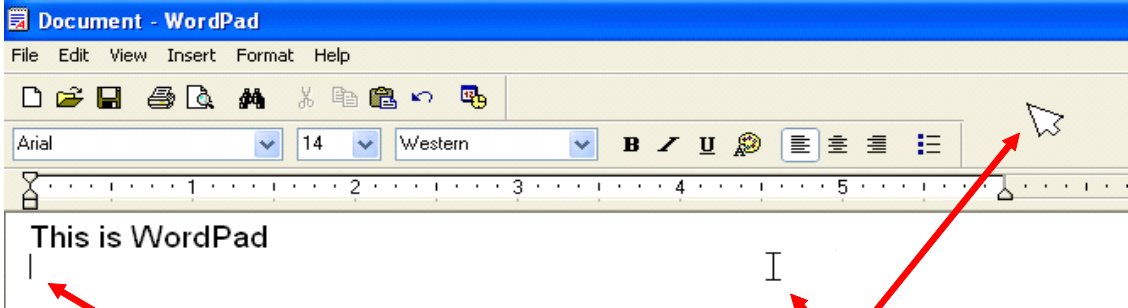
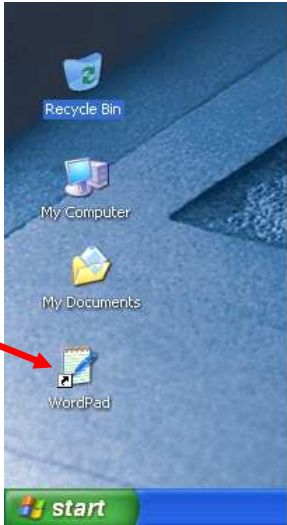
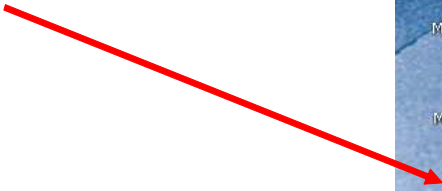


# WordPad

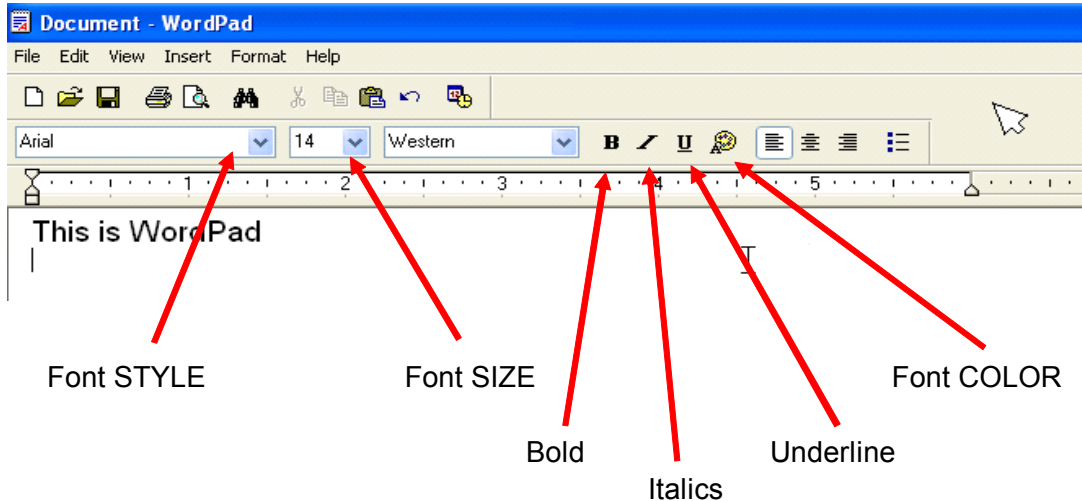
To start the program, "double-click"  
on the **WordPad** icon



The **CURSOR** is a "blinking" line  
which shows you where the next  
thing you type will appear

