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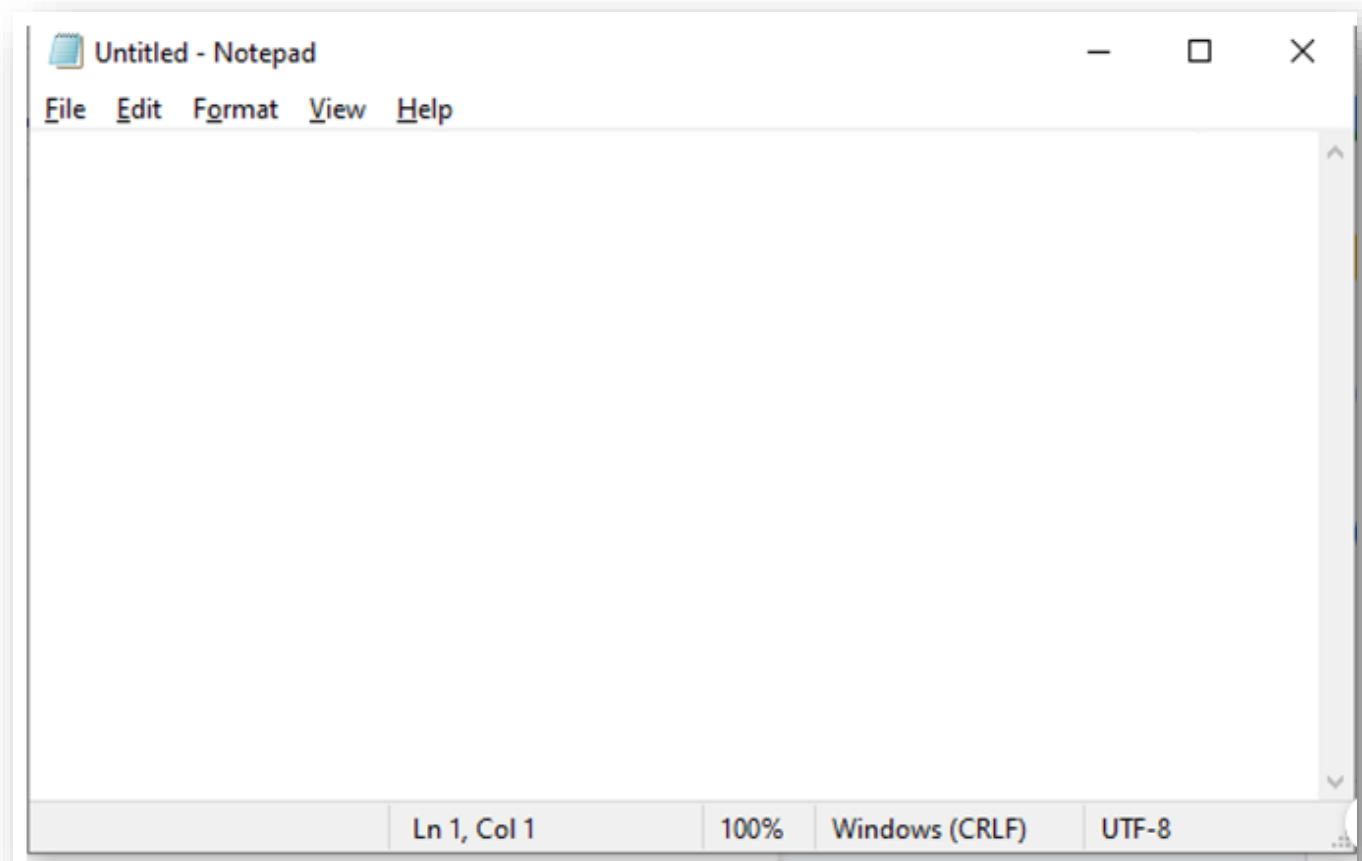
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Introduction

Notepad is an elementary and straightforward text editing tool for windows users. It is commonly pre-installed tool for Microsoft Users. Since the release of Windows 1.0 in 1985, it has been a part of every edition of Microsoft Windows. Notepad stores all the files in .txt extension. It is incredibly convenient and user-friendly tool, as it does not require any extra technical skills to use.

