

Notepad

Notepad is a generic text editor included with all versions of Microsoft Windows that lets you create, open, and read plaintext files with a .txt file extension. If the file contains special formatting or is not a plaintext file, it cannot be read in Notepad. The image shown here is a small example of what the Notepad may look like while running.

Note

If you need built-in features, such as a spell checker, grammar checker, font sizes, multimedia (e.g., pictures), etc., use a word processor and not a text editor.

Press the Windows key.

Type notepad in the search field.

Click the Notepad program in the search results.

Click Start.

In the Run box, type notepad and press Enter.

or

Click Start.

In the Start menu, click Programs or All Programs, then click the Accessories folder.

Click the Notepad icon.

How to create a text file using Notepad

Open Notepad and type the text you want in the file. Once done, save the file by clicking File and selecting Save. When saving the file, make sure the file is saved with a ".txt" extension.

or

On the Windows desktop or in any folder, right-click an empty spot. In the pop-up menu, select New and then Text Document. After this is done, a file should appear named "New Text Document". Double-click this file to open the text document, or rename the file to help you identify it, and then open the file.

Can you insert a picture in Notepad?

No. Notepad is a plaintext editor and does not support pictures. If you want to insert pictures, consider using WordPad instead of Notepad. Keep in mind that if a WordPad

document contains pictures, it must be saved as an .RTF (rich text file), and not a .TXT (plain text file).

How to change the font in Notepad

When first released, Notepad had no font options. However, with the new releases of Microsoft Windows, there are now font options that allow you to change the view of how text appears in Notepad.

Note

Notepad is a plaintext editor, and plaintext files don't support fonts. When you change the font in Notepad, it changes how the font appears to you in Notepad. If the file were opened in another text editor or computer, it would use the font settings of that editor or computer. To change the font of the text in the file you need a rich text editor like WordPad or Microsoft Word.

To change the view of a font (style and size) in Notepad, follow the steps below.

Note

You cannot change the font color in Notepad. Only black is available for text.

In the menu bar at the top of the Notepad window, select Format, then select Font.

In the Font window, select the desired font in the Font list.

Additionally, you may select a style, like bold or italic, from the Font style list. You can also choose a different size for the text you type in the Size list.

When you've finished your selections, click OK to save the changes.

Font settings in Notepad

Can you center text in Notepad?

No. Notepad is a plaintext editor and does not support the ability to center text, align text, or apply any other formatting.

How do you print a Notepad document?

In Notepad, open the document you want to print.

In the file menu, click File, and select Print.

File-Print in Notepad

Select the printer that you want to use to print the document.

Click Print.

Wordpad

WordPad is a text-editing program available in the Microsoft Windows operating system. Follow these step-by-step instructions to use WordPad Press the Windows key.

Type wordpad in the search field.

Click the wordpad in the search results.

Click Start.

In the Run box, type wordpad and press Enter.

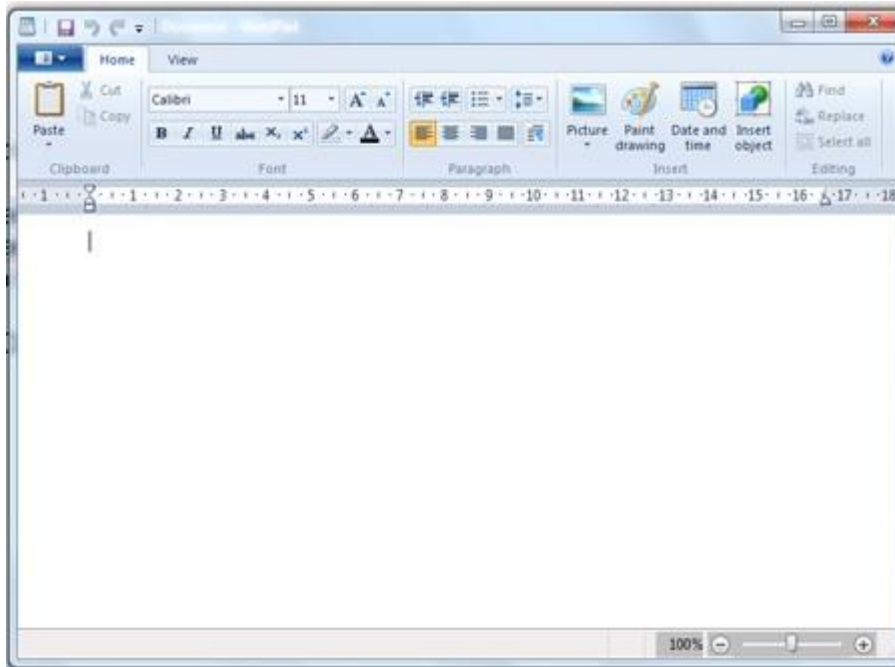
or

Click Start.

In the Start menu, click Programs or All Programs, then click the Accessories folder.

Click the wordpad icon.

