

Chapter 6

Getting Creative With Notepad



Input Process Output

Hardware and Software

Hardware Components -
Like Keyboard

Let us now learn about Software application “Notepad”

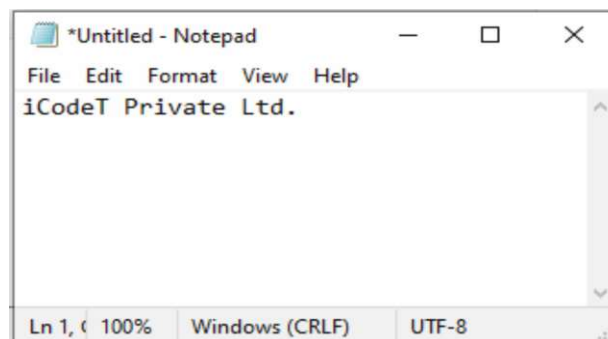
Notepad is a *generic text editor* included with all versions of *Microsoft Windows* that allows you to

- create,
- open, and
- read / modify

Plaintext files.

(Unformatted text document)

If the file contains special formatting or is not a plaintext file, it cannot be read in Notepad.



Why do we use Notepad

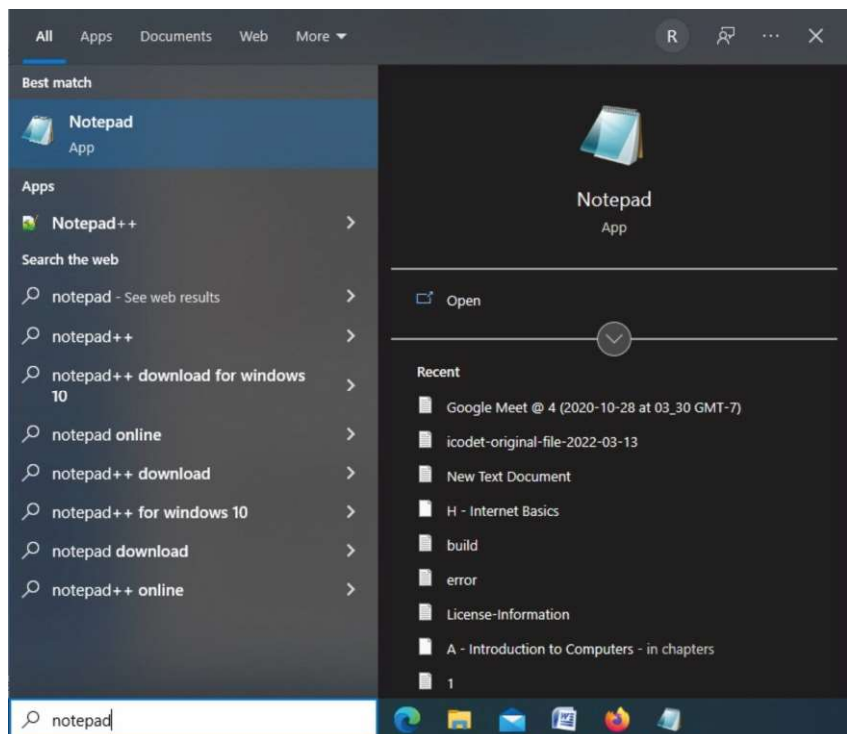
Notepad is one of the most popular text editor among the users for documenting un-formatted information.

- ✚ It is excellent for writing relatively short text documents like letters, notices, daily notes etc.
- ✚ To save the work for future use.
- ✚ To share the simple document with others.

Starting Notepad

To start a notepad, search for “**Notepad**” application and open it.