For brief documents that you wish to keep in plain text, Notepad is fantastic. Images, however are incompatible with Notepad because it is only a text editor. You can use some basic formation options which are available in Notepad.

When Notepad is launched, the following simple interface appears.



Ways to access Notepad

Accessing Notepad using mouse in windows

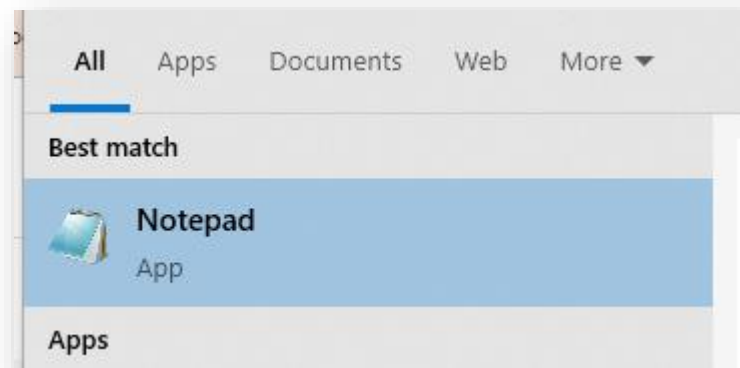
1. Locate the windows **search box** on the windows desktop.



2. Type **notepad** into the **search box**.



3. In the search results, **select the Notepad** option.

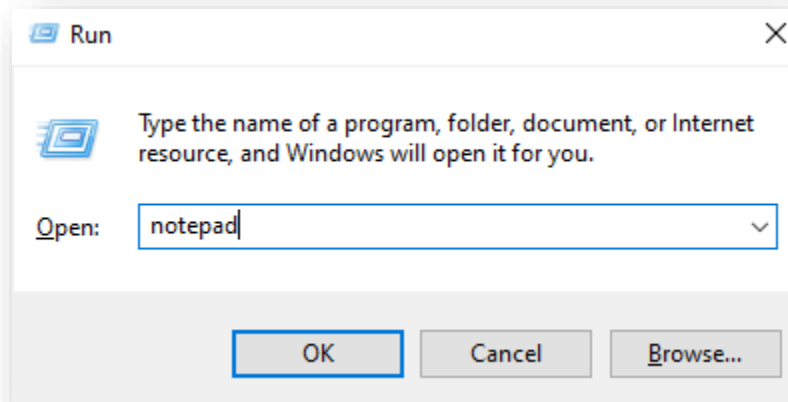


Accessing Notepad using keyboard in windows

1. By pressing “**Win key + R**” keys from **keyboard**, you can see “**Run**” command box.



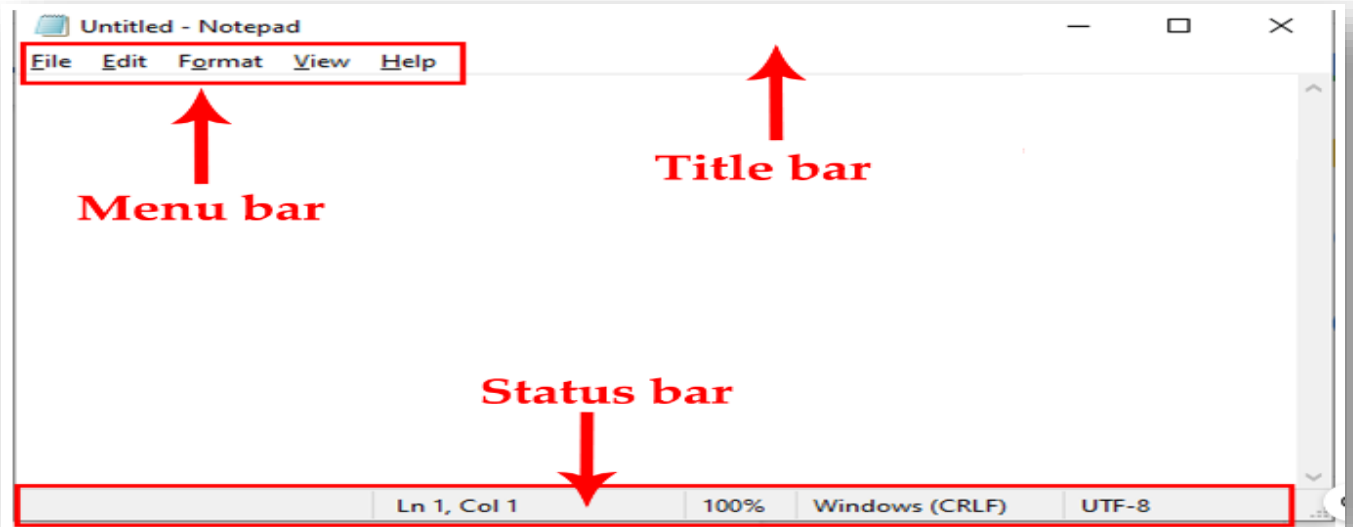
2. Type “**notepad**” into the “**Open**” drop-down box.