Step 1: Open WordPad. The screen should look like this:



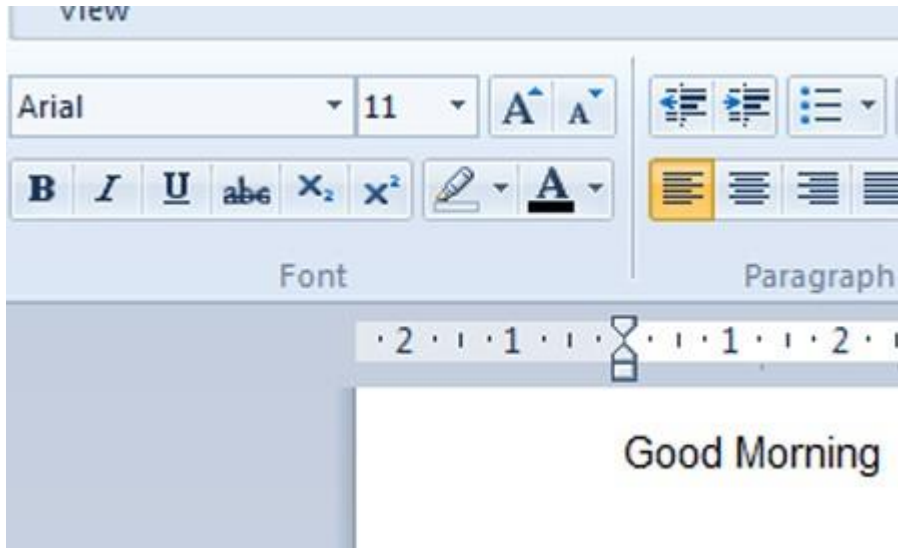
Step 2: You're now going to choose a font – the design in which the letters you'll be typing will appear.

In the third row from the top of the screen, you'll see a box with a name in it (in this example, 'Calibri') and a little downward-pointing arrow. The arrow indicates that this is a drop-down list. When you click on the arrow a list will drop down.



This particular list consists of all the fonts that you can choose to create your document. Scroll down the list and you'll find even more fonts.

Let's assume that you'd like to use the 'Arial' font. Click Arial on the list. The name will now appear in the box at the top of the screen.



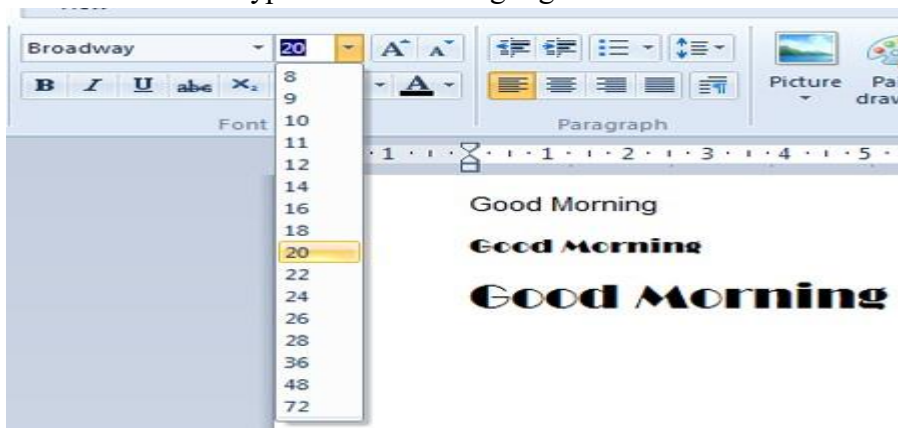
Step 3: Type 'Good Morning' and press the 'Enter' key. Have a look at what you've done.

Step 4: Choose another font, type 'Good Morning' again and press 'Enter'. Now compare the two. Here we've chosen 'Broadway' as the second font.

Good Morning
Good Morning

Step 5: You can also change the size of the letters. Next to the font box near the top of the screen, you'll find another box containing a number ('11' in this example). As you did with the font box arrow, click the arrow in this box. A drop-down list appears that consists of numbers. These are the numbers of 'points' that letters are measured in. By selecting a bigger or smaller number, you can choose how big to make your writing.

Click '20' and type 'Good Morning' again.



Step 6: Here's a shortcut to changing the size of your letters. Next to the number box you'll see two squares, each one containing a letter



'A', one bigger than the other (see right).

