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Using the Menu Bar

File

Select File – New File to create new document.

Select File – Open... to open document. Select document from directory.

Select File – Save to save document to current directory as current file name.

Select File – Save as... to save document in directory. Chose a file name.

Select File – Exit to end program.

Shortcuts

Contains useful keyboard shortcuts for this text editor.

For Undo(Ctrl + Z), Cut(Ctrl + X), Copy(Ctrl + C), and Paste(Ctrl + V), simply select text and press keyboard shortcut buttons simultaneously.

For Select All(Ctrl + A), simultaneously press keyboard shortcut buttons.

Help

About JET contains information about this product version Help includes Jet – Text Editor's user manual.