

**Basic Word Processor**

**USER MANUAL**

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**System Requirements:**

Python 3.4.3 is required to run this program. This can be downloaded at the following link:

<https://www.python.org/downloads/>

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**Starting Word Processor:**

Double click the BasicWordProcessor.py icon.

**Opening a File:**

To open a text file click the File dropdown menu and select “Open”. Or click the “Open” button on the toolbar, symbolized by a folder icon.

**Editing a File:**

To edit a text file, simply click the mouse on the text window and start editing.

**Saving a File:**

To save a text file click the File dropdown menu and select “Save”. Or click the “Save” button on the toolbar, symbolized by a floppy disk icon.

**Cut/Paste:**

To cut a portion of text, highlight the required section and press the “Cut” button symbolized by the scissors icon. Or click the Edit dropdown menu and select “Cut”.

To paste a portion of text, move the cursor to the desired location and press the “Paste” button symbolized by the clipboard icon. Or click the Edit dropdown menu and select “Paste”.

**Find/Replace:**

To find a word in a body of text, press the “Find” button symbolized by the magnifying glass icon. Or click the Edit dropdown menu and select “Find”. You will be prompted to enter the word you wish to find. Enter the word and press OK and the word will be highlighted if found.

To replace a word in a body of text, press the “Find and Replace” button symbolized by the find and replace icon. Or click the Edit dropdown menu and select “Replace”. You will be prompted to enter the word you wish to be replaced. Enter the word and press OK, and then you will be asked to enter the word you wish to replace. Enter the word and press OK.

**Increase/Decrease Font Size:**

To increase the size of the font press the “increase font size button” symbolized by the small A up arrow big A button. Or select the Edit dropdown menu and press “Increase Text Size”.

To decrease the size of the font press the “decrease font size button” symbolized by the big A down arrow small A button. Or select the Edit dropdown menu and press “Decrease Text Size”.

**Word Count:**

To perform a word count on a file, press the “Word Count” button on the toolbar or select the Extras dropdown menu and select Word Count. You will be prompted to save the file. Select an appropriate name and location to save and press “Save”. A popup will then appear with information about the number of words, number of lines and number of characters.

**Draw:**

To open a draw window, press the draw button symbolized by a pencil symbol or select the extras dropdown menu and select draw. This will open a window that will allow you to draw silly things.

**Change Font Style:**

To change the font style, select the Fonts dropdown menu and choose the font that you would like your text to appear as.