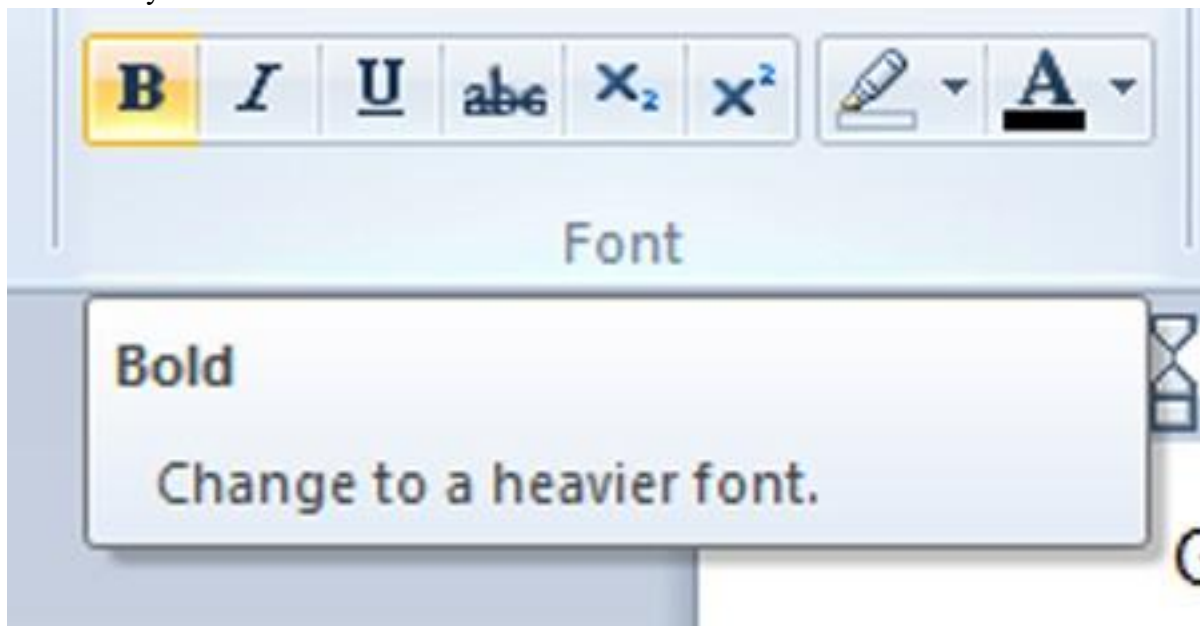
If you click on the button with the bigger 'A', the size of your text will get bigger. If you click on the other button, it will become smaller.

Step 7: Now experiment with the font tools, which you'll find under the font box. They are:

- B bold
- I italic
- U underline
- abc strike through
- subscript (a letter or figure written below the line)
- superscript (a letter or figure written above the line)

plus the highlighting tool and the font colour tool, both of which you need to click to cause a drop-down list to appear.

If you place your cursor over each of the buttons, a description of what it does opens. Below you can see what 'B' stands for:



Try out each font tool. Below we've changed the font back to Arial, size 16, and then tried each button in turn.

Good Morning

Good Morning

Good Morning

~~Good Morning~~

XGood Morning

xGood Morning

Good Morning
Good Morning

Step 8: Now try WordPad's aligning tools. These push text to one margin or the other ('align left' and 'align right'), centre each line ('centre align') or make both sides straight. To the right of the box containing the font colour tool, you'll see a row of four similar boxes with lines representing text arranged in four different ways:



Place your cursor over each one for a description, then try them. Highlight some text by clicking on it three times in quick succession. Then click on one of the aligning tools to see where the text moves to.

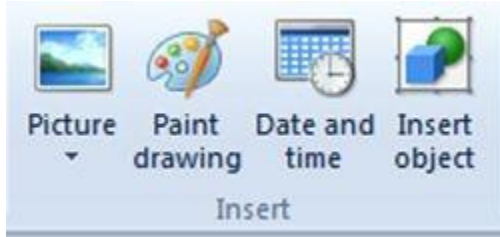
These tools are very handy for such jobs as centring a title or placing an address on the right. Here's what happens with 'Good Morning' by clicking on each of the first three boxes:

Good Morning

Good Morning

Good Morning

Step 9: To the right of the aligning tools, you'll find four insert tools.



With these, you click to insert a picture from a file, draw a picture to insert in your document, automatically insert the date and time or add a particular object. Try experimenting with them.

Step 10: You can change the way a word looks after you've typed it. Simply double-click on it to highlight it – it turns blue to show that it's been selected.

Change something that has already been typed

Change **something** that has already been typed

You can now use any of the tools above to change the word – for instance, changing its font or size.

Change something that has already been typed

Change **something** that has already been typed

While it was selected, 'something' was changed to a 36 point size and made bold, underlined and red!

Step 11: You can also change a paragraph. If you triple-click within one, this will highlight it entirely. You can then change its size and colour, make it italic and underline and centre it:

Change something that has already been typed

Change something that has already been typed

Change something that has already been typed

**Change something that has already
been typed**

Step 12: One of the most important things to learn to do with your work in WordPad is to save it. That way, you can turn off the computer and later go back to what you'd done. But you really should save your work every few minutes. Then, if there's a power cut, you'll lose only a few minutes' work.

