User Documentation Web-Based Word Processor

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# Getting Started

## Step 1: Accessing the Word Processor

* Open your web browser.
* Navigate to [www.wp.com](http://www.wp.com) (beta link)

## Step 2: Registration and Login

**You'll be greeted with a login screen. If you don't have an account, follow these steps to register:**

* Click the "Register" button.
* Fill in your email, password and other required information.
* Follow the prompts to complete the registration.
* If you are present with along in screen you have successfully been registered

**Once registered, click the "Log In" button. (The login screen may automatically load)**

* Enter your registered username and password.
* Click "Log In" to access your account and the word processor.
* If successful, you'll see your username at the top of the screen.

## Step 3: Navigating the Dashboard

**After logging in, you'll be directed to your personal dashboard.**

* Be advised that more features and bug fixes are in development for the dashboard and the service as a whole.

## Step 4: Dashboard Features

**On your dashboard, you'll find three buttons:**

* **Create Document:** Clicking this button takes you to the word processor.
* **Word Processor:** This button performs the same function as "Create Document."
* **Log Out:** Click here to log out of your account.

## Step 5: Creating a New Document

* Click either "Create Document" or "Word Processor".

## Step 6: Document Editing

**You'll be directed to the document editor where you can:**

* Type and format text.
* Use the toolbar to apply formatting (bold, italic, etc.).
* Change text color.

## Step 7: Saving and Opening Documents

**To save your document:**

* Click the "Save" button in the toolbar.
* Enter a file name when prompted.
* By default, documents are saved as text files with a `.txt` extension.

**To open an existing .txt document:**

* Click the "Choose File" button in the toolbar.
* Select the text file you want to open.

## Step 8: Advanced Features (if available) – in development

**If your word processor supports advanced features like image insertion:**

* Click "Add Image" to insert images.
* Explore options for text wrapping around images (if available).

**If navigation features are provided, use them to move efficiently within the document.**

## Step 9: Troubleshooting

**If you encounter any issues:**

* Ensure your web browser is up to date.
* For technical issues, contact support on WhatsApp 0615151562.

## Step 10: Congratulations!

You've successfully learned how to create, format, save, and open text documents using the Web-Based Word Processor.