📝 Editor Screen
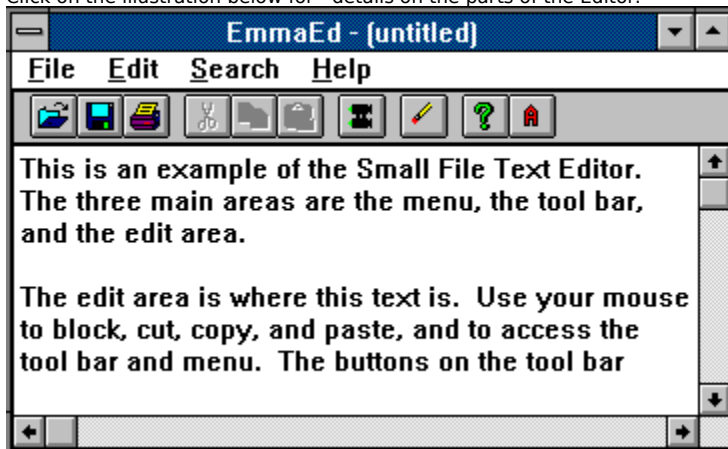
The editor screen has a <u>menu</u>, a <u>tool bar</u>, and the <u>editing area</u>.

<u>Menu</u>
<u>Tool Bar</u>
<u>Edit Area</u>

Click on the illustration below for   details on the parts of the Editor:

🖹 Menu

File	Edit	Search	Help

Click on the menu item   (above) for an explanation of what it does..

You call the menu using the Alt key with the underlined letter for that menu item.   For example [Alt] [F] makes the File menu active.

See also: Tool Bar
              Edit Area
              Editor Screen

Tool Bar

Click on the button   (above) for an explanation of what it does..

See also: Menu
              Edit Area
              Editor Screen

Menus let you choose editor features with the keyboard, or your mouse.

The tool bar makes it easy to choose the most used editor features by clicking buttons with your mouse.

The area where you edit your document.

Edit Area

Type your text in the edit area.   Use the mouse to mark text for cut/copy/paste operations.

See also: Tool Bar
                       Menu
                       Editor Screen

Cut a block of text and put it in the clip board.

Copy blocked text and put it in the clipboard

Paste text from the clipboard into your document at the cursor position.

Open a file for editing.

Save the current file.

Print the current file on your printer.

Undo the last action taken.

Search for a word or phrase (not case sensitive)

This help file.

Display the *About* box.

You edit your documents in the *Edit Area.*

When you press this button you get the *System Menu.* This menu lets you manipulate or close the Editor Window, or switch to other programs.

You can move the Editor around the screen by placing the mouse cursor on the title bar, pressing the left button, and moving the mouse.   When finished, release the left mouse mutton.

Click on this button to reduce the *Editor* to an icon.   When you want the *Editor* back double click on the icon to restroe it.

This button lets you *maximize* the *Editor* to full screen, or restore it to its original window size.

The horizontal scroll bar moves your document   from right to left .

The vertical scroll bar moves your document from top to bottom.

The file menu is used to

      Load
      Save
      Save As
      Print
      Exit

The Edit menu has commands for cutting and pasting text in your document, and to and from the Clipboard

The Search menu helps you find text in your document, and optionally replace it with other text.

You can change the display font.   The font chosen from this menu affects the display only, and is not used when printing.

Displays this help, or the *About* box, which tells about the editor.