2. Opening, Editing and Saving Documents

It is very easy to edit text on a computer. This is one of the reasons why computers have become so popular. No endless re-typing, no correction fluid or tape is needed; with a computer you can produce flawless letters, reports, and many other types of documents. You can make a few slight changes to a previously written text and use it over and over again. The newly edited text can then be sent to a large number of readers or recipients. You can also save an unfinished text if you want to stop working, and finish it later on. If you are satisfied with the changes made to a certain bit of text, you can choose to have it printed.

In this chapter you will compose a letter in *WordPad*, save this letter to your computer, and open it again. In this way you will learn all the actions needed for creating a file, saving it, and opening it on a *Windows 10* computer. You can use these skills later on with many other types of files.

In this chapter you will learn how to:

- adjust the font and the font size;
- undo an action;
- insert an image;
- save a document;
- re-open a document;
- print;
- save changes;
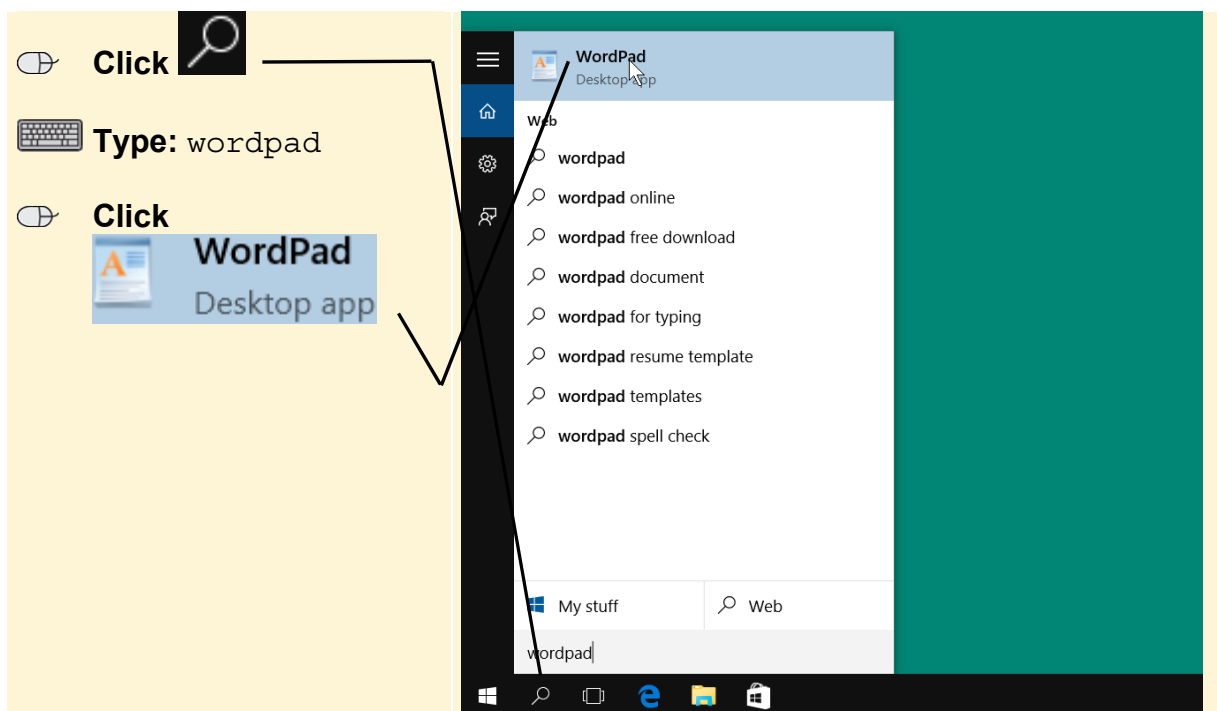- open a new document;
- select and move text;
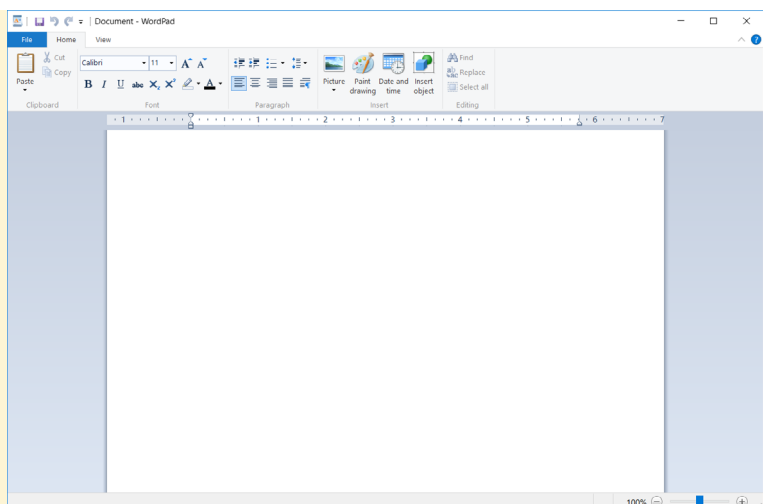- edit text.

