

# Welcome to PENCIL Pad™

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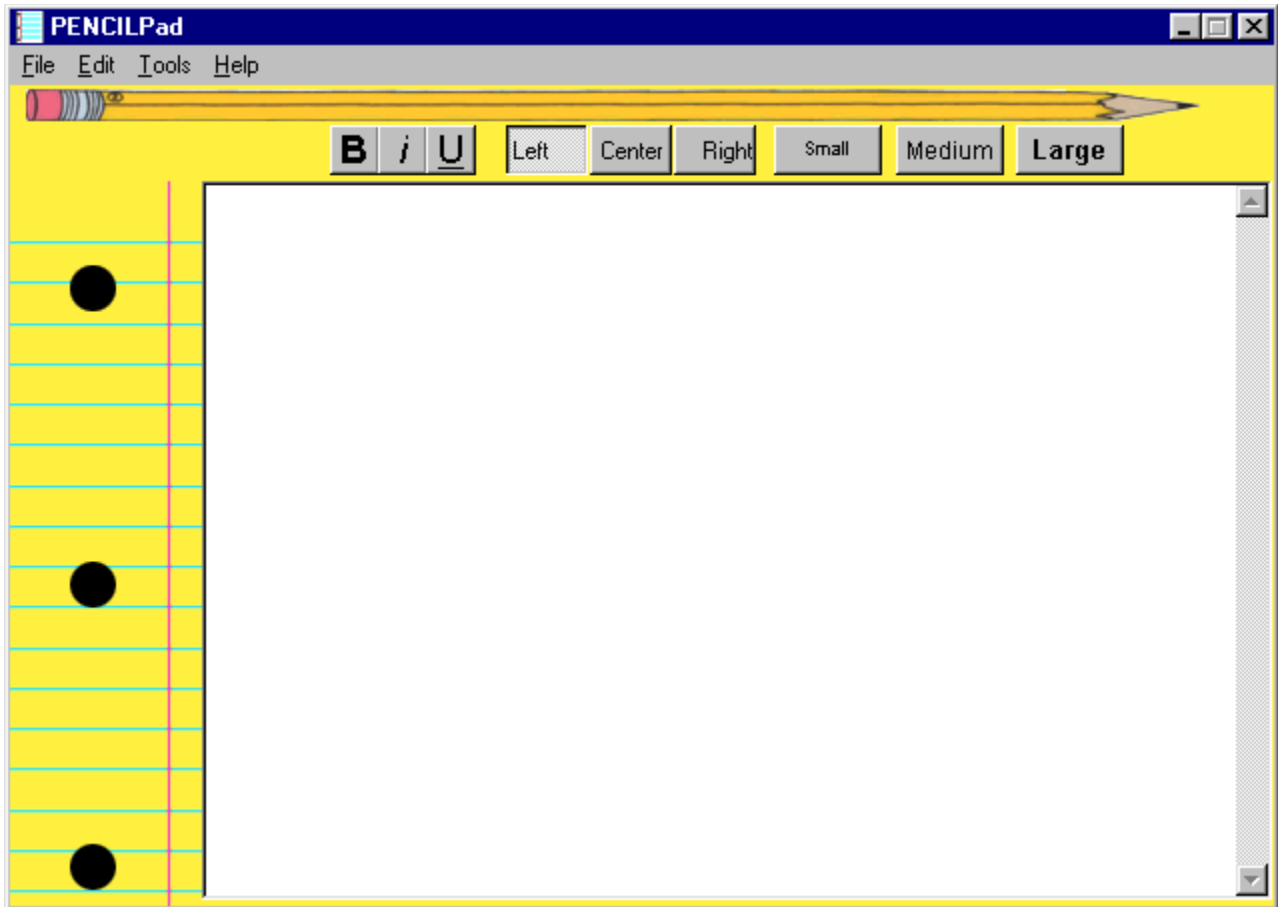
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## Getting Started



When you start PENCILPad, you will see just the pencil. To start working, click on the Pencil. You can also press Ctrl-L, or go to the "Tools" menu and click "Open/Close Pad". You will then see the area to type into:



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## Creating new documents

When you start PENCILPad, you automatically have a new pad. However, if you wish to eliminate the text you currently have in the pad, simply go to the “File” menu and choose “New”. All of the text in the document will be cleared.

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## Saving documents

If you want to save the document you are currently working on, go to the “File” menu and choose “Save”. If this document hasn’t been previously saved, PENCILPad will ask you to specify a filename for the document. If you have previously saved this document but wish to save it under a different name, simply go to the “File” menu and choose “Save as”. When you are presented with a dialog box, enter the new filename.

The files are saved in the Rich Text Format, otherwise known as RTF. This format is readable by all popular word processors.

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## Opening documents

If you have previously saved a document and now wish to open it, simply go to the “File” menu and choose “Open”. When presented with a dialog box, locate the file you wish to open and click “Open”. Note that any text currently in the PENCILPad will be erased unless you have saved it.

Next: [Changing the font](#)

## Changing the font

If you wish to change the font of the text, simply go to the “Tools” menu and choose “Font”. From this dialog box, you can change the font name, font size, or font style. You can also active Bold, Italic, and Underline styles easily while you are typing. Below the pencil, you will see three buttons. One has a bold “B”, one has an italicised “I”, and a third has an underlined “U”. These correspond to the effects that can be activated simply by clicking on the button.

Next: [Changing the alignment](#)

## Changing the alignment

If you wish to change where the text appears on the screen, you can use one of the three buttons just below the pencil. If you want text to appear on the left margin, click on the button labelled “Left”. Similarly, you can have text aligned on the “Center” of your page, or on the “Right” margin.

Next: [Printing Documents](#)

## **Printing documents**

When you are ready to print your document, simply go to the “File” menu and choose “Print”. Make sure that the selected printer is the one you wish to use, and click “OK”.



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PENCILPad:

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