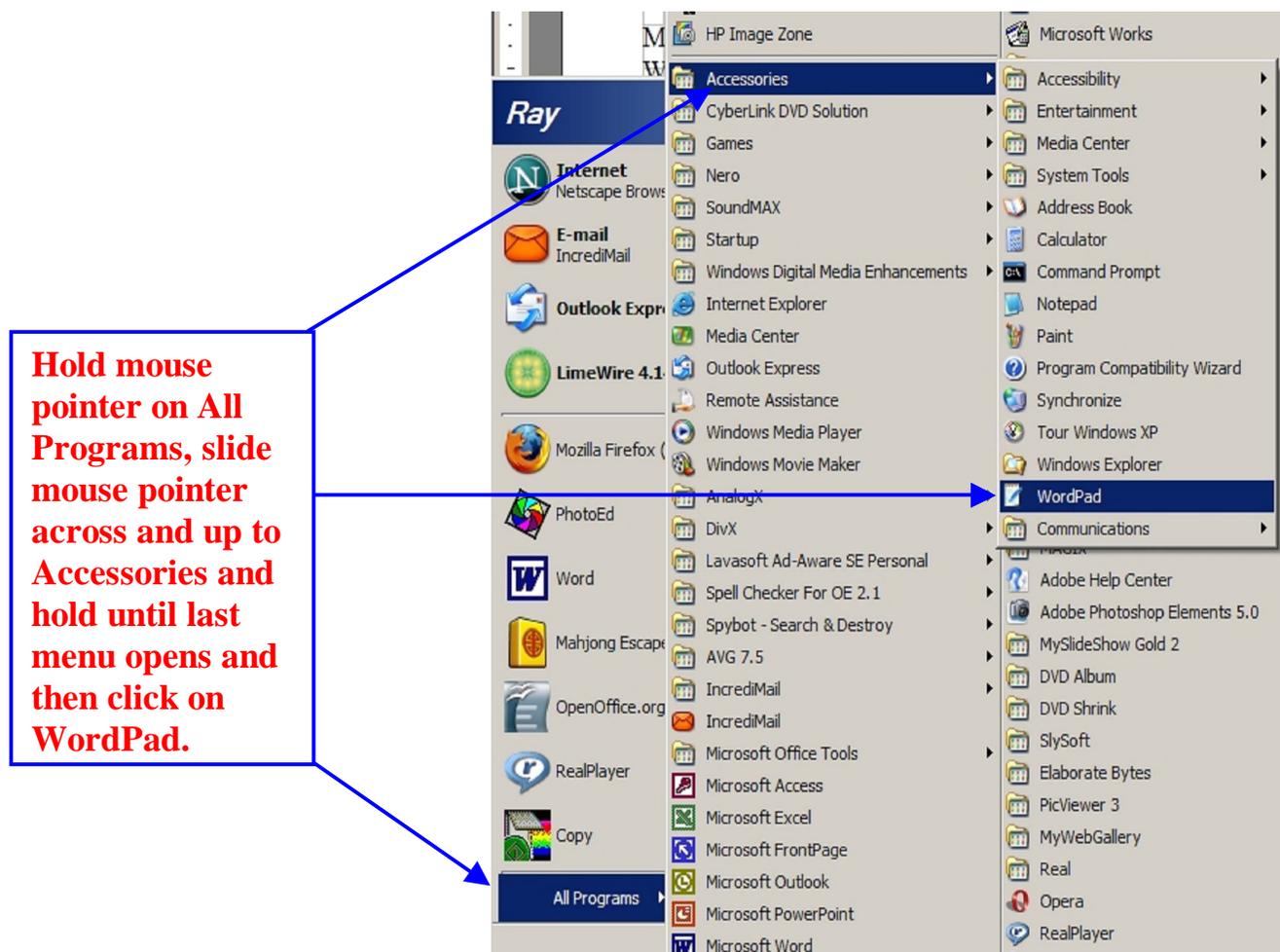


## 4. WORD PROCESSING BASICS

All Microsoft computers come with two small Word Processors programs. **NotePad** is very limited in its features but **WordPad** has more features but not as robust as Word or Works. So even if you have not installed software that includes a word processing module, Microsoft has provided you with something to get you going. The instruction to follow will be based on using **WordPad**.

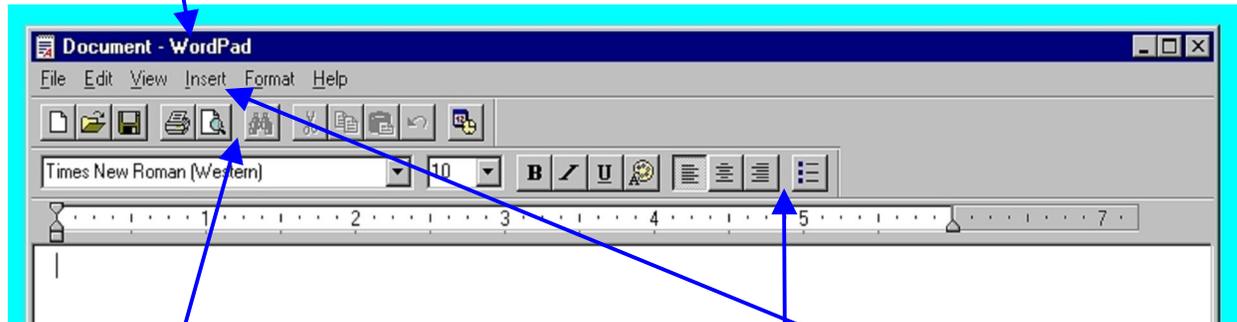
### A. WordPad:

If you do not already have a short-cut icon for WordPad on your Desktop then the other way to access the program is through the menu system as shown below.



