

Word Pad

1. First decide on your general appearances, "alignment"¹, "text style"², "font style"³ & "size"⁴.

- To set your preferences for alignment: **Click** mouse cursor on 1 of the three alignment buttons. First on the left is: **Left align**. Second is: **Center align**. Third is: **Right align**.
- To set your preferences for text: **Click** mouse cursor on as many choices as you want to use at one time.
The buttons are for: (starting on the left side), **B = Bold**, *I = Italics*, U = Underline, **A = colors**. The changes for text size and style are in the two rightmost boxes.
- To change letter style: **Click** mouse button inside the square box with a small triangle inside of it that is next to the default name of "Times New Roman". This will bring down a menu that lists your options for text style (font). Pick the one that you want to use and **Click** on it with the mouse.
- To change the size of letters: **Click** the mouse cursor in the square box with the triangle inside of it that is next to the number. This will bring down a menu that lists your options for text style (font). Pick the one that you want to use and **Click** on it with the mouse.
- The entire list of choices is longer than the box the names appear in, so to view more names move the slider on the right side of the menu box either towards the top or the bottom (depending on where you are at to begin with).

**Note: Text changes must be made prior to typing.
If the text doesn't appear correct, errors must be
changed before new corrected settings are set.**

Here are samples of possible text combinations that can be achieved by changing the buttons:

Bold
Bold Italics
Bold Italics Underlined
Italics
Bold Underlined
Italics

To start new paper: **Click** the button on the left top with the picture of a rectangle. (1st)

To open a file made earlier: **Click** the file folder button next over towards the right. (2nd)

To save a file with the same name as it already has: **Click** the computer disk button. (3rd)

To print: **Click** the button with the little printer on it. (4th)

To preview the page before printing: **Click** the button with the paper & a magnifying glass. (5th)

To cut currently highlighted text: **Click** the button with the scissors on it. (7th)

To copy the currently highlighted text: **Click** the button with the two papers on it. (8th)

To paste the text that was previously cut or copied: **Click** the button with the clipboard & paper. (9th)

To add the current date/time into a paper: **Click** the button with the 12 & clock on it. (10th)

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¹ "Alignment" means the position of your text. It can be centered, left or right aligned.

² "Text style" means the appearance of your letters. The style may be cursive, large or small.

³ "Font Style" means the look of the letters. A letter style is a font in computer terms.

⁴ "Size" of letters can range from 6 points to over 40 in most cases. The type of font will decide what sizes are available.