3. Press “**enter**” key.

Notepad structure

The image below shows how the Windows Notepad program will open with the **blank, unnamed** window. It contains three bars: **Title bar**, **Menu bar** and **Status bar**



Components of Notepad

Title Bar


- The title bar is the **topmost** bar in the Notepad window.
- It contains the name of the text file following program name.
- It consists of three control buttons which are **Minimise**, **Maximise** and **close**.
- **Minimise** button is used to **decrease** the Notepad window size into a square shape.
- **Maximise** button is used to **increase** the Notepad window size to full.
- **Close** button is used to **close** the Notepad window.



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Menu Bar

- **Menu** bar is present **below** the **Title** Bar.
- It contains tabs which are **File**, **Edit**, **Format**, **View** and **Help**.



A screenshot of the Notepad menu bar, showing the following options: File, Edit, Format, View, and Help.

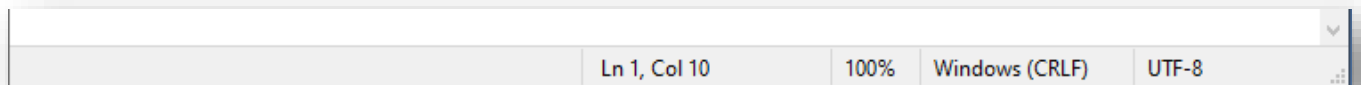
Text Area

- It is **below** the **Menu** bar.
- It is used to **type the text**.



Status Bar

- **Status** bar shows the **current line** and **column numbers** where the current cursor is located.



