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## Chapter 6. NOTEPAD

NOTEPAD is a paragraph-oriented editor similar to the Windows Notepad. You can use it to enter small lessons or sermons. The major difference is that *Companion's* NOTEPAD is integrated into our Multiple Document Interface (MDI) user interface.

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### Entering Notes

To enter NOTEPAD, click the New Notepad button or select New Notepad on the File menu. You can then type in the NOTEPAD.



NOTEPAD uses “word wrap” on long lines in a window. Word wrap uses window margins, not printer margins. When you print, your printer margins are enforced, and paragraphs reformat to those margins.

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### Moving through NOTEPAD

You can move through the NOTEPAD using these cursor control keys:

<u>Movement</u>	<u>Keys</u>
Go to top of window	<PgUp>
Go to bottom of window	<PgDn>
Go to beginning of a line	<Home>
Go to end of line	<End>
Move up one line	<Up>
Move down one line	<Down>
Left one word	<Ctrl><Left>
Right one word	<Ctrl><Right>
Left one character	<Left>
Right one character	<Right>
Delete to End of Line	<Ctrl><Del>

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### Forward/Backward Find

Forward or backward Find is available for NOTEPAD windows. Select Find... on the Search menu. Enter a word and press <Enter>. The cursor advances to the word. You can use the Next and Previous menu choices on the Search menu to search forward and backward respectively.

## Pasting Text

To paste from the Windows Clipboard, position the cursor where you want the text, select Paste from the Edit menu. The text is inserted.

## Printing from NOTEPAD

To print, click the Print button or select Print... from the File menu.



## Exiting NOTEPAD

To exit NOTEPAD, pick Close on the File menu. If unsaved, NOTEPAD prompts you to save. If you exit *Companion* with unsaved notes in the NOTEPAD, *Companion* again reminds you before it terminates.

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## NOTEPAD Files

NOTEPAD files are DOS TEXT (or ASCII TEXT) files and can be read by other programs. NOTEPAD file names have “.TXT” extensions by default. “.TXT” is the standard for DOS text files. If you want to save a file named “THOTS”, the file is stored as “THOTS.TXT”, although you can override this. Also, when opening NOTEPAD files, *Companion* automatically lists all files with the “.TXT” extension.

**Note:** *Be careful if you use another extension.* It is possible to inadvertently overwrite a required Companion file.

## Saving NOTEPAD Files

### Save As

To save a new NOTEPAD file, select Save As... from the File menu. This lets you specify a name for the file. If the file exists, you will be warned before *Companion* replaces it.

### Save

To save and update an existing NOTEPAD file, select Save from the File menu. If the file does not have a name (Untitled), *Companion* asks you for one (like Save As).

## Opening Existing NOTEPAD Files

When you want to open a NOTEPAD file, you must be in a NOTEPAD window. Then select Open... from the File menu. The File Open dialog box lets you choose a file. If you did not save changes to an existing NOTEPAD file, you are asked to save it before it is replaced by the new file.