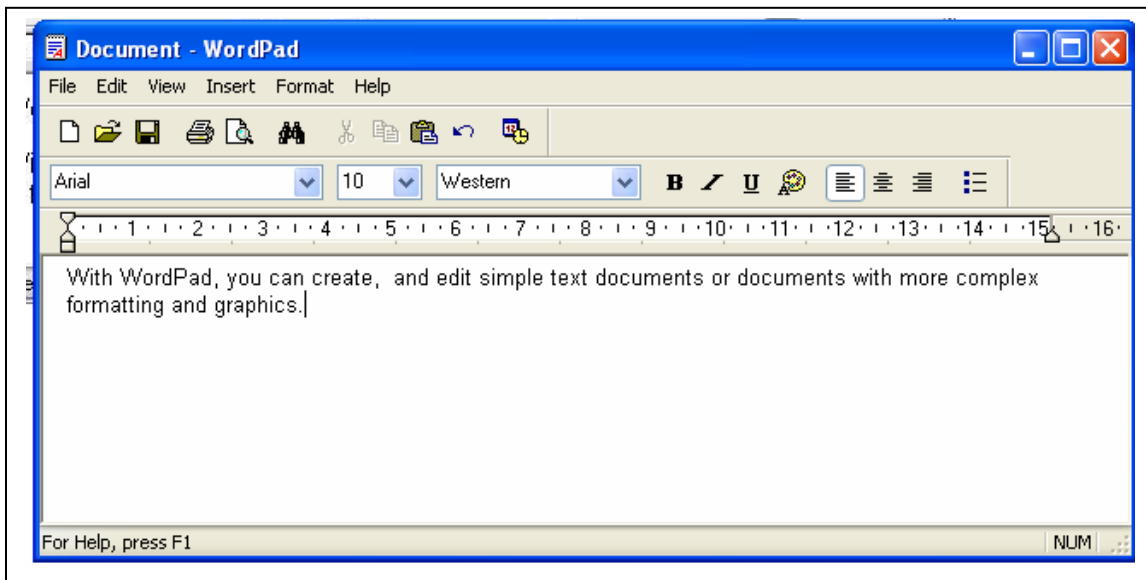
Ruler

Use the ruler at the top to define the edges of your text, just move the ruler cursor to define the width of your document.



3. Type in some text

Click once inside the white area and then type. The basic and non-formatted text will look like the following:



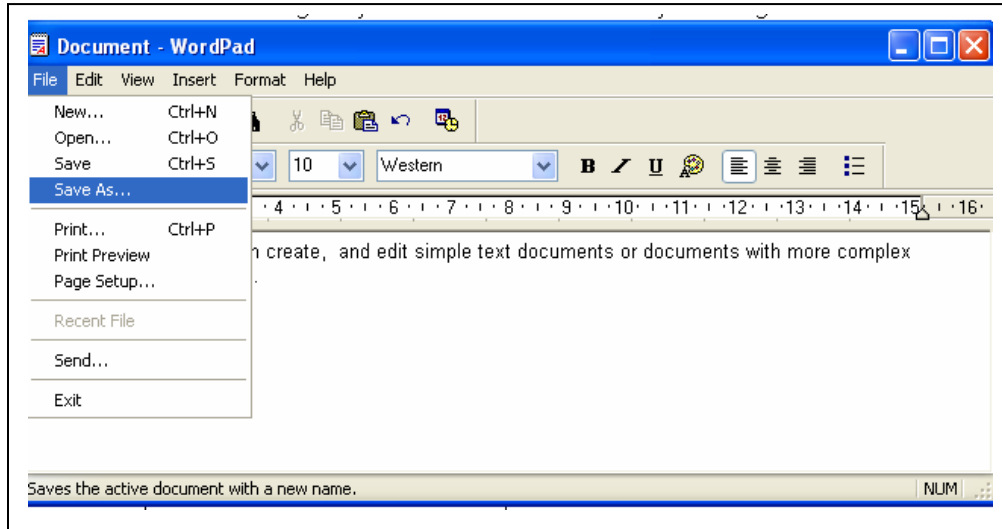
Formatting can be done according to tastes and desires using the tools found and described in section 2.

4. Save

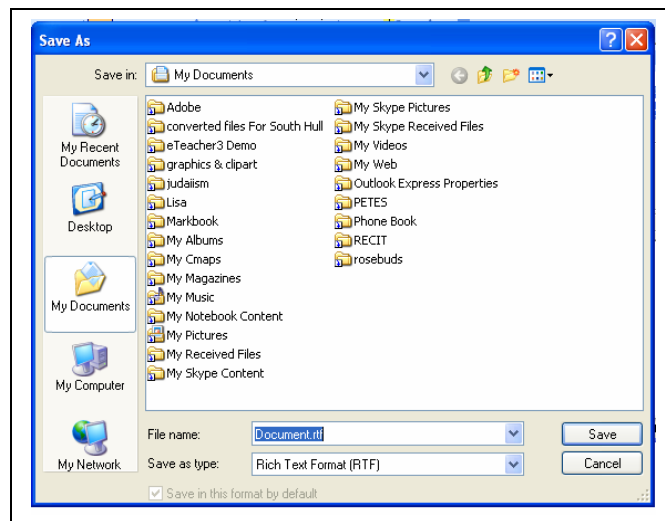
Documents should be saved regularly and this can be done easily following the following steps.