To save, go to the top left-hand corner of the WordPad screen and click the arrow in the blue box (indicated here with the yellow arrow):

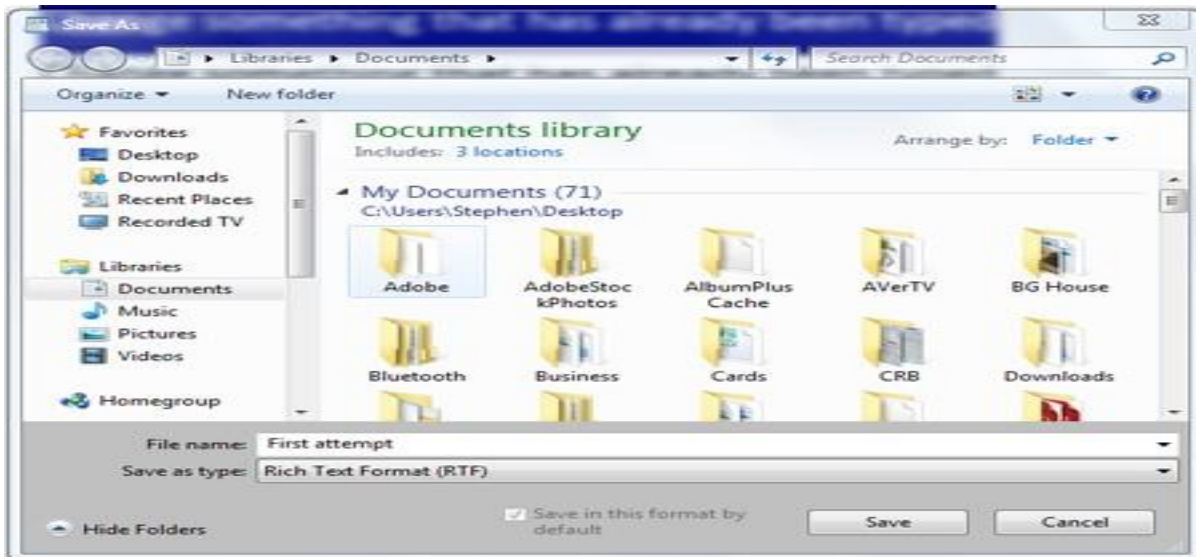


The 'File' drop-down list appears. Now click Save. This saves the document exactly as it is.

Step 13: There's another way of saving your work – by using the 'Save as' option. If you use this, you can change some of the document's attributes – its name or its format, for instance.

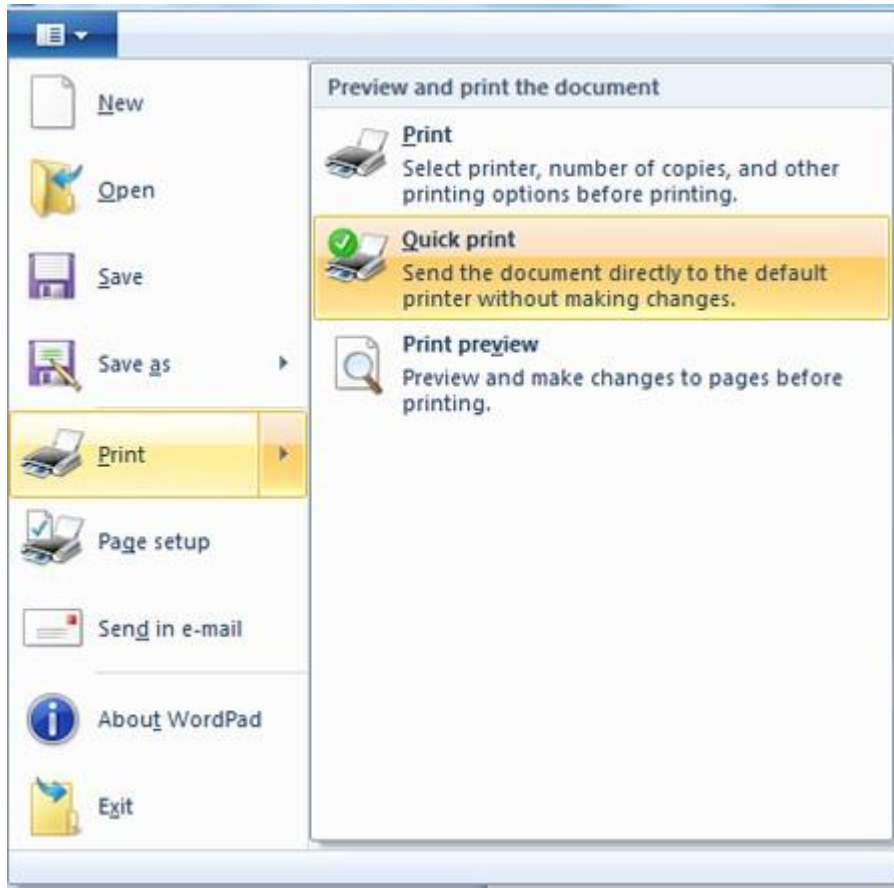
To use 'Save as', place your cursor over Save as. A new menu appears to the right. Move your cursor straight to the right on to this and click Rich Text document. ('Rich Text' is a format that allows you to embed images and other things.) The name of your document will now end with '.rtf'.

