Audience Scope

This guide is designed for Windows users with basic computer skills, aimed to an audience familiar with terms like file extensions (e.g., .txt), desktop shortcuts, and folder navigation. By the end, you'll confidently install, set up Notepad++, resolve troubleshoot issues, and use basic features like customize settings and create/save files, even with no prior text editor experience.

Document's scope

This document describes how to do the following:
- Install Notepad++
- Adjust settings.
- Create and Edit Files.
- Troubleshoot common issues.

This document does not describe the following:
- Advance Scripting
- Plugins
- Integrations.

Outline Sections

1. Installation: Downloading and installing the software.
2. Basic Usage: Creating files, saving work.
3. Troubleshooting: Fixing installation errors.

Section 1: Download and Setup

1.1 Download Notepad++

Objective:

Download the correct installer for your system.

Requirements:

Stable internet connection (>5 Mbps recommended).
Administrator permissions to install software on your device.

Steps:

1. Visit the official website of Notepad++: https://notepad-plus-plus.org/

2. Click the **Download** button in the left menu.

Figure 1.1 Notepad++ Download Page

3. Select the latest version.

4. Choose under the *Latest Version section*:
   - **Download Notepad++ x64** if your OS is 64-bit architecture (most modern Windows systems).
   - **Download Notepad++ 32-bit x86** if your OS is 32-bit (older systems).

5. Click the **Installer** link below the selected version.

6. Wait until the download is complete.

1.2 Install Notepad++

Objective:

Install the software with custom preferences.

Requirements:

Downloaded *.exe file* from (from Section 1.1).

1. Locate the downloaded *.exe file* in your *Downloads folder*.

2. Double-click the file.
    a. If Windows ask for permission to open the file, click **Yes**.

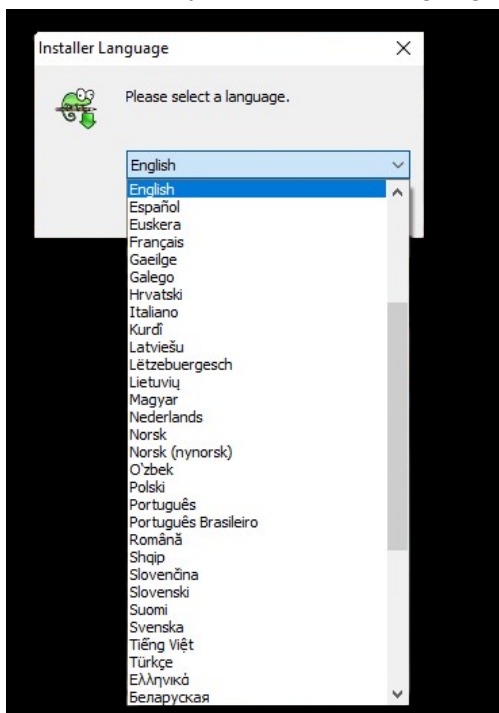3. Select your preferred language from the dropdown menu, then click **OK**.

Figure 1.2 Select your preferred language from the dropdown menu.

4. Click **Next** on the *Welcome screen*.

5. Click **I Agree** on the *Licence Agreement screen*.
    a. Scroll down to read all the details on *terms and conditions*.

6. Click **Next** on the *Choose Install Location screen:*
    a. Click **Browse** if you want to change the destination folder.
        ■ Choose the folder.
        ■ Click **OK** to continue.
    b. Click **Next** on the *Choose Components screen*.

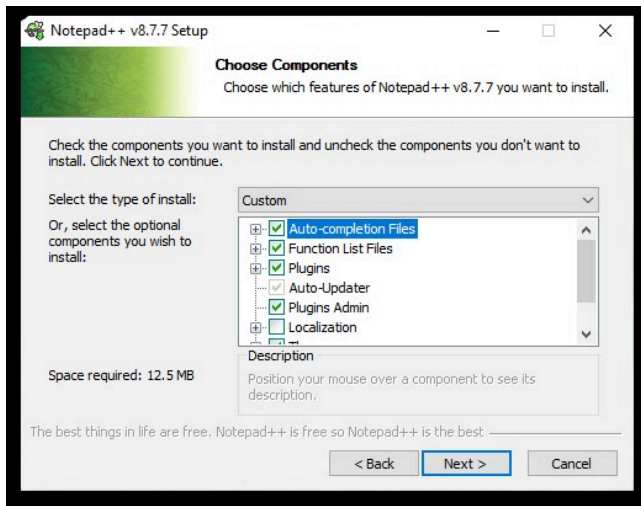Figure 1.3 Choose Components screen.