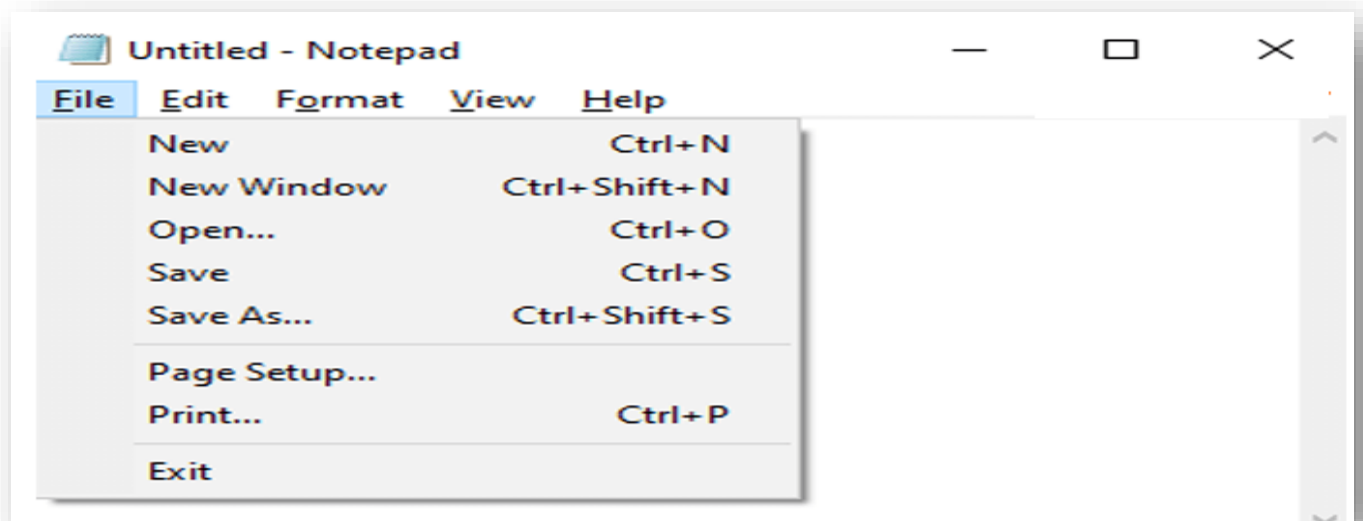
Menu bar tabs

There are total **5** tabs in Menu bar: **File tab**, **Edit tab**, **Format tab**, **View tab** and **Help tab**.

Let's understand basic functionality of all the tabs.

File tab

- The options under File tab include **New**, **New Window**, **Open**, **Save**, **Save As**, **Page Setup**, **Print** and **Exit**.
- **New**: Create new **Notepad file**.
- **New Window**: You can open another window. **Multiple** Notepad windows can be open using this option.
- **Open**: Open an **existing** Notepad file.
- **Save**: Save **current** file data,
- **Save As**: Save an **existing** file with **different name** and location.
- **Page Setup**: Set and **format** page layout.
- **Print**: Print **current** file content.
- **Exit**: **Close** the Notepad window.