Please note:

In this chapter we will use a practice file in one of the examples. You can select a different folder, or you can decide to copy the practice files to your computer's hard disk first. In *Appendix B Downloading the Practice Files* at the back of this book you can read how to do this.

2.1 Opening WordPad

In this step you will compose a letter in the *WordPad* text editing program. You start by opening *WordPad* with the search function:

Click 🔍

Type: wordpad

Click

WordPad
Desktop app

Web
🔍 **wordpad**
🔍 **wordpad** online
🔍 **wordpad** free download
🔍 **wordpad** document
🔍 **wordpad** for typing
🔍 **wordpad** resume template
🔍 **wordpad** templates
🔍 **wordpad** spell check

My stuff   🔍 Web

wordpad

You will see the *WordPad* window:

Document - WordPad
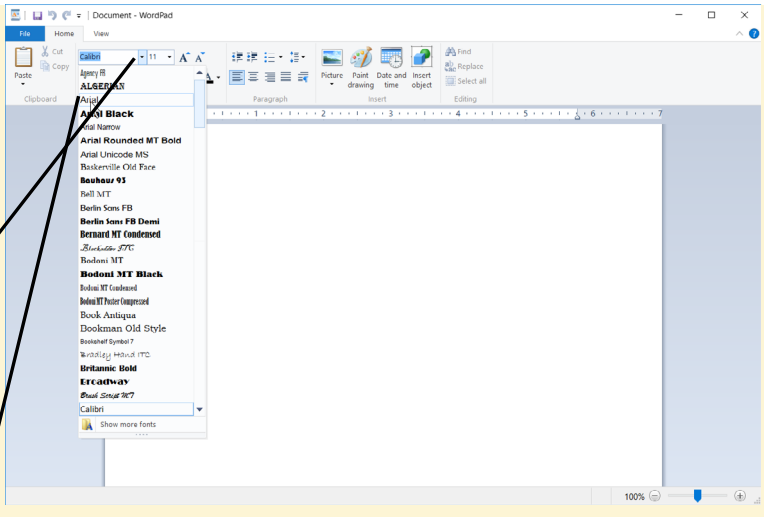
2.2 A Larger and Different Font

The default font used in *WordPad* is called Calibri. Before you start typing, you can already select a different font. Here is how you do that:

On the | Home | tab:

☞ By | Calibri | ,

click | ▾ |

You will see a menu with the names and examples of the available fonts:

☞ **Click the desired font, for example,** Arial

🩹 **HELP! I do not see the** Home **tab.**

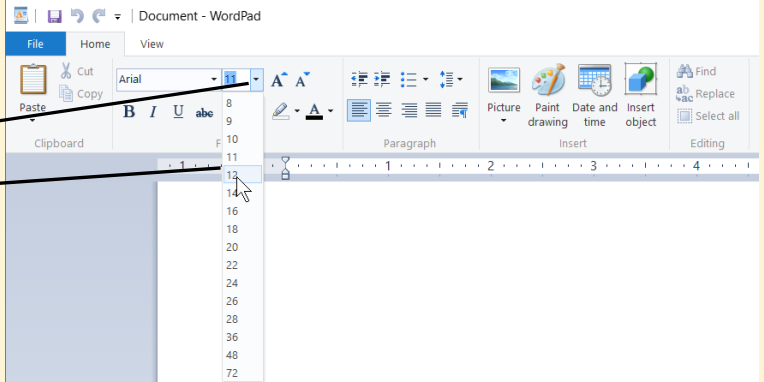If you cannot see the Home tab, the View tab has been selected. This is how you select the Home tab:

