

## WordPad User Guide

Welcome to WordPad - a simple yet powerful text editor for your daily note-taking and writing needs. This guide will help you understand all the features and shortcuts available in the application.

### Getting Started

WordPad automatically opens with a blank document and saves your work as you type. Your content is saved in your browser's local storage, so it persists even when you close the browser.

### Features

#### Tab Management

- Multiple tabs let you work on several documents simultaneously
- Each tab saves content independently
- Tabs are preserved between sessions

#### Text Editing

- Basic rich text formatting (bold, italic, underline, strikethrough)
- Adjustable font size
- Clean text pasting (strips formatting from copied text)

#### File Operations

- Save documents as TXT files
- Import TXT files
- Export documents as PDF files
- Clear document content

#### Keyboard Shortcuts

Shortcut	Action
Alt+T	Create a new tab
Alt+W	Close the current tab
Ctrl+B	Bold text
Ctrl+I	Italic text
Ctrl+U	Underline text

## How to Use

### Working with Tabs

1. **Create a new tab:** Click the "+" button or press Alt+T
2. **Switch between tabs:** Click on any tab to make it active
3. **Close a tab:** Click the "x" button on a tab or press Alt+W while on that tab

### Text Formatting

1. **Bold text:** Select text and click the Bold button or press Ctrl+B
2. **Italic text:** Select text and click the Italic button or press Ctrl+I
3. **Underline text:** Select text and click the Underline button or press Ctrl+U
4. **Strikethrough text:** Select text and click the Strikethrough button
5. **Change font size:** Use the increase/decrease font size buttons

### File Management

1. **Save as TXT:** Click the "Save as TXT" button to download your document
2. **Export as PDF:** Click the "Save as PDF" button to create a PDF version
3. **Import TXT file:** Click the "Import" button to load a text file
4. **Clear document:** Click the "Clear" button to remove all content

### Pasting Text

When you paste text from another source (website, document, etc.), WordPad will automatically strip all formatting, ensuring the text adopts your WordPad's current styling.

### Benefits of Using WordPad

1. **Simplicity:** Clean, distraction-free interface focused on writing
2. **Persistence:** Automatic saving ensures you never lose your work
3. **Accessibility:** Works in any modern browser without installation
4. **Organization:** Tab system keeps multiple documents organized
5. **Portability:** Export to standard formats (TXT, PDF) for sharing
6. **Privacy:** All data stays in your browser - no cloud storage or data sharing
7. **Clean Formatting:** Paste text without worrying about inconsistent formatting
8. **Offline Capability:** Works without an internet connection once loaded

### **Tips for Best Use**

- Use separate tabs for different topics or projects
- Regularly export important documents as backup
- Use keyboard shortcuts for faster editing
- Clear browser cache/cookies occasionally while keeping "Local Storage" enabled to maintain your notes while freeing up space