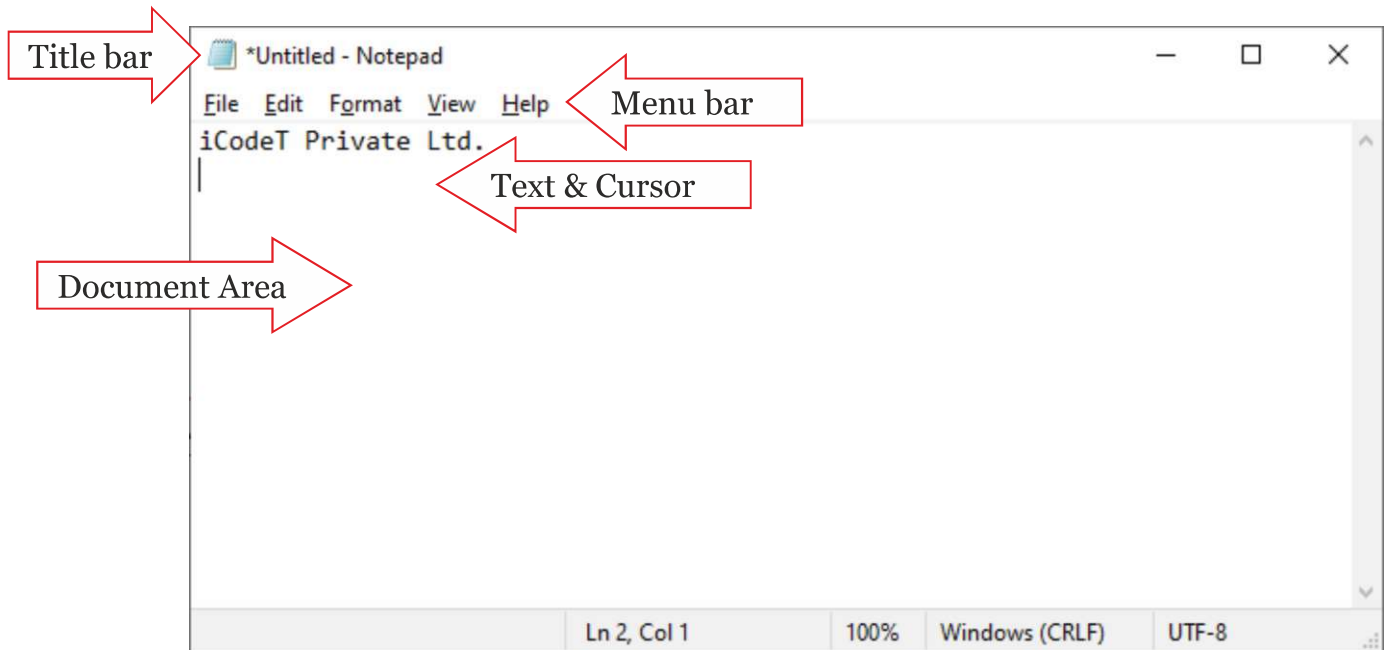
1. **Locate** and press the Win Key (Windows Key). This will open a new window to search and select apps.
2. **Type** “Notepad” in “Type here to search” area.
3. This will list the Notepad application.
4. Press “**Enter**” to Open it.
5. This will open the Notepad application



How does Notepad Look

Once you open Notepad, it looks something like in the below image.

**** Notepad looks and works mostly the same in Windows 10 and older versions such as Windows 7 ****



Title Bar

This is the top area of the Notepad application. It consists of “the title of application” and “the name of the document”.

Menu Bar

This area contains various options available in Notepad for user to work. Like “*Save*” or “*Open*” under **File** and “*Zoom*” under **View**.