    c. Select the *checkboxes* to add or disable components of the installation.
       ■ Select on the **[+]** button to expand more subcomponents to add or disable.
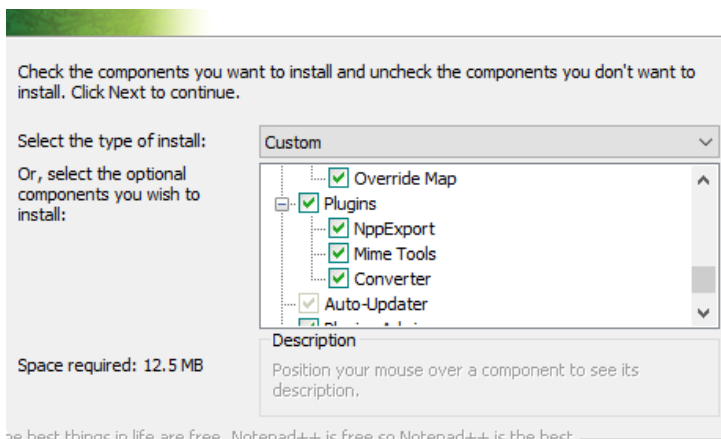

Figure 1.4 Select the checkboxes to add or disable components.

    d. Select the menu *Type of install* to change to a minimalist installation (Only install core features, no plugins").

7. Click on **Install** to begin the installation:
    a. Select the checkbox **Create a Shortcut on Desktop** to create one. *(recommended).*
    b. Select the checkbox **Show installation details** to view more details about the installation process.

8. Wait until the installation is complete.

9. Click **Next** when the progress bar is complete.

10. Click **Finish** to finish the installation.
    a. Select the *checkbox* to enable or disable the option to *Run the Software* after the installation.

Section 2: Create a new file, Save and Export Files and Quick Save

2.1 Create a new file
Objective:
Create a new text file in Notepad++.

Requirements:
Notepad++ installed (see Section 1).

Steps:
1. Double-click on **Notepad++ desktop shortcut.**

2. Click **File** in the top menu.

3. Click **New** from the dropdown menu.
   a. A new tab will appear.

4. Click in the **text editor area** to start typing your content.
   a. Press *Enter* to create new lines.

5. Click the tab names to switch between tabs.

2.2 Save and Export Files
Objective:
Save files in your preferred format and location.

Requirements:
A new existing file open in Notepad++ (Section 2.1).

Method 1: Save As.
1. Click **File** in the top menu.

2. Click **Save As...** from the dropdown.

3. Type a descriptive name in the **"File name"** field. (Avoid special characters: `/`, `:`, `*`.).
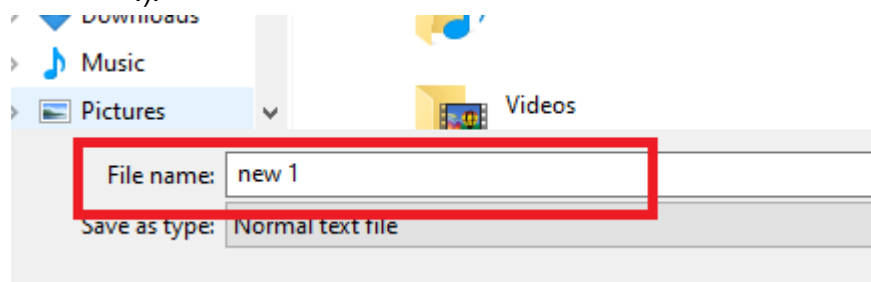

Figure 2.1 File name field.

4. Click the **"Save as type"** dropdown.
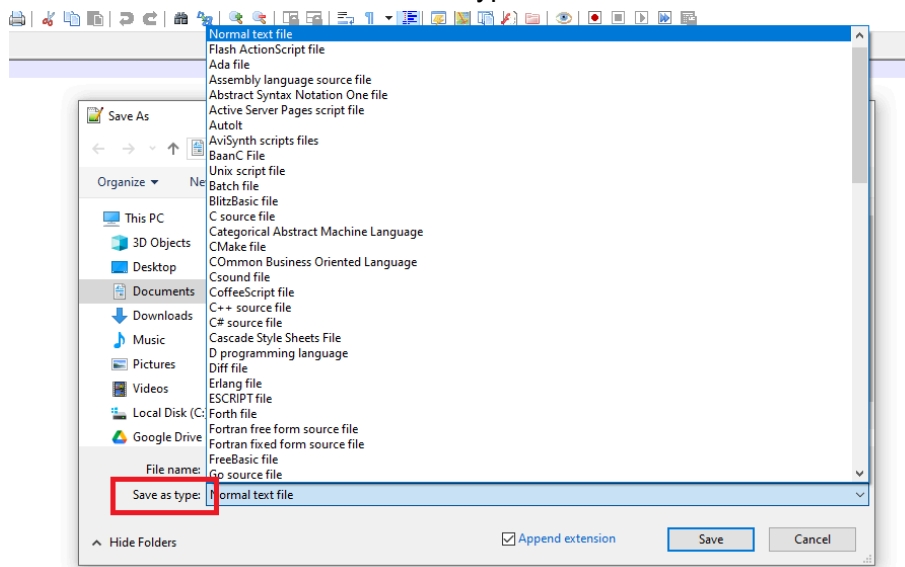   a. Click the desired file type extension.