The 'Documents library' now appears. This is where your saved document will be kept. In the box below the main screen, headed 'File name', type in a name for your document. Here, 'First attempt' is the file name:



It's important that a document's name relates to its content – for example, 'letter to bank' – so that you can find it again later. Now click Save to keep this document in the Documents library.

Step 19: Finally, as well as saving your document in digital form within your computer, you can also print it. Open the 'File' drop-down list again and, this time, select Print. Then, moving your cursor to the new menu on the right, click Quick print:



As long as your printer is set up and turned on, your document will print.

Ms Paint

Paint is a simple and powerful graphics editor with a range of uses. You can edit images quickly or create masterpieces with the tools in this app. Once you're done, you'll be able to save and share your files in almost any format.

Follow these step-by-step instructions to open paint program Press the Windows key.

Type ms paint in the search field.

Click the ms paint in the search results.

Click Start.

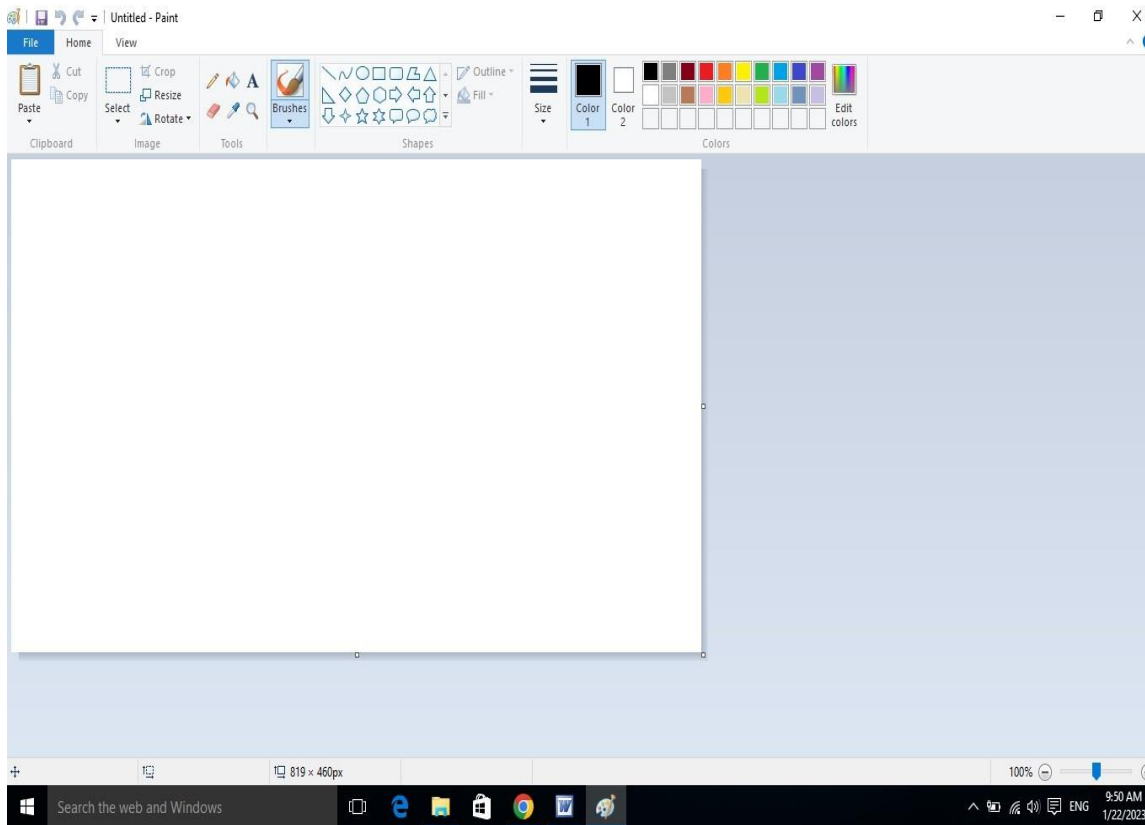
In the Run box, type mspaint and press Enter.

or

Click Start.

In the Start menu, click Programs or All Programs, then click the Accessories folder.

Click the ms paint icon.



How to use Microsoft Paint

At the top of the Paint window, you will see the Toolbar, where you can carry out various functions. This toolbar includes the File tab, Home tab, and View tab. Let us now look into it in detail.

1] Home

The Home tab is the default tab when you open the Paint application. In the Home tab, you can carry out various functions related to the image, clipboard, tools, shapes, and colors.

Under Clipboard, you can perform commands such as cut, copy, and paste, where you can cut or copy a selection from the canvas and paste it on the keyboard. Under the Image section, you can crop, resize, and rotate the picture. You can rotate left and right to 90 degrees, rotate to 180 degrees and flip vertical and horizontal as well.