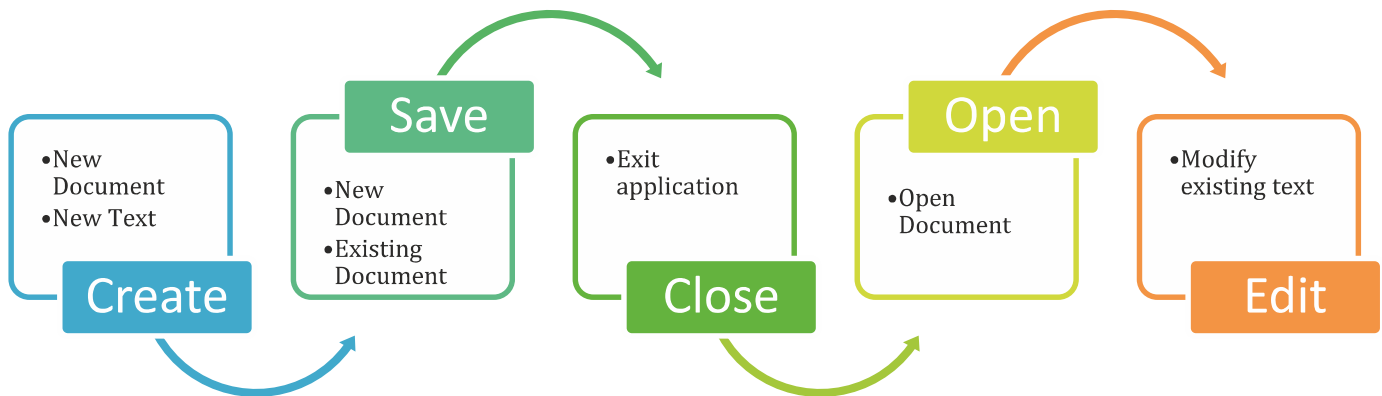
Document Area

This is the main area of the Notepad application. This is the place where *you work i.e type, view and edit your plain text*.

Cursor

In Notepad application **blinking “|”** is known as **Cursor**. This is for users to know the current typing area.

Working with Notepad



Create -

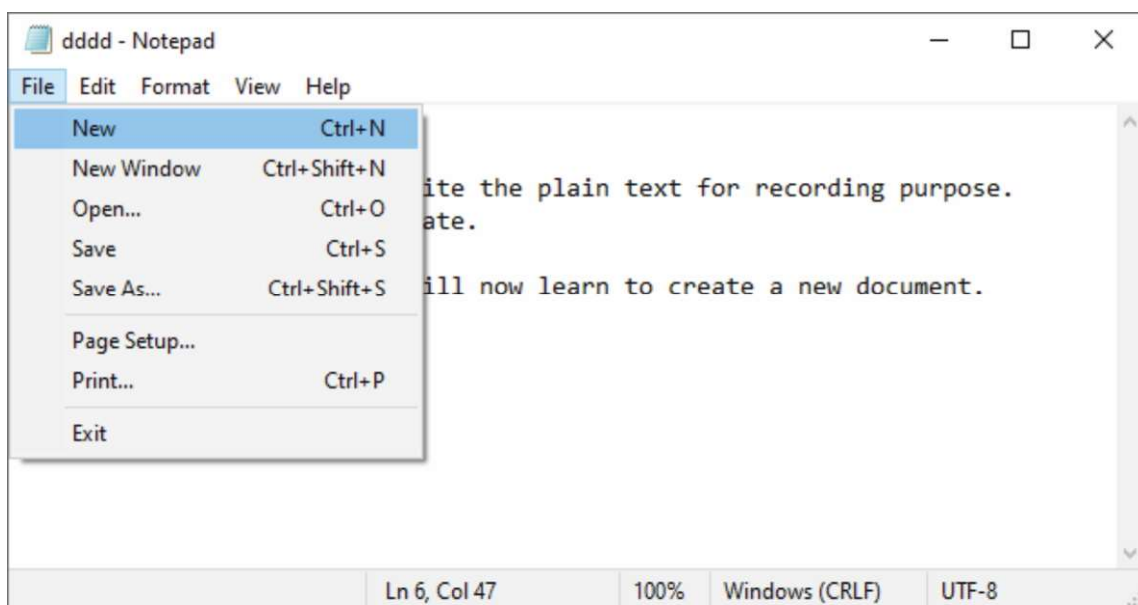
In general Create indicates two actions

1. **Create** a *new notepad* document and type text. Or,
2. **Create** a *new content* i.e, type text in already opened document.