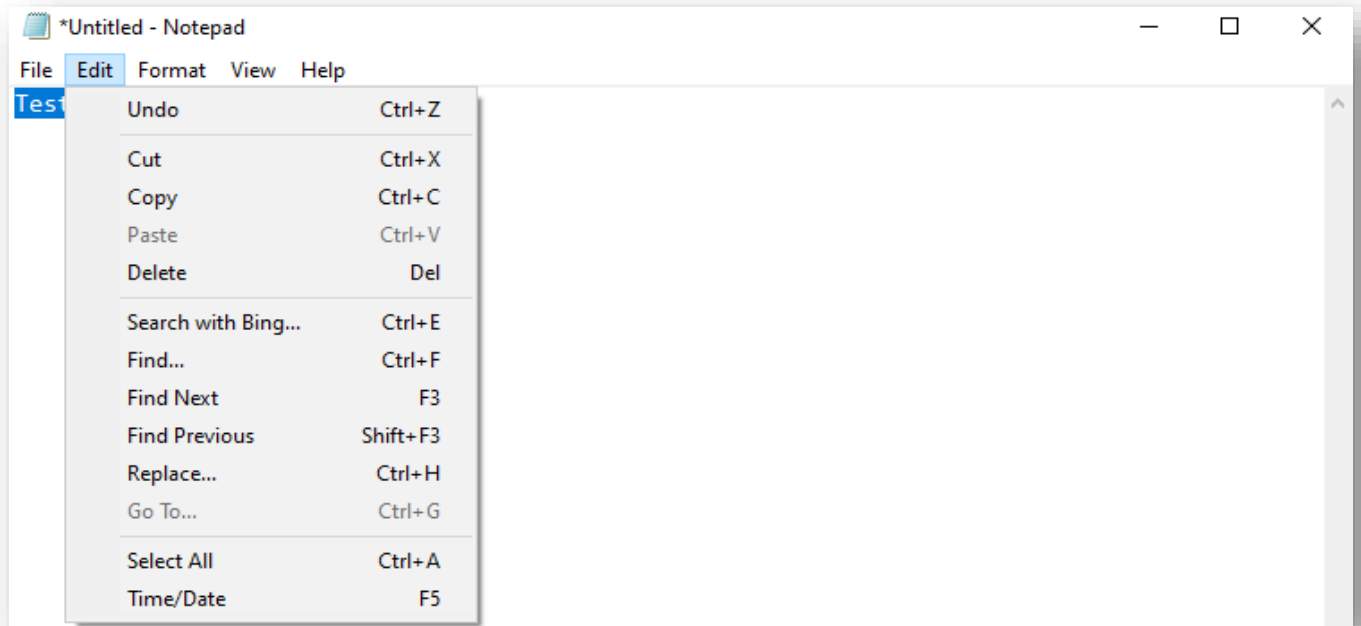


Edit tab

- The options under Edit tab include **Undo**, **Cut**, **Copy**, **Paste**, **Delete**, **Search with Bing**, **Find**, **Find Next**, **Find Previous**, **Replace**, **Go To..**, **Select All** and **Time/Date**.
- **Undo**: Erase **last change** from the **current** file.
- **Cut**: Cut the **selected** text.
- **Copy**: Copy the **selected** text.
- **Paste**: Paste the **copied text** at cursor's current position.
- **Delete**: Delete the **selected** text.

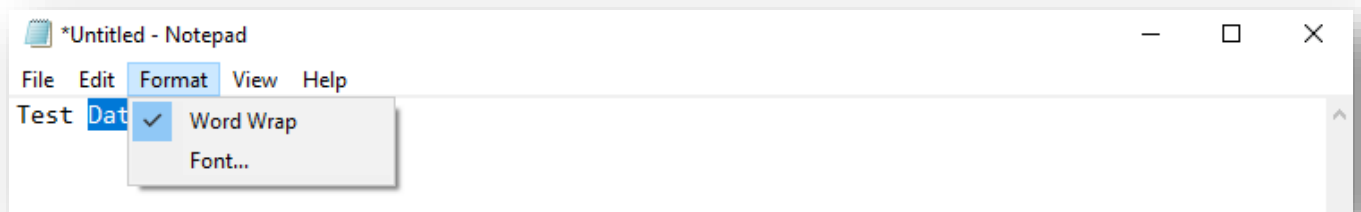
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- **Search with Bing:** Searches the selected text with **Bing explorer**.
- **Find:** Finds the **word** or **sentence** in current file.
- **Find Next:** Finds **next text** in current file.
- **Find Previous:** Finds **previous text** in current file.
- **Replace:** Replaces selected **word/sentence** with **new** entered word/sentence.
- **Go To.. :** Go on **entered** line number.
- **Select All:** Selects **all** the text.
- **Time/Date:** Write **current time** and **date** in Text Area.



Format tab

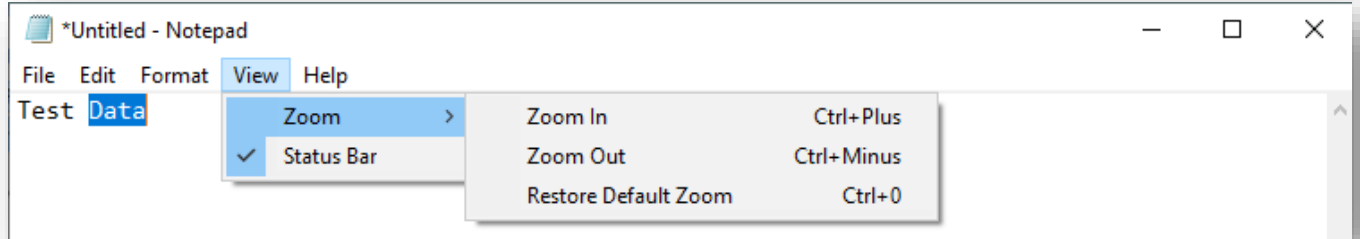
- The options under Format tab include **Word Wrap** and **Font**.
- **Word Wrap:** By selecting Word Wrap, **scroll bar** is enabled. By default this option is not selected.
- **Font:** You can **format** font **style**, **size** and **type** from here.



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View tab

- The options under View tab include **Zoom In**, **Zoom Out**, **Restore Default Zoom** and **Status Bar**
- **Zoom In**: **Increase** text size.
- **Zoom Out**: **Decrease** text size.
- **Restore Default Zoom**: **Reset** text size.
- **Status Bar**: By unselecting Status Bar option, status bar is **disabled**. By default this option is selected.



Help tab

- The options under Help tab include **View Help**, **Send Feedback** and **About Notepad**.
- **View Help**: Redirect to **Notepad help** section.
- **Send Feedback**: You can send **feedback** related to **Notepad** tool.
- **About Notepad**: **Information** about Notepad tool.