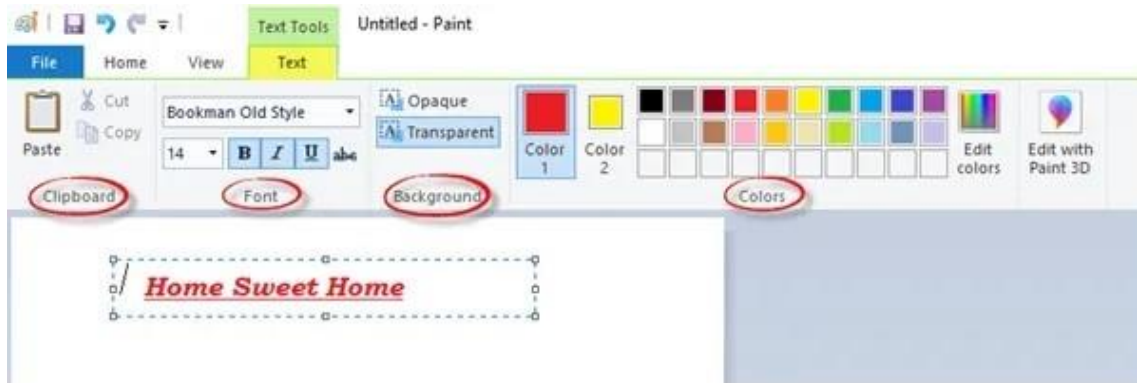
The Tools group will allow you to draw a free form pencil line with the selected width, add text, pick a color and use it for drawing, fill an area on the canvas with the selected

color, use the magnifier for a particular area on the canvas, and use the eraser to erase a particular area of the picture. Click on the Brushes drop-down menu to draw using different kinds of brushes. You will find a variety of brushes with different effects such as crayon, marker, natural pencil, etc. In the reference picture below, I have used a few tools to show you how they look and feel.

Here, I have used the free-form pencil tool, a few brushes, the shape fill tool, and the text tool. You can also convert your 2D drawing into a 3D picture by editing it in Paint 3D. Go ahead and simply explore! With all these tools, you are sure to make your picture look attractive and simply awesome!

Text Tools

On your Paint canvas, choose the location where you want to add the text box and type the desired text in it. You can format the text by selecting the font type, font size, changing the font to bold and italics, and underlining or striking through the text. You can choose the desired foreground color as well as the background color. Refer to the example shown below.



Under the Shapes group, you can insert ready shapes such as rectangle, pentagon, diamond, star, callout, and so on. Click on Outline to choose from the various options such as solid color, crayon, marker, oil, natural pencil, watercolor, or even no outline. Click on Shape Fill to select the medium for the fill, such as, solid color, crayon, marker, oil, natural pencil, watercolor, or no fill. Under the Size dropdown menu, you can select the size or width of a particular tool. You will see four variations under Size such as 1px, 3px, 5px, and 8px. See an example shown below.



I have used certain tools such as the text tool, pencil, brushes, and fill with a Color tool to draw the following picture. Select the shape you want to draw and the size of the width of the tool. Here, I have selected a 3px size for the Lightning shape with a solid outline color like brown and a crayon fill as yellow.

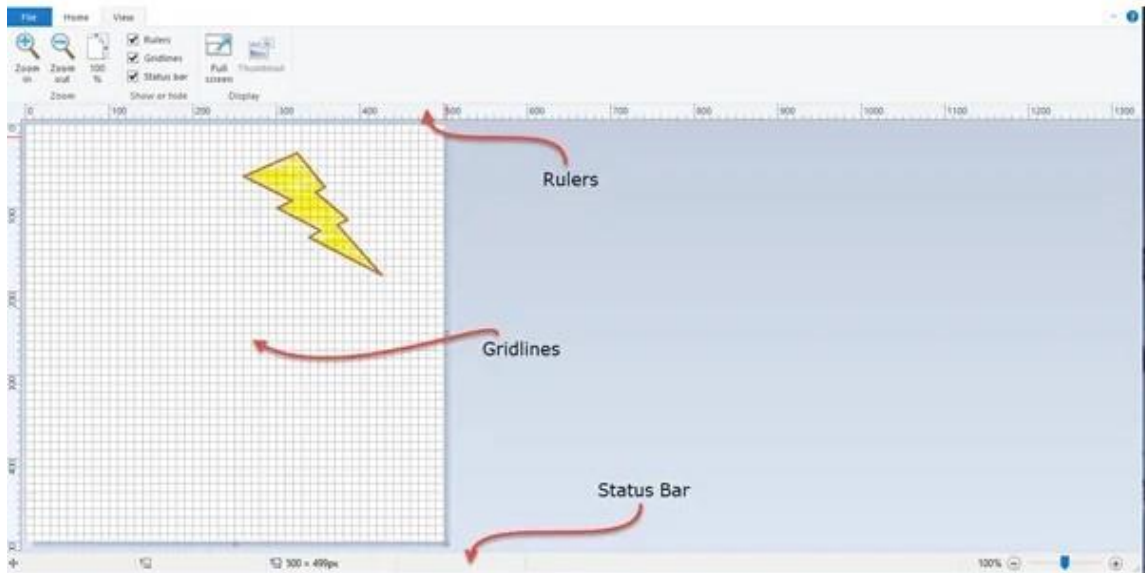
The Colors group includes a wide palette of colors that you can choose for your drawing. You can also edit with Paint 3D using advanced tools, which we will later cover in detail in another post.

