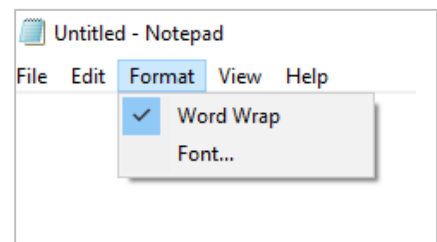# Notepad Handout

Notepad is a software program from the Windows company. Windows Notepad is a simple text editor; it creates and edits plain text documents. Notepad is a basic text-editing program great for writing short documents that you want to save in plain text. However, Notepad is just a text editor, so images are not compatible. For more complicated documents with pictures, formatting, pages, and the ability to save different formats use Microsoft Word.

Important tip:

- **Go to format and click Word wrap.** *Unless Word Wrap is enabled, all text you type will be on the same line until you press the "Return" key and the line will scroll indefinitely.*
- **Also make sure your Num Lock is on**

Try it out

1. Type your first and last name. Ex: Jane Smith
   a. Now press enter key
2. Type your favorite color. Ex: My favorite color is red.
   a. Press enter key
3. Type what day it is but in all CAPITAL LETTERS and add an exclamation point. Ex: MONDAY!
   a. Press enter key
4. Make sure NUM Lock is on and type all the numbers on the keypad. Ex: 0123456789
5. Save your document. Click "File" then scroll to "Save As" option.
   a. Change the folder from "documents" to "desktop"
   b. Erase the *.txt and type in Practice
   c. And click Save

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