



## application Control-menu



<b>R</b> estore
<b>M</b> ove
<b>S</b> ize
<b>M</b> inimize
<b>M</b> aximize
<b>C</b> lose
<b>S</b> witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.



Contains the title of the application running in the window, in this case Notepad. The title bar also shows the file that's open.

- ▶ Drag the title bar to move an application window on the screen.

## **Notepad**

A text editor that lets you:

- Jot down notes.
- Create short documents you might want to use with other applications.
- Create and edit files that MS-DOS or Windows uses, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

**Minimize button**



- Click the Minimize button to shrink the Notepad window to an icon.

### Maximize button



- Click the Maximize button to enlarge the Notepad window to its maximum size.

## File menu

### File

**New**

Creates a new file.

**Open...**

Opens an existing file.

**Save**

Saves changes to the current file.

**Save As...**

Saves a new file or an existing file under a new name.

**Print**

Prints one copy of the current document.

**Page Setup...**

Sets the margins, and adds headers and footers.

**Printer Setup...**

Sets printer options for Notepad before printing.

**Exit**

Exits Notepad and closes the Notepad window.

## Edit menu

<b>Edit</b>	
<b><u>U</u>ndo</b>	Undoes your last editing or formatting action.
<b><u>C</u>ut</b>	Places selected text onto the Clipboard.
<b><u>C</u>opy</b>	Copies selected text onto the Clipboard.
<b><u>P</u>aste</b>	Pastes a copy of the Clipboard contents at the insertion point.
<b><u>D</u>elete</b>	Deletes selected text from a document.
<b><u>S</u>elect All</b>	Selects all the text in a document.
<b><u>T</u>ime/<u>D</u>ate</b>	Adds the current time and date to a document.
<b><u>W</u>ord <u>W</u>rap</b>	Wraps text in a document.



**Search menu**



## Help menu

### Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Notepad key combinations.

Commands

Displays Help on Notepad commands.

Procedures

Displays Help on Notepad procedures.

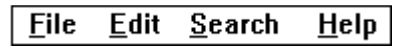
Using Help

Displays information about Windows Help.

About Notepad ...

Displays important information about Notepad.

**menu bar**



Contains the names of all the Notepad menus.

- Click a menu name to display the menu commands.

**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 move the contents of the window or list box into view.

- Click a scroll bar to move the contents one screen.

**scroll arrow**

An arrow on either end of a scroll bar, used to move the contents of the window or list box.

- Click a scroll arrow to move the contents.

**scroll box**

A small box in a scroll bar. The scroll box shows the position of what's currently in the window or list box relative to the contents of the entire file or list.

- Drag the scroll box to display another part of the contents.

**insertion point** |

A flashing vertical bar in an application's window or in a dialog box. The insertion point shows where text will appear when you type. The text appears to the left of the insertion point, which is pushed to the right as you type.

## **mouse pointer** I

The cursor on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse's button. The pointer appears as an I-beam when it's over text.

- Move the mouse to move the pointer.



**text**      **WHAT:**      **Free food and drink - sheltered picnic table**  
**Swimming, boating, fishing, volleyball and**

Text you type appears in the Notepad window.

- Place the insertion point where you want text to appear and start typing.

**application window**

Displays the contents of a file. In this window, you can create and edit text.

**window border** 

The outside edge of a window.

- Drag the window border to change the size of the window.