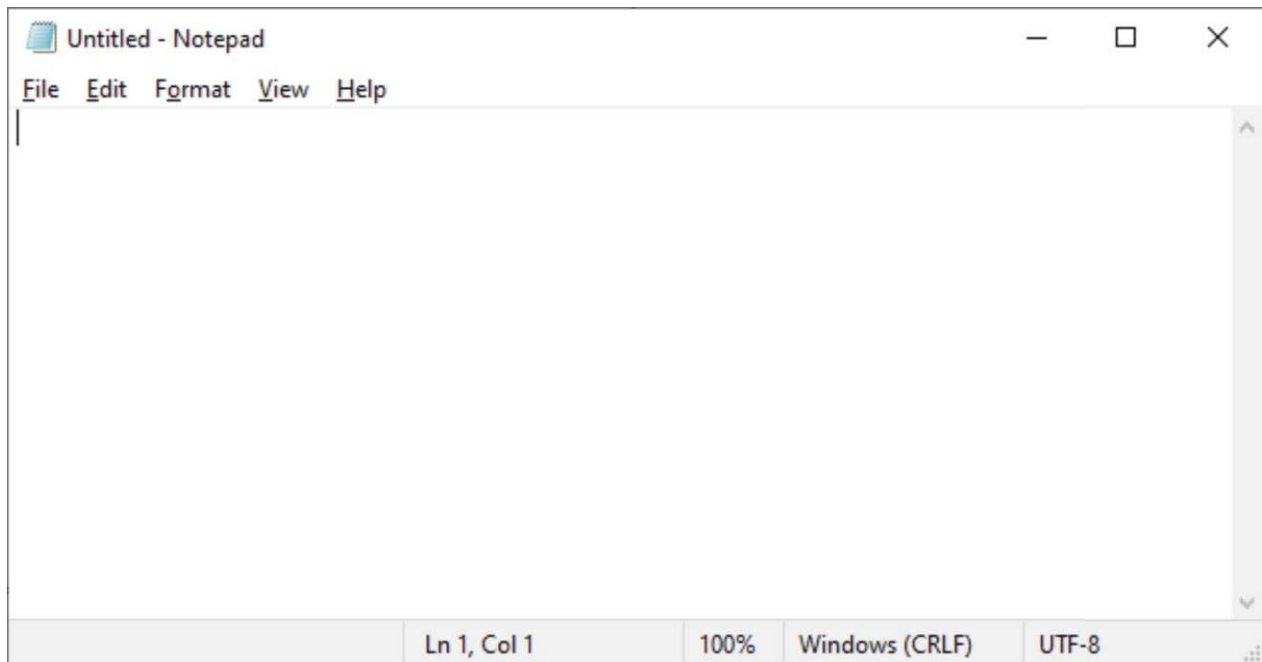
For simplicity, we will look into the Creation of New document here.

Create a new document – Once the notepad application is opened.

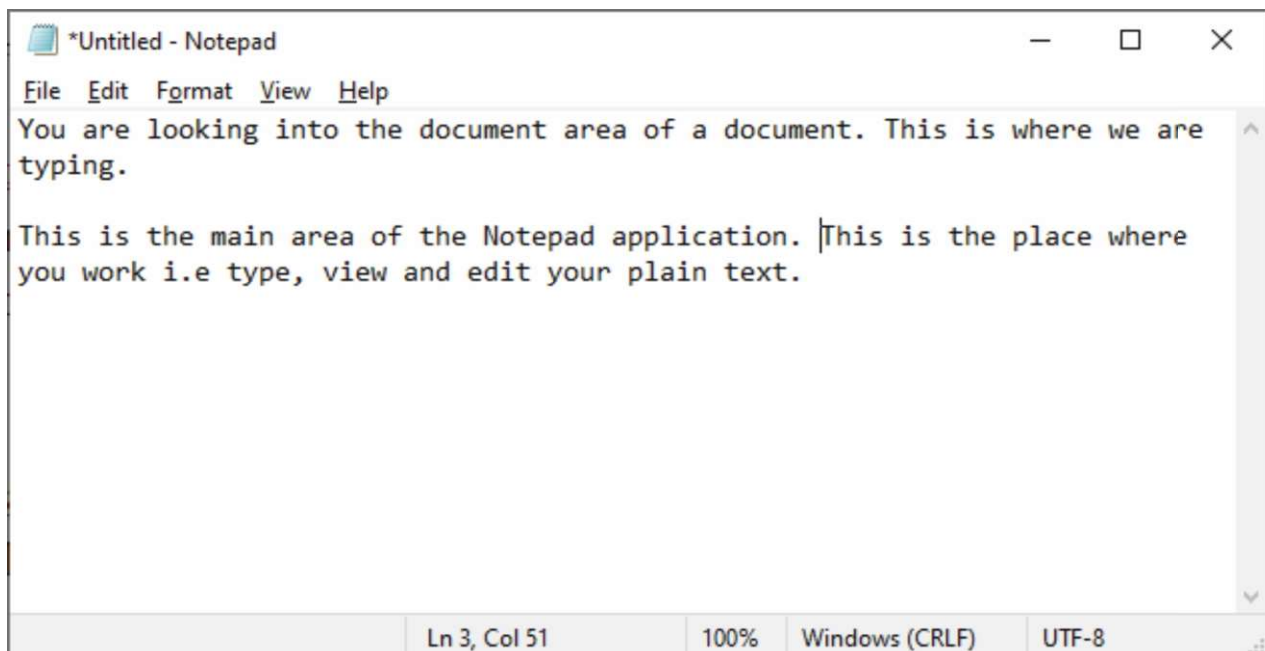
1. **Click** on the **File** menu.
 - a. This will show a drop-down list with other options to work.