To save to a file

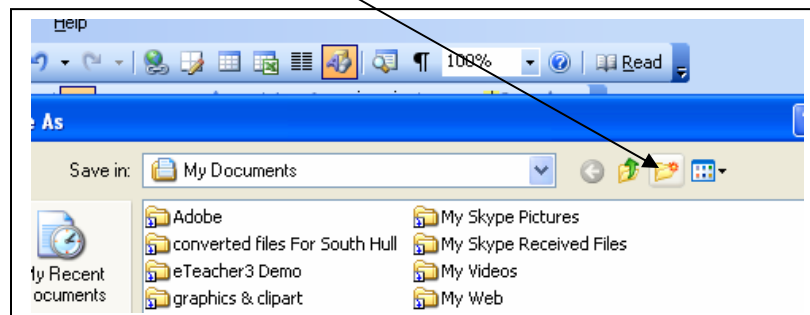
1. The first time saving a document, click on File, then down to Save As



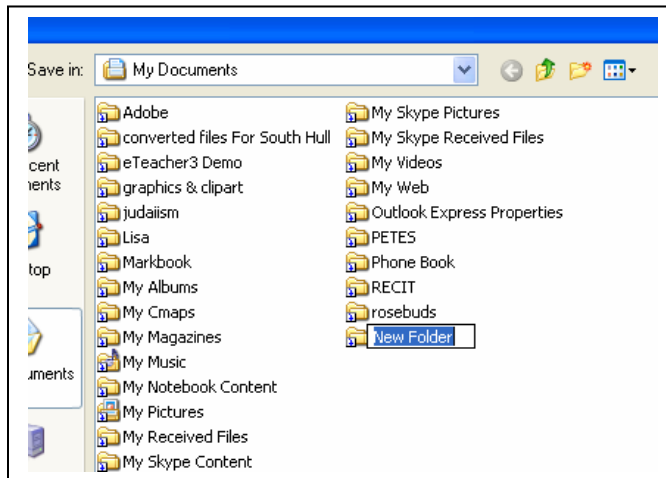
2. A new window will open prompting where to save the document. By default, the computer will prompt you to save in the My Documents folder.



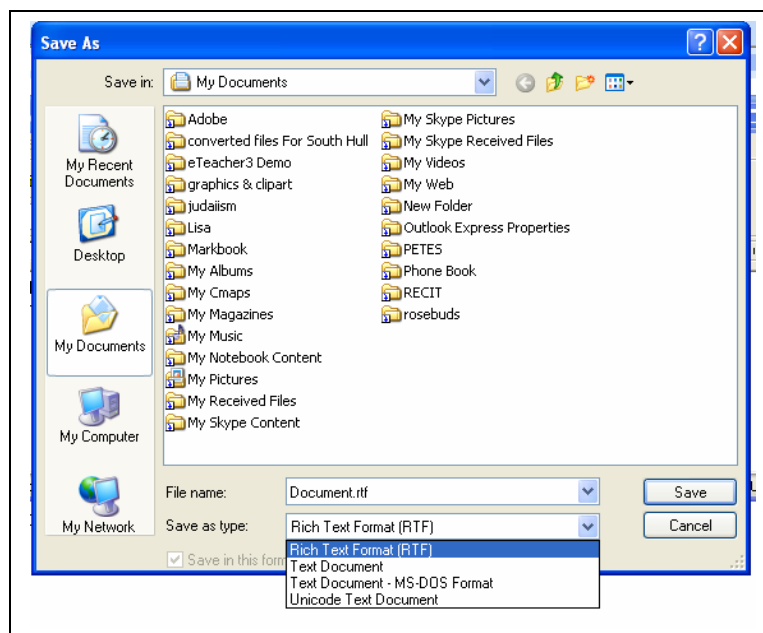
3. Navigate to the desired folder, or if you want to save in a new folder, click on the New Folder icon



4. A New Folder appears, name it, and then click on it to open it.



5. You will want to give your document a logical name and then you can select the Save As Type.



6. The Different types are:

- **Rich Text Format** - This is a file format standardized by Microsoft for creating formatted text files. An RTF file can include information such

as text style, size, and color. RTF format is that it is a universal format, meaning it can be read by nearly all word processors.

- **Text Document** – a filename extension for files consisting of text with very little formatting.
- **Text Document-MS DOS Format** – This format (.txt) saves text only and can be used in almost all word processors. This format does not keep the formatting.
- **Unicode Text Document** - Unicode is an industry standard designed to allow text and symbols from all of the writing systems of the world (See Universal Character Set) to be consistently represented and manipulated by computers.

7. Click Save