WordPad looks very similar to Microsoft Word in that it has the basic features such as the Formatting tools to change the style, size and alignment of text. It also has the horizontal ruler to help you with margins and tabs.

**Again the Title Bar shows the name of the program or window that is open, and this one is active because the Title Bar is dark blue.**



**Common features of most windows programs are the Menu Bar, the Standard Toolbar and the Formatting Toolbar**

## B. Folder, Document and File basics:

If you want to save the document you have created you must do two things, first you must determine where you are going to save it and second you must give the document a file name.

### 1. Folders:

Documents are stored in **Folders**. Commonly the default folder supplied by the computer is called **My Documents**. It is recommended that you create other folders within this folder in order to keep your documents organized. For example, if you want to save letters to a particular person, you could create a folder with that person's name on it so that all documents to do with that person would be stored there only and so would be easy for you to find. Folders can be created ahead of time or on the fly.

### 2. Documents and Files:

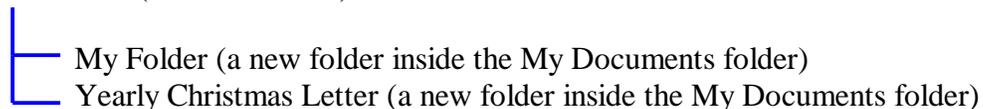
When documents you have created are saved they become files. When naming a file certain rules are followed. A full file name typically has two components: the name itself, and its extension (up to three characters). Typically the program will add the extension for you so all you have to do is supply the first part of the file name. The name you give the file is very important. It should identify briefly the contents of the file so that in future you will recognize the file as the one you want. For instance, if you wrote a letter to your son on a certain date, you could name that file **letter to son Nov 27 07**. Now you don't exactly know the contents of the file but at least you know it's a letter and it's to your son and you know the date it was created.

When you save a document for the first time you must use the **Save As** command which is found on the menu that drops down when you click on **File** on the **Menu Bar**. Illustrated in the graphic shown below is the window that opens once you have chosen the **Save As** command. In this window you will choose the folder to save your document in and also give the document a file name.

If you are creating a new folder to keep your document in then this is the place where you can do that, by selecting the icon from the toolbar. When you hold your mouse pointer over an icon a little callout pops up to tell you what that icon does. So when you hold on the new folder icon it will say **Create New Folder**. Once this process is completed, if you look at the Title Bar of the program WordPad, you will also see the name of your new file. This tells you that your file now has a name and is the one open in the WordPad workspace.

In order to understand folders try thinking of a four-drawer filing cabinet for example. In order to keep your documents in some kind of order you would not just put documents loose in each draw but would create folders for them first. So like things would go together. Letters to the Government would be in one folder. Letters to or from your son would be in a different folder. But the contents of one draw may be totally different from the contents of another drawer. So each draw may have a name. Lets consider the **MY DOCUMENTS** folder as the drawer. In that **My Documents** folder you will then be creating other folders, so that you actually have a folder within a folder. In each of the new folders you keep the document files you have created and saved. You do not save document files in the **My Documents** folder. This is called a folder or directory tree.

My Documents (a default folder)



When you click on the Create New Folder icon a window opens that you can give your new folder a name in, click on the Ok button and your new folder should then move to the **Save in** window. If it doesn't then just double click on it from where you see it in the window below so it moves up.

Give your document a file name and click on the Save button and you have saved your file. If you make changes to your file while it is still open in WordPad and after you have first saved it, then you only need to click the **Save** icon (it looks like a floppy disk) to save the changes. When you have finished and are exiting WordPad, if you have made changes, it will ask you if you want to save the changes, so you answer **Yes**.

The image shows a Windows 'Save As' dialog box. The 'Save in:' field at the top is set to 'My Documents'. The main area displays a list of folders including 'AnyDVDHD', 'CyberLink', 'Fax', 'Incomplete', 'IncrediMail Transferred Data', 'MGI', 'My Albums', 'My Music', 'My Pictures', 'My Received Files', 'My SlideShows', 'My Videos', 'My WebGalleries', 'My Webs', and 'Photo DVD Creator'. A 'Create New Folder' button is visible in the top right of the folder list. At the bottom, the 'File name:' field contains 'Document', and the 'Save as type:' dropdown is set to 'Text Document'. 'Save' and 'Cancel' buttons are at the bottom right.

**The Create New Folder icon is here**

**First make sure My Documents is the folder in the "Save in:" box. If it's Desktop or something else, click on the down arrow to right of window and chose My Documents from the folder tree. Create your new folder and then Double-click the folder so it moves up into the "Save in:" window.**

**Your new folder, which will appear in this larger window after you create it, has to then be moved to the Save in: window above.**

**Drag the mouse pointer over the file name to highlight it, type the file name you want. then click on the Save button.**