2. Select **New** from the drop-down list.
 - a. This will open a new Notepad document.



3. Now you have new *“Document Area”*.
 - a. You can now start typing from cursor position.
 - b. As you type, the cursor position will also move forward.
 - c. Using your mouse, you can change the cursor position to type somewhere else.



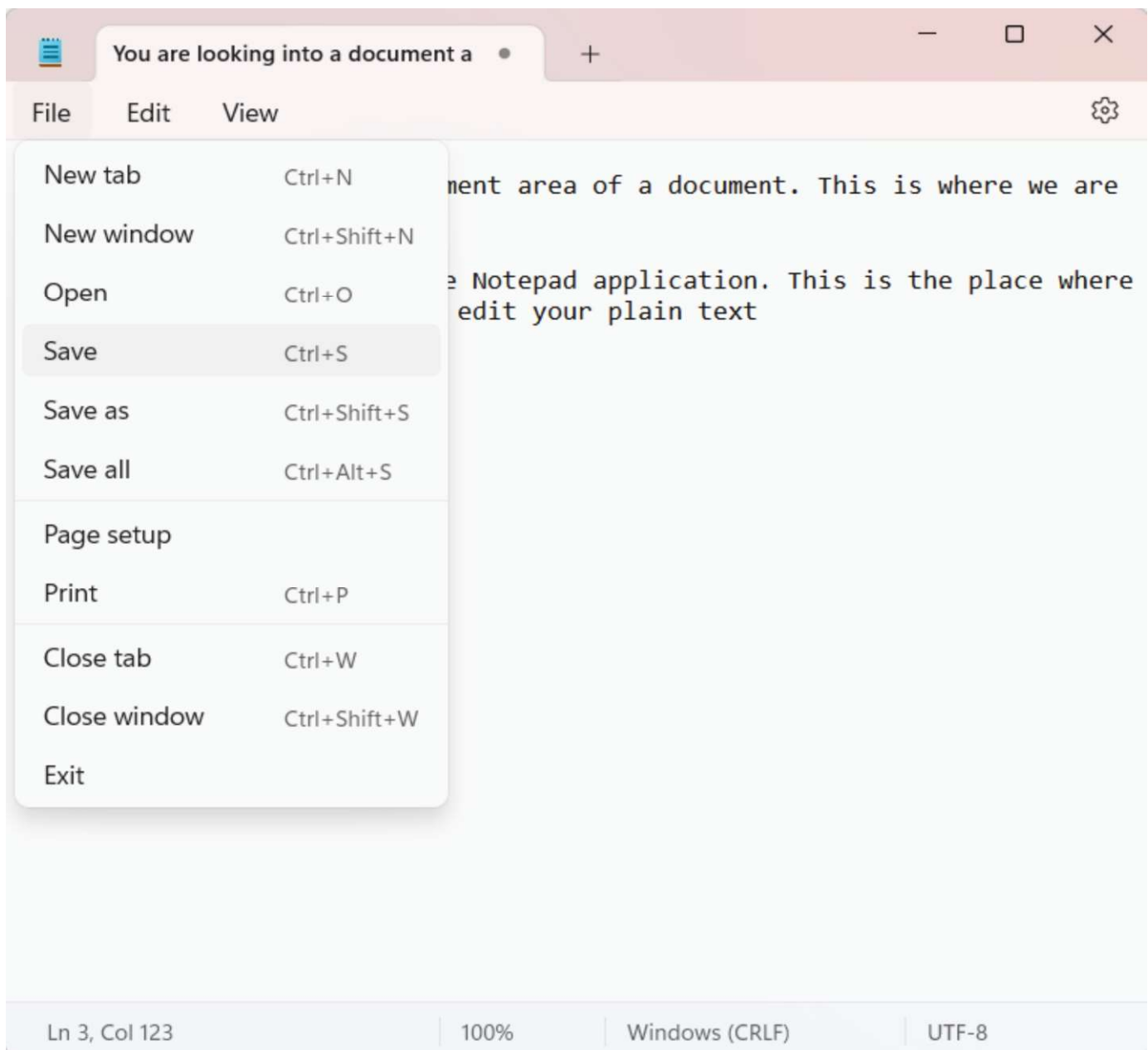
Save -

Now that you have typed your text into a document area of the notepad. It is important to **Save it**.

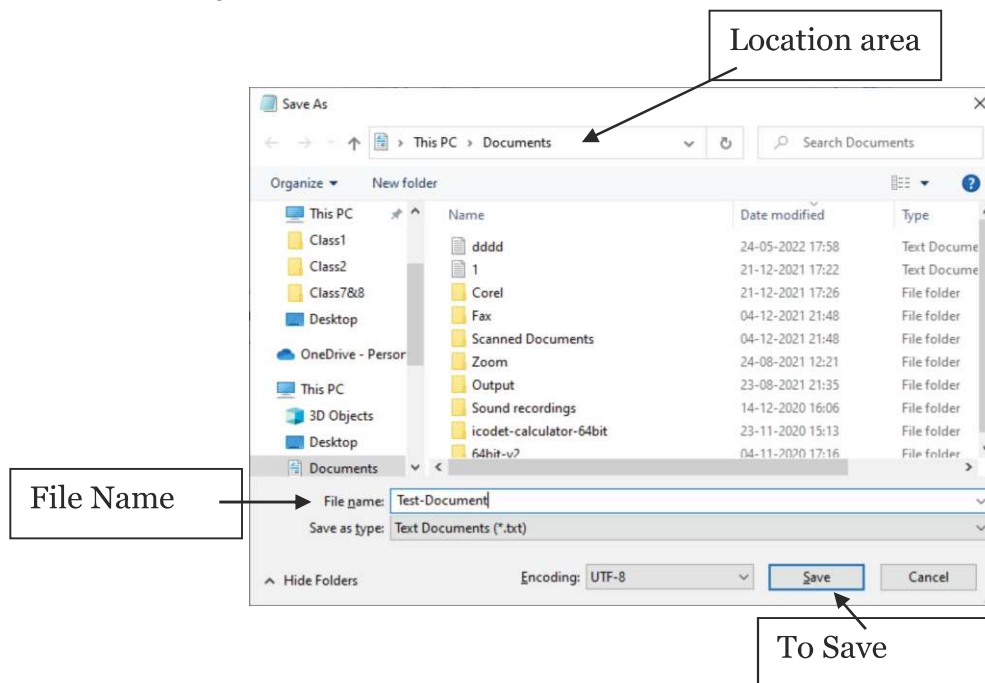
Saving will allow you to open and read in future.

To save a new document -

1. Click on the **File** menu.
 - a. This will show a drop-down list with other options to work.



2. Select **"Save.."** from the drop-down list.
 - a. This will open a new Save As box.
 - b. Location - This is the place where you have to select the location of the file to save.
 - c. Name – Give meaning full name to your document.
 - d. Click on Save button. Your file will now be saved under the location you have selected.