2] View

The View tab includes three groups named Zoom, Show or hide, and Display.

The Zoom group enables you to zoom in or zoom out into the picture as much as you want for a better viewing experience, or you can also zoom to exact 100%. Under the Show or hide group, you will find settings related to rulers, gridlines, and status bar. With the help of Rulers, you can view and measure the object or a particular picture on your Paint canvas. Gridlines will help you to align objects in your picture. By checking or unchecking the Status Bar option, you can show or hide it at the bottom of the Paint window.

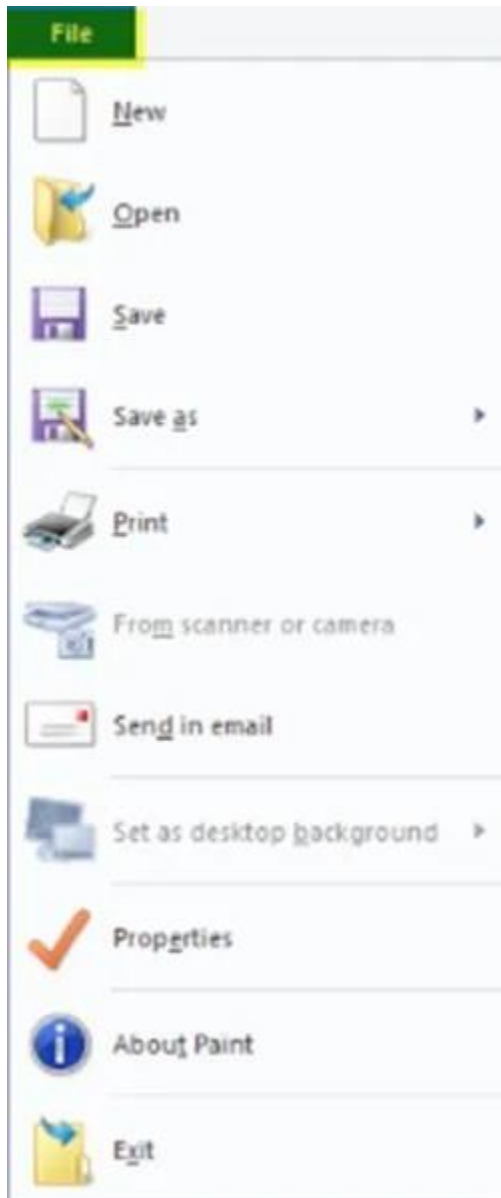
In the Display group, you can view the picture in Full Screen; and you can show or hide the Thumbnail window.



3]

File

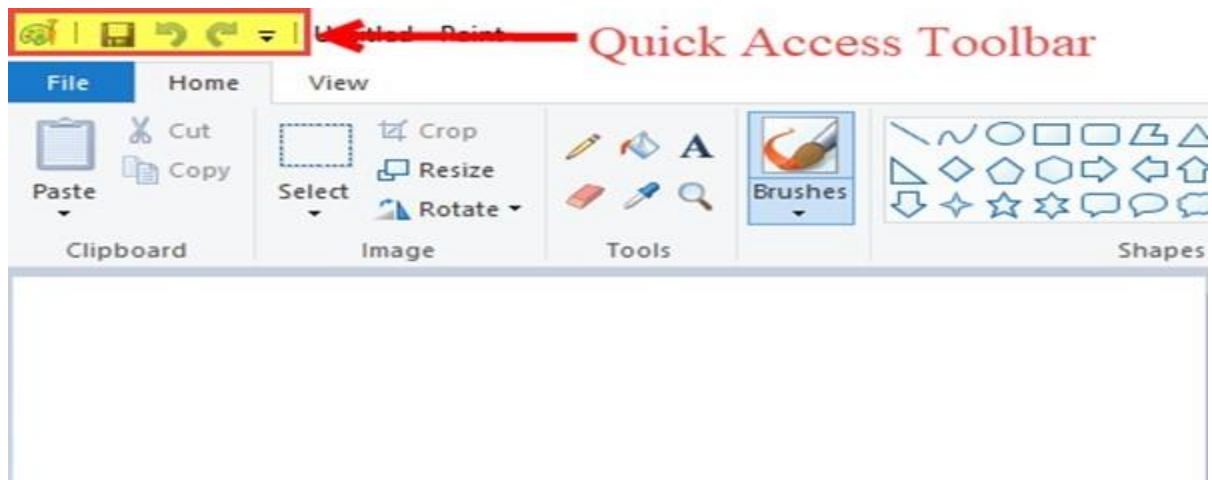
Under the File menu, you can open an existing or already created picture, create a new picture, and save the current picture in the desired location. You can import files from a scanner or camera, print a picture, and send a picture as an attachment in an email message as well. You can change the desktop background by setting the current picture as the desktop background. You can change the Properties of the current picture as well. And finally, you will see the Exit option to close or exit the application.