The **MOUSE POINTER** shows  
you where the the Mouse is. It will  
look like an ARROW or a capital  
I ( depending on where it is  
pointed )

## Making Changes



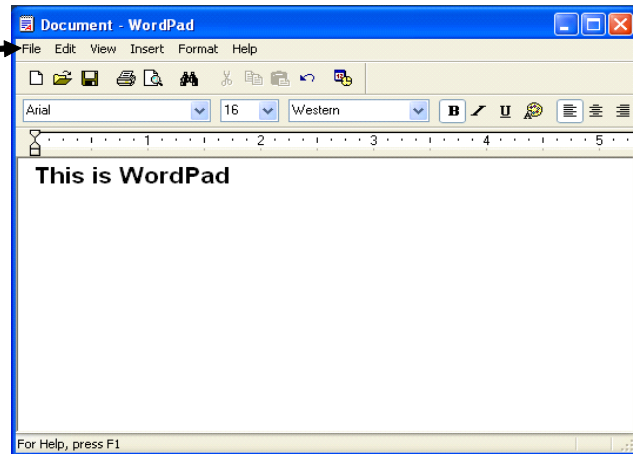
If you select your changes before you Type, whatever you type afterwards will reflect those changes.

If you wish to change something after you have already typed, then you must tell the computer which part of the document you wish to change, by **HIGHLIGHTING** it. To **HIGHLIGHT** a word or sentence, place the mouse at one end of it, and hold down the left button while dragging the mouse over the words you wish to highlight. Then when you click on your changes, the "highlighted" portion of the document will change.

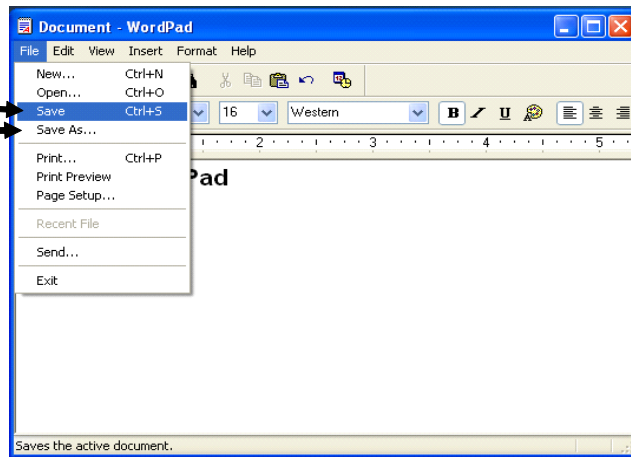
Another way to **HIGHLIGHT**, is to place the **CURSOR** at one end of the words to be changed, and while holding down the SHIFT key, press the appropriate Arrow (**NAVIGATION**) keys.

## Saving Document

1 Click on **File**



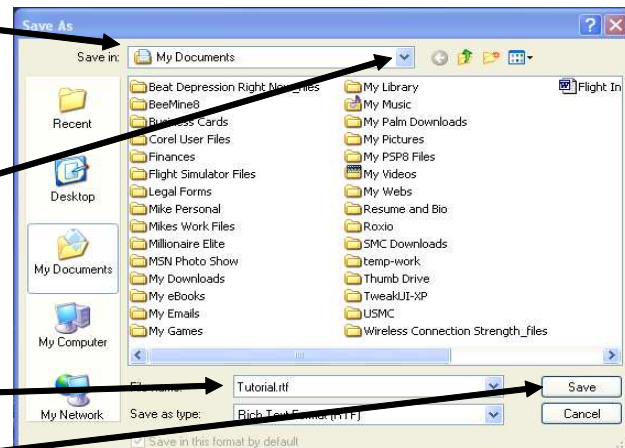
2 Click on **Save**  
or **Save As**



3 Make sure the document is being saved to the correct folder. Normally it will be saved in the **My Documents** folder by default.

If you wish to change to a different folder, click the arrow for the "drop-down" box and select the folder you want

4 If this is the first time you have saved this document, you will want to **Name** it



5 Click on **Save**