## Win 10 WordPad hints, tips & tricks

Dragged up in the "Good Old" days pre DOS when a virus was simply a medical term, I thought Edlin really good and when it arrived Windows Notepad was "the bees knees". I still use Notepad for its ease and reliability. However for these notes I'm forced to use WordPad just because it allows me to paste images, etc.

Don't get me wrong, I have spent more paid hours in WordStar, Word Perfect, Microsoft Word and hundreds of other WYSIWYG editors, a favourite for file versitility (e.g. Visio charts) is Libre Office Portable (XP Still). Anyway I am digressing, The title promised you playthings

Spell checking

"But WordPad has no spell checker" is a common cry, which was true prior to Windows 8.1 & now in Windows 10 you can switch on "show suggestions as I type" it's generally contra productive or should that be counter?
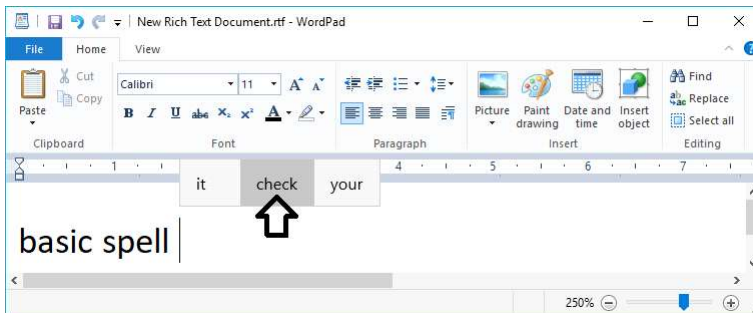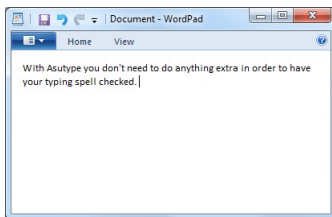

It **is better than nothing** however if I pick the first predicted word each time I get

"home and I was just wondering if you want me to come over and over again and I was just wondering if you want me to come over and... ..."

lol.

Reliant on using an American keyboard layout, I suggest you DO NOT use it, until it has matured first.

There are several other alternatives but the best are usually commercial, for one example see http://www.asutype.com/overview.html

The free ones I am using in this document are proprietary FREEWARE

SSuite Office SpellChecker (**Get It Right**)

which works by copy & paste via the clipboard.

https://www.ssuiteoffice.com/software/spellchecker.htm

and **tinySpell free** which will optionally check spelling on the fly
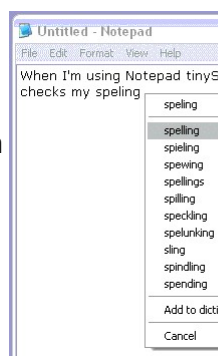
or why not try out the $10 + version

both tinySpell versions are available from

http://www.tinyspell.com/#portable

Create a blank PDF page with Windows 10

You can create a blank PDF page, perhaps for an insert into an existing PDF, simply by opening Notepad (Portrait) or MSpaint (Landscape) hitting print then save as usual. BUT if you try this direct from explorer on e.g. a blank.txt file by right-clicking and selecting print it usually produce's a file with a header and a page number in the footer.

If your "Default" printer is Microsoft Print to PDF, (if not, why not, so as to save a tree or two) the following process can be useful for creating a one-page PDF.
Right-click desktop select New > Rich Text Document or Bitmap image to create an empty file then on that Right-click print to "Microsoft Print to PDF" and a blank single-page PDF is created for saving.

The Acrobat preferred method is described at
https://helpx.adobe.com/acrobat/using/creating-simple-pdfs-acrobat.html#create_a_pdf_from_a_blank_page

Beginners Guide

There are many tutorials but I would suggest a basic one https://www.digitalcitizen.life/how-work-new-wordpad

ODDITIES

Dictation into WordPad is possible. In later Windows versions, the RichEdit control was added and as a result, WordPad now supports via TSF extensible third-party services such as grammar and spell checker .

Font control To^{G}gLe$_S$

You may know how to use one way [**Co**nt**ro**l]s e.g. [Ctrl] + [**<**]smaller or [**>**]larger also several paragraph [**Ctrl**]s are available such as [**J**]ustify [**R**]ight [**L**]eft [**E**]qual (cEntrEd)

There are also **on / off** toggle controls e.g. select subscript and press [Ctrl] + [=] equally ☺ **[Shift]** + [=] superscript both of these appear on the latest menu as X$_2$ and X^2

Many users also know [**Ctrl**] + [**B**]old or [**U**]nderline or [**I**]talic but **what is not on the menu** is the fact that if I forget to write this in **ALL CAPS** I can select this text & press [Ctrl] + [Shift] + [**A**]   IT IS REVERSIBLE even if file is saved and reopened however **THERE IS NO** [CTRL] + [Shift] + [K]   for SMALL CAPS or Title Case or Sentence case. NOTE strikethrough requires [Alt] + [H] then release Alt and press X

NOTE for programing in AutoHotKey it may be easier to use alt sequence **[Alt] [H] [B]** rather than **[Ctrl] + [B]**

remember [Alt] + [1] = ☺   [Alt] + [3] = ♥ etc.

In latest versions [Alt] + [Shift] + [D]ate & [Alt] + [Shift] + [T]ime do not work, so use twice [Alt] then [H] + [D]

How to add tables

If you have a file such as this with tables simply just copy & paste those that you want otherwise copy this text

<table><tr> <th>Column 1</th> <th>Column 2</th> <th>Column 3</th> <th>Column 4</th> </tr> <tr> <td>Row 1 Cell 1</td> <td>Row 1 Cell 2</td> <td>Row 1 Cell 3</td> <td>Row 1 Cell 4</td> </tr> <tr> <td>Row 2 Cell 1</td> <td>Row 2 Cell 2</td> <td>Row 2 Cell 3</td> <td>Row 2 Cell 4</td> </tr> </table>

save as Table.htm open that file in explorer and copy and Special paste it back here as RTF

Column 1	Column 2	Column 3	Column 4
Row 1 Cell 1	Row 1 Cell 2	Row 1 Cell 3	Row 1 Cell 4
Row 2 Cell 1	Row 2 Cell 2	Row 2 Cell 3	Row 2 Cell 4

change <table> to <table border="1"> for this

Column 1	Column 2	Column 3	Column 4
Row 1 Cell 1	Row 1 Cell 2	Row 1 Cell 3	Row 1 Cell 4
Row 2 Cell 1	Row 2 Cell 2	Row 2 Cell 3	Row 2 Cell 4

you can **add a row** by going to the right of the row above the one you want and hitting enter key

you can **delete a row with highlight and cut**   BUT YOU CANT DELETE A COLUMN (*use blank & stretch*)

How to write a word pad file from CLI

Cmd>echo   {\rtf1\ansi\deff0{\fonttbl{\f0\fnil\fcharset0   Arial;}}{\colortbl   ;\red255\green0\blue0;}{*\generator CMD}\viewkind4\uc1\pard\cf1\f0\fs22\lang9 Hello World (in red)\cf0\par} > "c:\documents\Red Hello World.rtf"