☞ **Click** Home

The default font size used in *WordPad* is a bit small. It is better to select a larger font size when you start typing your letter. You can do that like this:
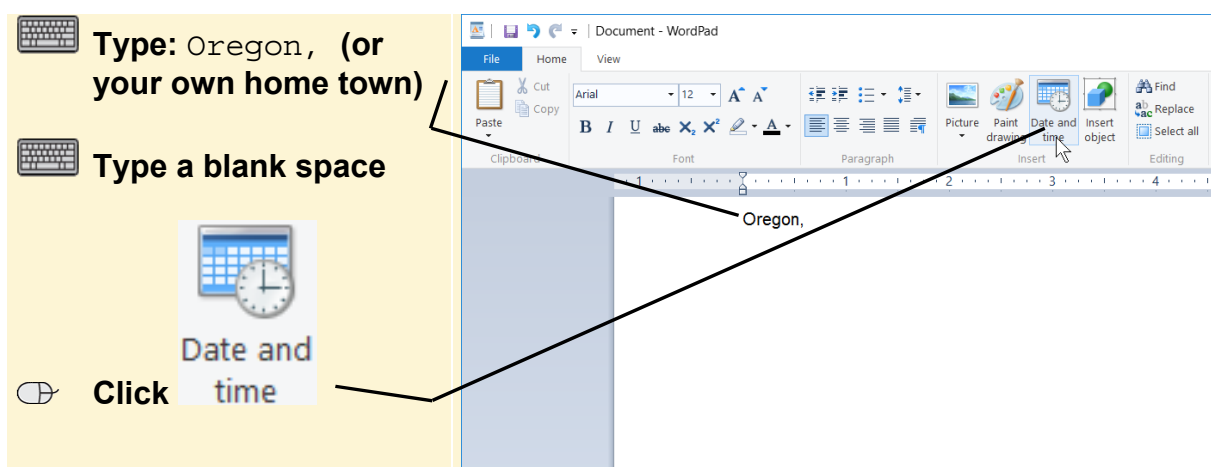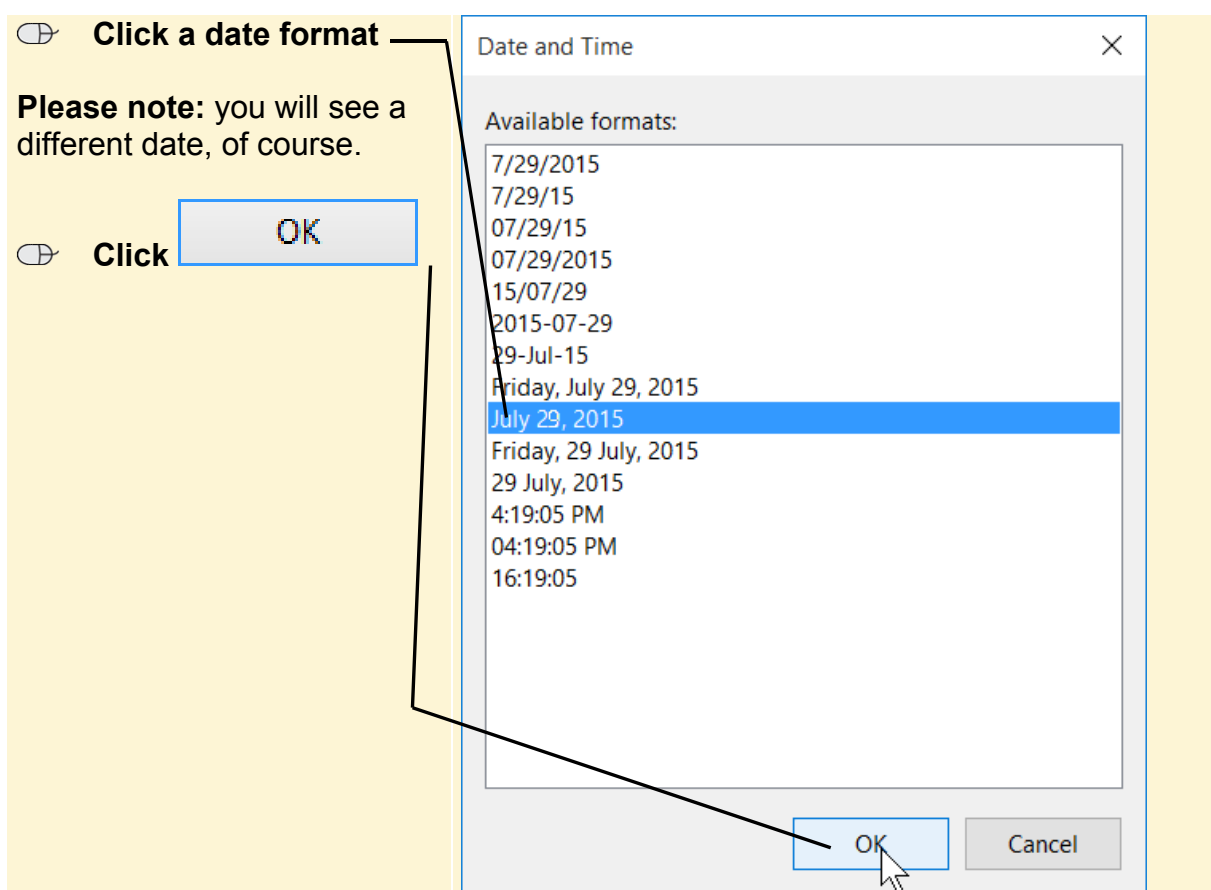
☞ **By** 11 **, click** ▾

