

To delete, cut, copy, and paste text

- To delete characters to the left of the insertion point, press the BACKSPACE key.
- To delete characters to the right of the insertion point, press the DELETE key.
- To delete words, select them, and then press the BACKSPACE or DELETE key.
- To cut text so you can move it to another location, select the text. Then, on the **Edit** menu, click **Cut**.
- To copy text so you can paste a copy of it in another location, select the text. Then, on the **Edit** menu, click **Copy**.
- To paste text you have cut or copied, place the insertion point where you want to paste the text. Then, on the **Edit** menu, click **Paste**.

To insert the time and date in a document

- 1 Move the insertion point to where you want to add the time and date.
- 2 On the **Edit** menu, click **Time/Date**.

{button ,AL("WINDOWS_DATE_CHANGE_TIME;WINDOWS_DATE_CHANGE_DATE")} [Related Topics](#)

To keep a log by using Notepad

1 On the first line of a Notepad document, type the following at the left margin, making sure you include the period:

.LOG

2 Save the document.

Note


- Every time you open this document, Notepad will append the current time and date, as specified by your computer's clock, to the end of it.

{button ,AL("WINDOWS_DATE_CHANGE_DATE")} [Related Topics](#)

To find specific characters or words

- 1 On the **Search** menu, click **Find**.
- 2 In the **Find What** box, type the characters or words you want to find.
- 3 Click **Find Next**.

Tip

- For Help on an item, click  at the top of the dialog box, and then click an item.

To find and replace specific characters or words

- 1 On the **Search** menu, click **Replace**.
- 2 In the **Find What** box, type the characters or words you want to find.
- 3 In the **Replace With** box, type the replacement text.
- 4 To replace all instances of the text at once, click **Replace All**. To replace one instance of the text at a time, click **Find Next**, and then click **Replace**.

To wrap text to the window size

- ▶ On the **Edit** menu, click **Word Wrap**.

Note

- Wrapping text enables you to see all the text on the line, but it doesn't affect the way text appears when it is printed.

Click **Help Topics** to return to the list of topics.

Enables you to print information at the top of each page. To customize the header, use the letter combinations in the following table.

To	Type
Insert the open file's name or "(untitled)" if the file has no name	&f
Insert the date	&d
Insert the time specified by your computer's clock	&t
Insert page numbers	&p
Insert an ampersand (&) character	&&
Align the header to the left, center, or right	&l, &c, or &r

Enables you to print information at the bottom of each page. To customize the footer, use the letter combinations in the following table.

To	Type
Insert the open file's name or "(untitled)" if the file has no name	&f
Insert the date	&d
Insert the time specified by your computer's clock	&t
Insert page numbers	&p
Insert an ampersand (&) character	&&
Align the footer to the left, center, or right	&l, &c, or &r

Select this check box to have Notepad save the file in Unicode format.