Figure 2.2 Select the desired file type from the dropdown menu.

5. Navigate to your desired folder.
   a. Double-click the folder to open it

6. Click **Save**.

Method 2: Toolbar.

1. Click the **Save button** (The floppy disk icon).

2. Complete steps 3 to 7 from *Method 1*.

2.3 Quick Save.

Objective:

Save changes to a previously saved file.

Requirements:

A file that has already been named and saved (Section 2.2).

Steps:

1. Click the **Save button** (The floppy disk icon).
   a. Press*"Ctrl + S"* on keyboard for a shortcut.
2. Changes will be saved instantly on the current file.

Section 3: Troubleshooting the installation errors.

Objective:
Resolve common errors encountered during Notepad++ installation.

Issue 1: Permission Errors
<u>**Symptoms:**</u>
"Access Denied" during installation.
"You don't have permission to save in this directory".

<u>**Steps to Resolve:**</u>
1. **Run the Installer as Administrator:**
   a. Locate the downloaded *.exe file* from (Section 1.1).
   b. Right-click the downloaded *.exe file.*
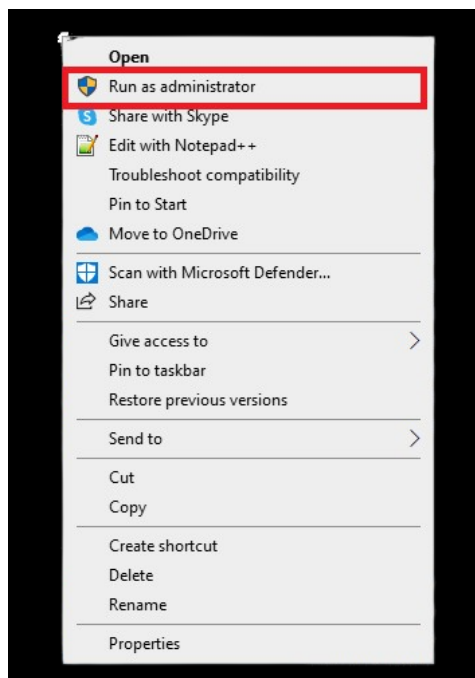   c. Click **Run as administrator** from the dropdown menu.

Figure 3.1 Run as administrator.

   d. Enter your Windows admin password, if prompted.

2. **Temporarily Disable Antivirus:**
   a. Open your antivirus software.
   b. Turn off **real-time protection** for 10 minutes.

3. **Adjust Folder Permissions:**
   a. Open **File Explorer.**
   b. Navigate to *C:\Program Files.*
   c. Right-click the folder.

       d.   Click **Properties** from the dropdown.
       e.   Click the **Security tab**.
       f.   Ensure your user account has **Full Control** permissions.
       g.   Click **Apply.**
       h.   Click **OK**.

4. Follow steps 2 to 11 from section 1.2.

Issue 2: Corrupted Installer

Symptoms:

- Installation freezes at 0%.
- "CRC error."
- "The file is damaged" warning.

Steps to Resolve:

1. **Re-download the Installer:**
   a. Locate the downloaded *.exe file* (from Section 1.1).
   b. Right-click the *.exe file*.
   c. Click **Delete** from the dropdown menu.
   d. Follow the steps from Section 1 to a new copy.

Issue 3: Wrong OS Architecture

Symptoms:

- "This app can't run on your PC."
- Installer crashes immediately.

Steps to Resolve:

1. **Check Your OS Type:**
   a. Open **File Explorer**.
   b. Locate **This PC.**
   c. Right-click **This PC.**
   d. Click **Properties** from the dropdown menu.
   e. Check **System** type from the *Settings screen*.

Figure 3.2 System Properties (OS Check)

2. **Download the Correct Version:**
   a. Follow steps from Section 1 to download:
      - Notepad++ x64 if your OS is 64-bit.
      - Notepad++ 32-bit x86 if your OS is 32-bit.

3. **Uninstall Conflicting Versions:**
   a. Go to **Control Panel**.
   b. Click **Uninstall a program**.
   c. Locate **Notepad++.**
   d. Remove existing version of **Notepad++.**