☞ **Click** 12

You will not see any changes immediately on your screen, but once you start typing a letter, you will notice that the font is a little bit larger.

Now you can start composing your letter. You begin by typing your place of residence, and then the date. You do not need to type the date yourself. *WordPad* has a special command that will do this job for you.

⌨ **Type:** Oregon, **(or your own home town)**

⌨ **Type a blank space**

🖱 **Click**

You will see a menu in which you can select the date format:

🖱 **Click a date format**

Please note: you will see a different date, of course.

🖱 **Click** OK

Available formats:

7/29/2015
7/29/15
07/29/15
07/29/2015
15/07/29
2015-07-29
29-Jul-15
Friday, July 29, 2015
July 29, 2015
Friday, 29 July, 2015
29 July, 2015
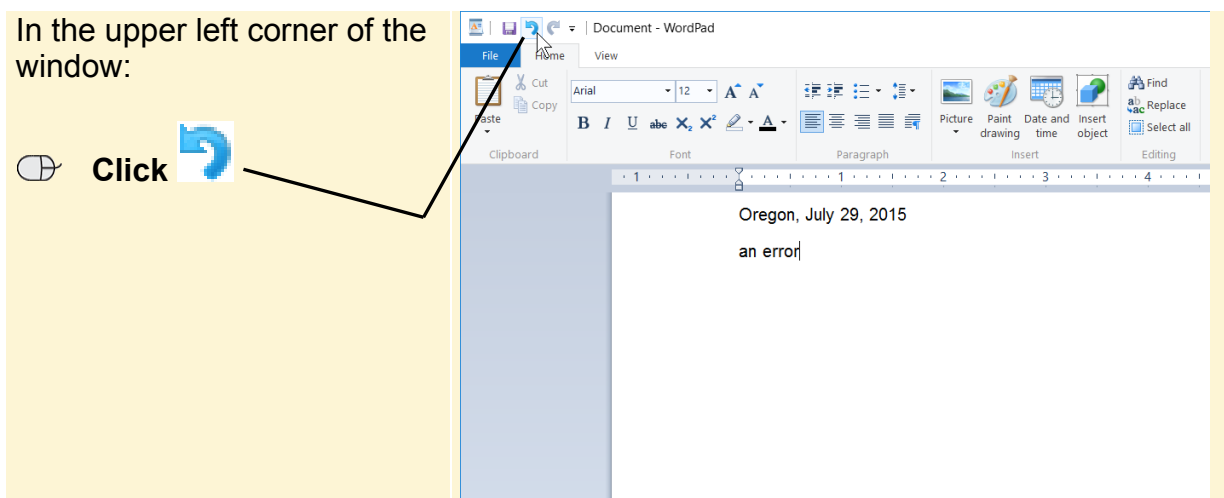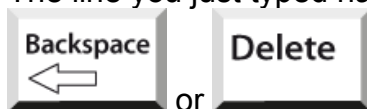4:19:05 PM
04:19:05 PM
16:19:05