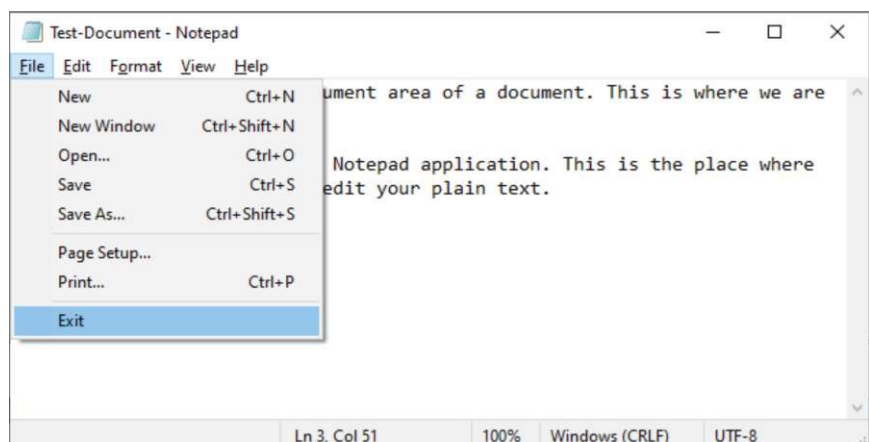
Note – In our diagram, we are saving our file with the name **"Test-Document"** under location **"Documents"**

Exit -

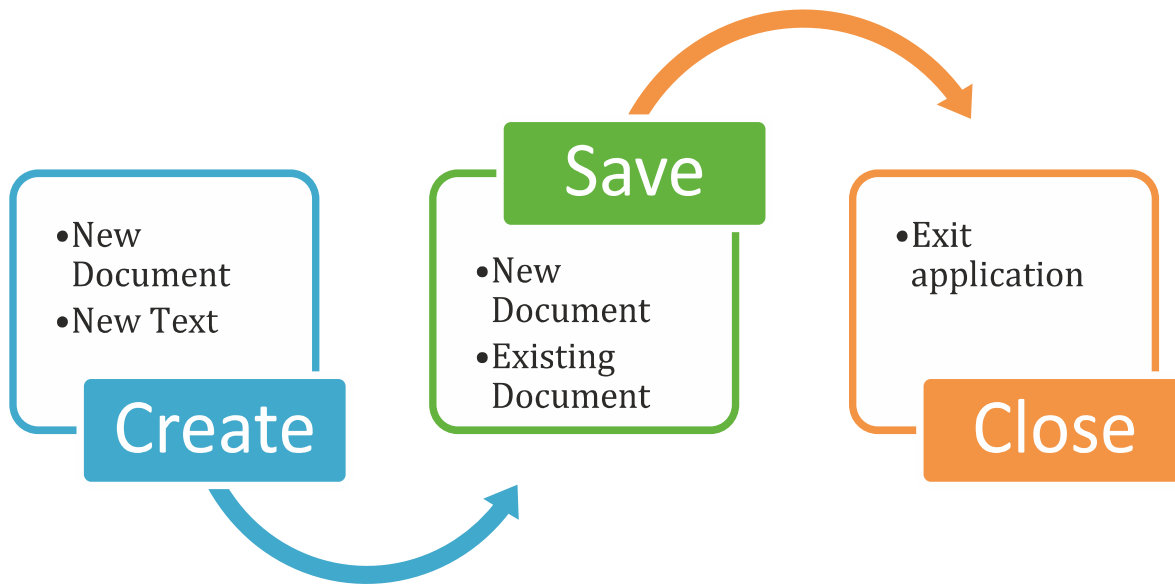
If you **no longer** need a document to be kept **open**. You can **Exit** or in other words **Close** by

1. Click on **File** Menu. This will show a drop-down list with other options to work.
2. Click on **Exit** option. This will close the window.

