

## **Notepad Commands**

To get help with a command, choose the appropriate menu.

### **File Menu Commands**

- New
- Open
- Save
- Save As
- Print
- Page Setup
- Printer Setup
- Exit

### **Edit Menu Commands**

- Undo
- Cut
- Copy
- Paste
- Delete
- Select All
- Time/Date
- Word Wrap

### **Search Menu Commands**

- Find
- Find Next

## **File Menu Commands**

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

### **New**

Opens a new document.

When you choose New, Notepad lets you save changes to the current document.

Related Topics

[Creating New Documents](#)

### **Open**

Opens an existing text file.

When you choose Open, Notepad lets you save changes to the current document. 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.

Related Topics

[Opening Existing Text Files](#)

### **Save**

Saves changes to the current document.

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

Related Topics

[Saving Documents](#)

### **Save As**

Saves a new or existing document.

You can:

- \* Name a new document.
- \* Save an existing document under a new name.  
The original remains unchanged.

Related Topics

[Saving Documents](#)

### **Print**

Prints one copy of the current document.

Related Topics

[Printing Documents](#)

### **Page Setup**

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

You can specify:

- \* Margins--Left, right, top and bottom.
- \* Headers or Footers--Text and/or [codes](#).

Related Topics

[Printing Headers and Footers](#)

[Setting Margins](#)

### **Printer Setup**

Sets printer options for Notepad before printing.

You can:

- \* Select a printer for Notepad.
- \* Choose Setup and change options for the printer.  
The available options depend on the type of printer selected.

Related Topics

[Changing Printers and Printer Options](#)

### **Exit**

Closes the current document and exits Notepad.

If the file is unsaved, Notepad lets you save it before exiting.

## Edit Menu Commands

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

### Undo

Undoes your last editing or formatting action.

You can undo:

- \* Text edits.
- \* Cut and Paste actions.

If an action cannot be undone, Undo appears dimmed on the Edit menu.

Related Topics

[Undoing Edits](#)

### Cut

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

Use Paste to place the cut text in the same document, another document, or another application.

Related Topics

[Deleting Text](#)

### Copy

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

Use Paste to place the copied text in the same document, another document, or another application.

Related Topics

[Copying, Cutting, and Pasting Text](#)

### Paste

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

Related Topics

[Copying, Cutting, and Pasting Text](#)

### Delete

Deletes selected text from a document, but does not copy the selection onto Clipboard.

Use Delete when you have something on Clipboard that you want to keep, but want to delete something else from the current Notepad document.

Related Topics

[Deleting Text](#)

### Select All

Selects all the text in a document.

With Select All, you can quickly select all the text in a document in order to copy it onto Clipboard, delete it, or perform other editing actions.

Related Topics

[Selecting All the Text in a Document](#)

### Time/Date

Adds the current time and date to a document.

Related Topics

Adding the Time and Date to Documents

**Word Wrap**

Wraps text in a document.

Related Topics

Wrapping Text

## **Search Menu Commands**

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

### **Find**

Searches for characters or words in a document.

You can specify these options:

- \* Find What--type the characters or words you want to find.
- \* Match Upper/Lowercase--select this box to match uppercase and lowercase letters in the search.
- \* Forward or Backward--choose to search forward or backward from the insertion point.  
If Notepad cannot find the text, it displays a message.

Related Topics

[Finding Text](#)

### **Find Next**

Repeats the last search without opening the Find dialog box.

Related Topics

[Finding Text](#)



**scroll bar**

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.



## **Notepad Procedures**

The Procedure topics give you step-by-step instructions for using Notepad. Use the [scroll bar](#) to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Editing**

[Finding Text](#)

[Copying, Cutting, and Pasting Text](#)

[Deleting Text](#)

[Selecting All the Text in a Document](#)

[Undoing Edits](#)

### **Formatting**

[Formatting Text](#)

[Wrapping Text](#)

### **Printing**

[Printing Documents](#)

[Changing Printers and Printer Options](#)

[Printing Headers and Footers](#)

[Setting Margins](#)

### **Working with Documents and Files**

[Creating New Documents](#)

[Opening Existing Text Files](#)

[Saving Documents](#)

[Adding the Time and Date to Documents](#)

[Creating Time-Log Documents](#)

[Determining the Size of a File](#)

## **Finding Text**

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

- 1 Move the insertion point where you want the search to begin.
- 2 Choose Find from the Search menu.
- 3 Type the characters or words you want to find.
- 4 Select Match Upper/Lowercase to find text with matching cases only.
- 5 Select Forward or Backward to specify the search direction.
- 6 Choose OK.
- 7 Choose Find Next from the Search menu to find the next occurrence.

## Copying, Cutting, and Pasting Text

### To copy and paste or cut and paste text:

- 1 Select the text.
- 2 Choose Copy from the Edit menu to copy text.  
Or choose Cut to cut text.
- 3 Move the insertion point where you want the text to appear.  
Or select text you want to replace.
- 4 Choose Paste from the Edit menu.

Related Topics

[Deleting Text](#)

## Deleting Text

### To delete one character at a time:

- \* Press Backspace to delete the character to the left of the insertion point.
- \* Press Delete 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 Delete.
  - Or choose Cut from the Edit menu to place the text onto Clipboard.
  - Or choose Delete to delete the text, but leave the Clipboard contents intact.

Related Topics

[Copying, Cutting, and Pasting Text](#)

## **Selecting All the Text in a Document**

**To select all the text in a document:**

- \* Choose Select All from the Edit menu.

