

## **Contents for Notepad Help**

Windows Notepad is a text editor that you can use to edit small text files, such as your CONFIG.SYS or AUTOEXEC.BAT file.

To learn how to use Help, press F1.

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## **File Menu Commands**

Use the scroll bar to see more commands.

### **New**

Opens a new document.

When you choose New, you can save changes to the document you have been working on.

### **Open**

Opens a text file.

When you choose Open, you can save changes to the document you have been working on. The file can be a Notepad file or any file saved as text-only from another application. Notepad cannot open a file larger than approximately 50K.

### **Save**

Saves changes to the document you have been working on.

When you choose Save, the document remains open so you can continue working on it.

### **Save As**

Saves a new or existing document. You can name a new document or save an existing document under a new name. The original document remains unchanged.

When you choose Save As, the document remains open so you can continue working on it.

### **Print**

Prints one copy of the document.

### **Page Setup**

Sets the margins, and adds headers and footers to the printed document.

### **Print Setup**

Selects a printer and sets printing options. The available options depend on the type of printer selected.

### **Exit**

Closes the document you have been working on and quits Notepad.

You can save the file before quitting.

## **Edit Menu Commands**

Use the [scroll bar](#) to see more commands.

### **Undo**

Undoes your last editing or formatting action, including cut and paste actions. If an action cannot be undone, Undo appears dimmed on the Edit menu.

### **Cut**

Deletes text from a document and places it onto the Clipboard, replacing the previous Clipboard contents.

### **Copy**

Copies text from a document onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

### **Paste**

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a document.

### **Delete**

Deletes selected text from a document, but does not place the text onto the Clipboard. Use Delete when you want to delete text from the current Notepad document but you have text on the Clipboard that you want to keep.

### **Select All**

Selects all the text in a document at once.

You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

### **Time/Date**

Adds the current time and date to a document.

### **Word Wrap**

Wraps text in a document.

## **Search Menu Commands**

### **Find**

Searches for characters or words in a document.

You can match uppercase and lowercase letters and search forward or backward from the insertion point.

### **Find Next**

Repeats the last search without opening the Find dialog box.

## **Finding Text**

You can start a search for specific text at any point in a Notepad document.

### **To find specific characters or words**

- 1 Move the insertion point to where you want the search to begin.
- 2 From the Search menu, choose Find.
- 3 Type the characters or words you want to find.
- 4 If you want to match capitalization exactly, select the Match Case check box.
- 5 To specify the search direction, select the Up or Down option.
- 6 Choose the Find Next button.
- 7 To find the next occurrence of the text, choose the Find Next button again.  
You can also close the Find dialog box and choose Find Next from the Search menu or press F3.

## **Deleting Text**

Use the BACKSPACE or DEL key, or the Delete command, when you want to delete text from the current Notepad document but you have text on the Clipboard that you want to keep.

### **To delete one character at a time**

- ▶ Press BACKSPACE to delete the character to the left of the insertion point.
- ▶ Press DEL to delete the character to the right of the insertion point.

### **To delete more than one character**

- 1 Select the text you want to delete.
- 2 Press BACKSPACE or DEL.

Or choose Delete from the Edit menu.

To place the text onto the Clipboard, choose Cut from the Edit menu.

## Formatting Text

To format text, do the following.

<b>To</b>	<b>Do this</b>
End a line	Press ENTER.
Indent a line	Press TAB.
Insert a tab	Press TAB.
Insert a blank line	Move the insertion point to the beginning or end of a line, and then press ENTER.

## **Adding the Time and Date to Documents**

### **To add the time and date to a document**

- 1 Open the document.
- 2 Move the insertion point to where you want the time and date to appear.  
Or select the text you want the time and date to replace.
- 3 From the Edit menu, choose Time/Date.



## Creating Time-Log Documents

You can use Notepad to create a log to keep track of how you spend your time.

### To create a time-log document

- 1 At the left margin on the first line of a Notepad document, type **.LOG**.  
Every time you open this document, Notepad adds the current system time and date to the end of the document.
- 2 Add any comments you want, or edit any text in the document.
- 3 From the File menu, choose Save.