*Alternatively, you can also close the notepad with **Close (X)** button on the top right corner of the notepad.*



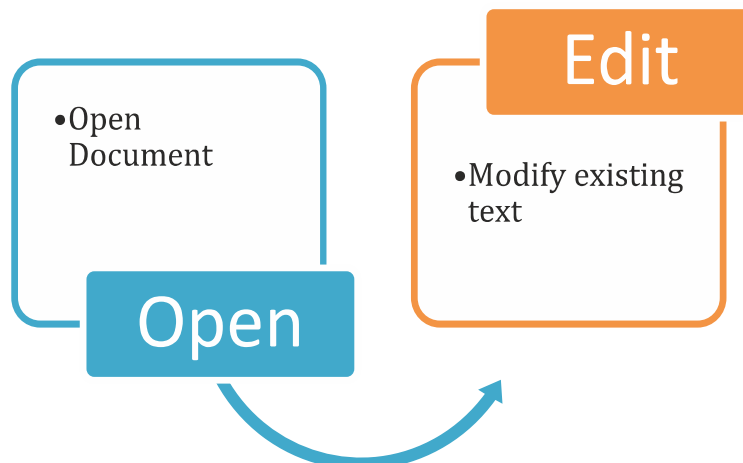
So far, we have covered



We have learnt so far about the creation of new document, saving and exiting it.

We *create* and *save* a document so that it can be *re-used* in future. Thus we shall now learn about.

- ✚ **“Opening”** already saved document
- ✚ **“Updating”** or **“Modifying”** or **“Editing”** this document.
- ✚ **“Resaving”** the document with updated text.



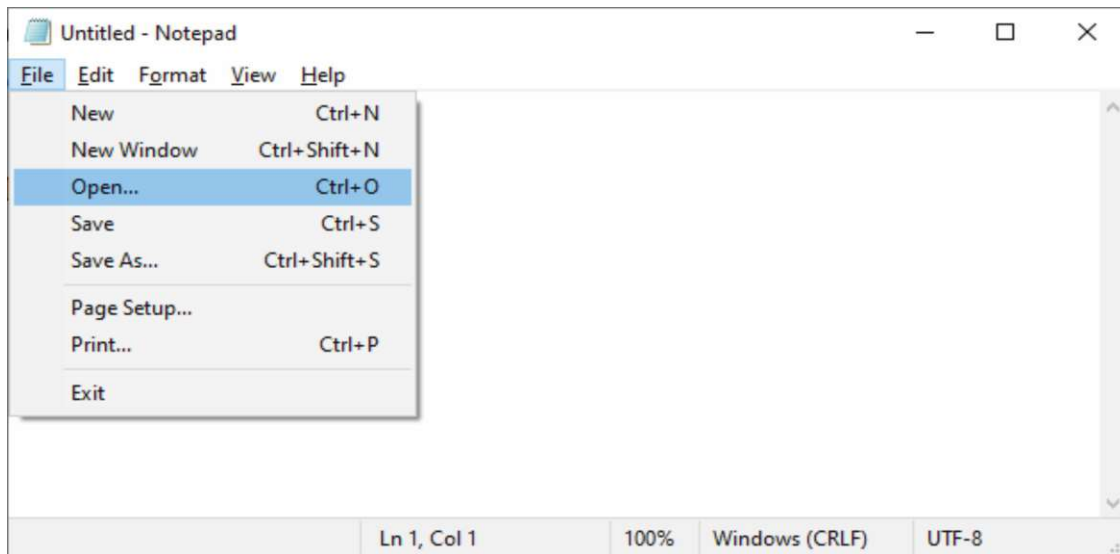
Open -

Recall that while saving a document we provided

- *File Name*
- *Location*

In our book example, the **name** was “Test-Document” and the **location** was “Document”. To open already saved this file, follow these steps.

1. Click on the **File** menu.
 - a. This will show a drop-down list with other options to work.



2. Click on **Open**.
 - a. This will open a new dialog box
 - b. Go to the location and choose the document which you want to open.
 - c. Click on Open button.

This will **open** your **existing document**.

You can now **edit** this document with **new text** or **modify** the **existing text**.

Dont **forget** to save using **“Save”** from file menu.