2.3 Undoing

If something goes wrong while you are writing, or if you accidentally press the wrong key, nearly every *Windows* program has a command that will *undo* a previous action. Just give it a try:
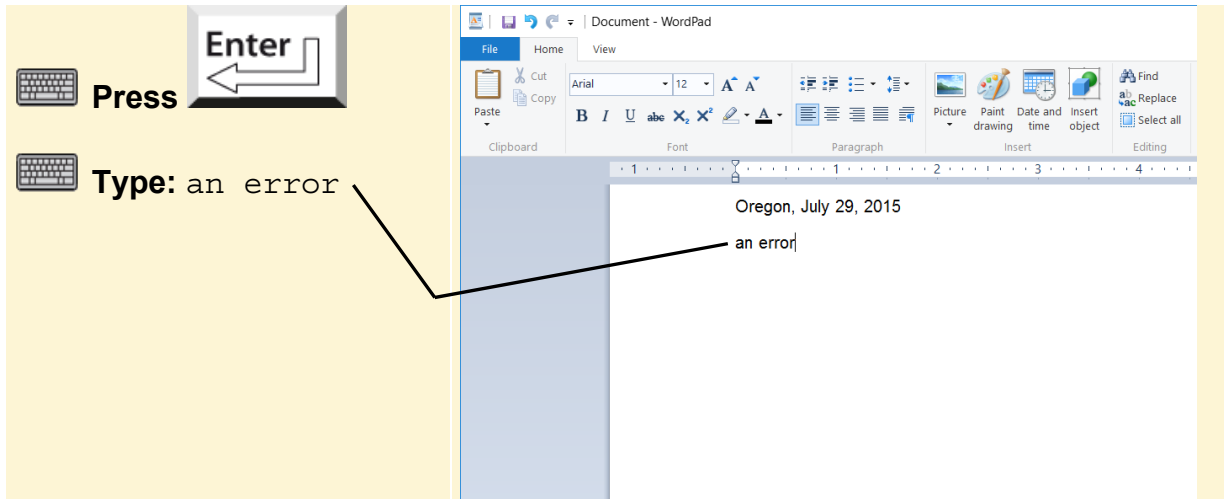
The program always remembers the last action you have performed. This is how you undo an action:

In the upper left corner of the window:

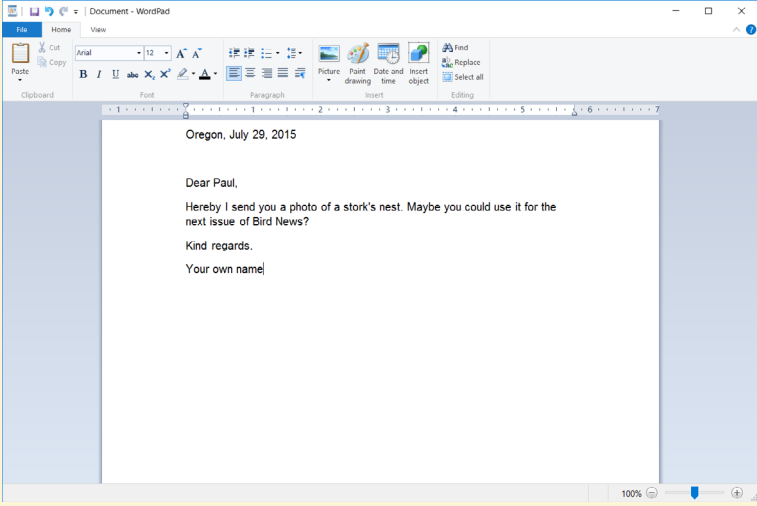The line you just typed has been deleted. The same thing can be done by using the **Backspace** or **Delete** keys to delete or correct the text.