Quick Access Toolbar

On the top left side of the Paint window, above the Toolbar, you will see the Quick Access Toolbar.

Here, you will find the shortcuts to save the current picture, undo or redo the last action, and minimize, maximize, and close the application. You can also customize the quick access toolbar as per your requirements. You will find additional settings here to minimize the ribbon, to show the quick access toolbar below the ribbon, etc. So, go ahead and customize and make changes to the quick access toolbar as per your requirements. This will make your work pretty easier and quick.



Character Map

Charmap (or "Character Map") is a program built-in into MS Windows operating systems. You can use it to input or check out characters of different encodings and fonts installed on your system.

Follow these step-by-step instructions to open character map program

Press the Windows key.

Type ms paint in the search field.

Click the character map in the search results.

Click Start.

In the Run box, type charmap and press Enter.

or

Click Start.

In the Start menu, click Programs or All Programs, then click the Accessories folder.

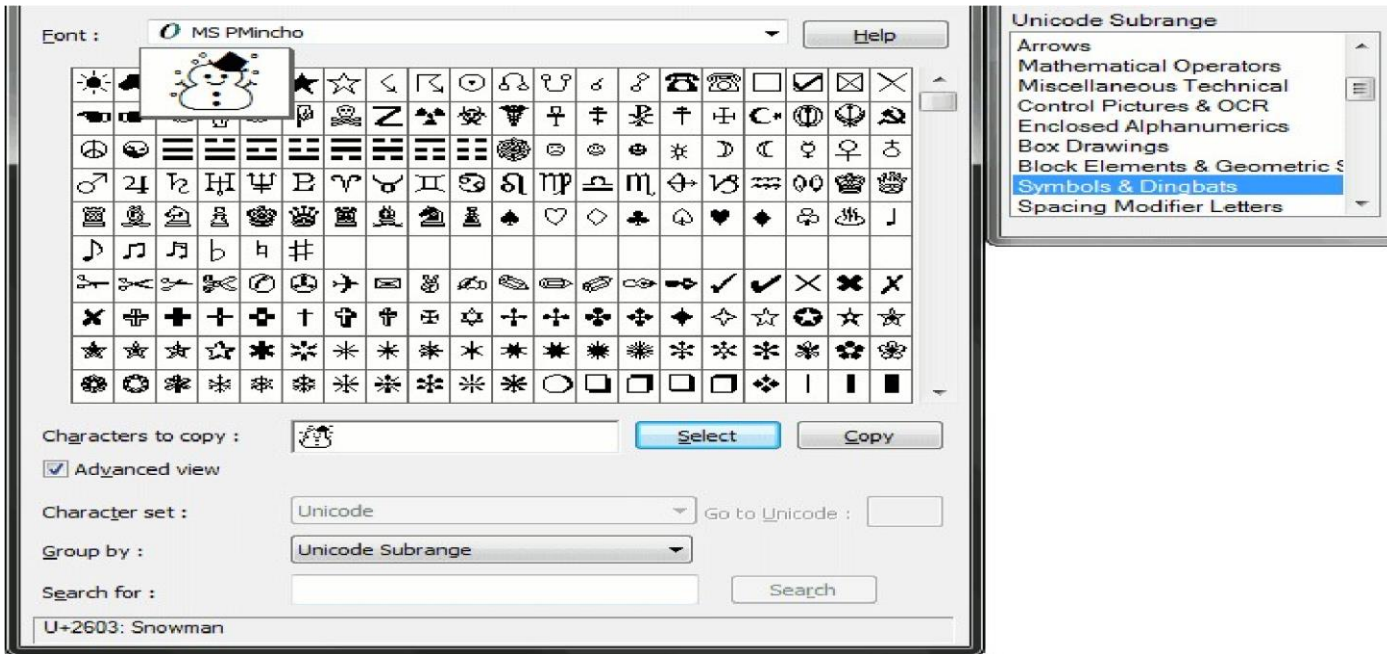
Click the character map icon.

With Character Map you choose font, character group (like Greek, or Maths symbols) and pick text characters you like. You type them in a line by double-clicking them in character list and then copy-paste from the program's input line to where you want. It's really easy.

The program is easy to use, so you'll find out all further details on your own easily. Probably, the only one other important thing you have to know next.

Symbol groups

You can choose to view groups of characters by the name of their topic. Like currency



symbols, maths operators, arrows, etc.