## Undoing Edits

**To undo your last edit:**

- \* Choose Undo from the Edit menu.

## Formatting Text

To	Do this
Insert a space	Press Spacebar.
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 of a line and press Enter.
Split a line	Move the insertion point to the beginning of the text you want to move to the next line and press Enter.
Join two lines	Move the insertion point to the beginning of the line you want to move. Press Backspace until the lines are joined.
Related Topics	
<u>Wrapping Text</u>	

## Wrapping Text

### To wrap text:

- \* Choose Word Wrap from the Edit menu.

### To cancel word wrapping:

- \* Choose Word Wrap from the Edit menu again.

Related Topics

[Formatting Text](#)

## Printing Documents

**To print one copy of the current document:**

- \* Choose Print from the File menu.

Related Topics

[Changing Printers and Printer Options](#)

[Formatting Text](#)

## Changing Printers and Printer Options

### To change printers:

- 1 Choose Printer Setup from the File menu.
- 2 Select the printer that you want to print on.
- 3 Choose Setup to change printer options.
- 4 Select the options you want and choose OK.
- 5 Choose OK.

Related Topics

[Printing Documents](#)

## Printing Headers and Footers

**To add a header or footer to the printed document:**

- 1 Choose Page Setup from the File menu.
- 2 Type the header or footer text and/or codes.

<b>Type</b>	<b>For</b>
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (following the code) justified at the left margin.
&r	Header or footer text (following the code) justified at the right margin.
&c	Header or footer text (following the code) centered between the margins.
&t	The current time.

- 3 Choose OK.

Related Topics

[Setting Margins](#)

## Setting Margins

**To set margins for the printed document:**

- 1 Choose Page Setup from the File menu.
- 2 Type the margins.
- 3 Choose OK.

Related Topics

[Printing Headers and Footers](#)

## Creating New Documents

**To create a new document:**

- \* Choose New from the File menu.

Related Topics

[Opening Existing Text Files](#)

## Opening Existing Text Files

Notepad works with text (ASCII) files only. You can open any text file less than 50K in size.

### To open an existing text file:

- 1 Choose Open from the File menu.
- 2 Enter the filename.
- 3 Choose OK.

Related Topics

[Creating New Documents](#)

## **Saving Documents**

**To save changes to the current document:**

- \* Choose Save from the File menu.

**To save a new (untitled) document or the current document under a new name:**

- 1 Choose Save As from the File menu.
- 2 Enter a filename.
- 3 Choose OK.

Related Topics

[Determining the Size of a File](#)

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

### **To add the time and date:**

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

### **Related Topics**

[Creating Time-Log Documents](#)

## Creating Time-Log Documents

### To create a time-log document:

- 1 Type .LOG at the left margin on the first line of a Notepad document.  
Every time you open this document, Notepad will add the current system time and date to the end of the document.
- 2 Add any comments or edit any of the text in the document.
- 3 Choose Save As from the File menu.

### Related Topics

[Adding the Time and Date to Documents](#)

## Determining the Size of a File

### To determine the size of a Notepad file:

- 1 Choose About Notepad from the Help menu.  
Notepad has a limit of approximately 50K.
- 2 Choose OK to close the dialog box.

Related Topics

[Saving Documents](#)



## **Notepad Help Index**

The Index lists Help topics available for Notepad. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Keyboard**

[Notepad Keys](#)

### **Commands**

[Edit Menu Commands](#)

[File Menu Commands](#)

[Search Menu Commands](#)

### **Procedures**

[Adding the Time and Date to Documents](#)

[Changing Printers and Printer Options](#)

[Copying, Cutting, and Pasting Text](#)

[Creating New Documents](#)

[Creating Time-Log Documents](#)

[Deleting Text](#)

[Determining the Size of a File](#)

[Finding Text](#)

[Formatting Text](#)

[Opening Existing Text Files](#)

[Printing Documents](#)

[Printing Headers and Footers](#)

[Saving Documents](#)

[Selecting All the Text in a Document](#)

[Setting Margins](#)

[Undoing Edits](#)

[Wrapping Text](#)



## Notepad Keys

Use the following keys in Notepad:

### Moving the Insertion Point

Key(s)	Function
Up Arrow	Moves up one line.
Down Arrow	Moves down one line.
Right Arrow	Moves right one character.
Left Arrow	Moves left one character.
Ctrl+Right Arrow	Moves right one word.
Ctrl+Left Arrow	Moves left one word.
Home	Moves to the beginning of the line.
End	Moves to the end of the line.
PgUp	Moves up one window.
PgDn	Moves down one window.
Ctrl+Home	Moves to the beginning of the document.
Ctrl+End	Moves to the end of the document.

### Selecting Text

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right. Or, if the character is already selected, cancels the selection.
Shift+Down or Up	Selects one line of text up or down. Or, if the line is already selected, cancels the selection.
Shift+PgUp	Selects text up one window. Or, if the previous window is already selected, cancels the selection.
Shift+PgDn	Selects text down one window. Or, if the next window is already selected, cancels the selection.
Shift+Home	Selects text to the beginning of the line.
Shift+End	Selects text to the end of the line.
Ctrl+Shift+Left Arrow	Selects the previous word.
Ctrl+Shift+Right Arrow	Selects the next word.
Ctrl+Shift+Home	Selects text to the beginning of the document.
Ctrl+Shift+End	Selects text to the end of the document.

