People use word processors for writing all kinds of documents, such as letters, school papers and reports. Word processors have many advantages over handwriting and manual typewriters. Which processing is faster and easier than writing by hand and you can start documents on your computer, which you cannot usually do on a typewriter. This makes it easier to review and rewrite your documents. You have more formatting choices with the word processor, and the spelling, grammar and language tools are useful, too. You can also print copies of your documents, would you look neater than handwritten ones. Many language students use the word processors to improve their writing skills and because they help them feel proud of their work.

Word processors do have disadvantages, however. First, it is not easy to read long documents on a computer screen. Second, sometimes the printer doesn't print an exact copy of what you see on the screen. Not all word processors can read each other's files which is another disadvantage. Finally, word processors do not always work well with e-mail. If you paste a word processed letter into it and e-mail, it may lose a lot of its formatting. Many people use a text editor for the Internet, which is similar to a word processor but has fewer formatting features and cannot use graphics. Text editors, such as Notepad, use a simple coding system called ASCII (American Standard Code for Information Interchange), as does e-mail.