2.4 Typing a Letter

Now you can start typing the remainder of the letter:

⌨ **Press** ⏎ **twice**

⌨ **Type:**
`Dear Paul,`

`Hereby I send you a photo of a stork's nest. Maybe you could use it for the next issue of Bird News?`
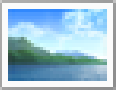
`Kind regards,`

`Your own name`

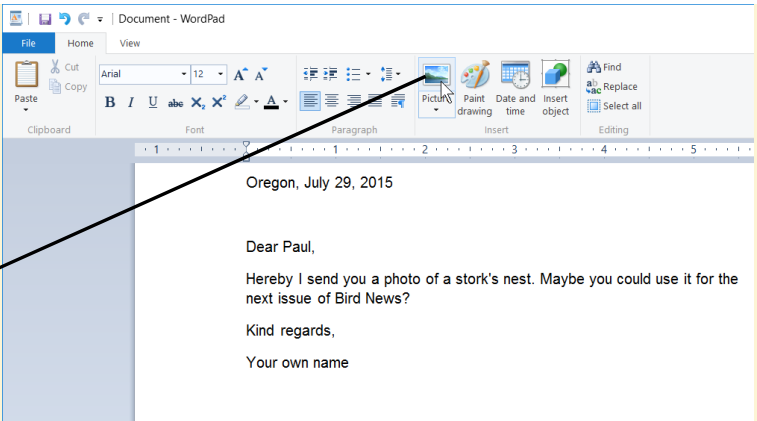Instead of 'Your own name' you can also type some other name if desired.

2.5 Inserting an Image

In this step you will learn how to insert an image at the end of the letter. In the example shown, we have inserted and image from one of the practice files used in *Chapter 6 Introduction to Photos, Video and Music*. If you want, you can use one of your own photos instead:

⌨ **Press** ⏎ **twice**

🖱 **Click**

You may see the content of the *Pictures* folder right away. Open the folder containing the images; in this case it is the practice files folder:

🖱️ **If necessary, click**
   🖼️ Pictures

🖱️ **Double-click the desired folder**
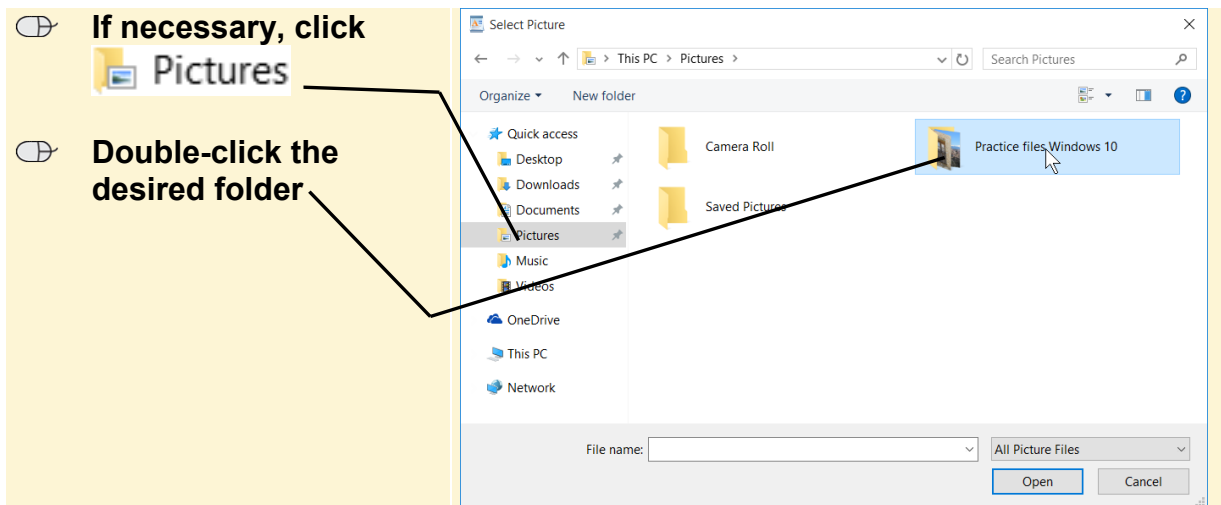
⊗ HELP! This folder looks different on my computer.

You can change the way in which files are displayed on your computer in the folder window. This is how you can get your window to look like the example in this book:

🖱️ **By** 🖼️ , **click** ▼

🖱️ **Click** 📇 Tiles

In *Chapter 3 Folders, Files and Libraries* you can read more about this.

Select a photo:

🖱️ **Click a photo, for example**
   Photo10
   JPG File
   3.37 MB

🖱️ **Click** Open