

Chapter 4 - Windows Applications: Notepad, WordPad, and Paint

Additional Activities

NOTEPAD

- Text editor.
- *NO* embedded codes.
- Creates text files.
- Uses/Multitasking/Create/edit batch files.

4.7 ● Activity ● Using Notepad

- Place Practice (Formatted) Disk in Drive A.
- Click **Start**. Point to **All Programs**. Point to **Accessories**. Click **Notepad**.
- Key in **CIS 106 is offering Windows XP**. Hit return and type your name.
- Click **Edit** on the menu bar. click **Time/Date**.
- Click **Save**.
- Click the down arrow in the Save in drop-down list box.
- Click the Drive A icon.
- In the File name text box, highlight **Untitled**. Key in: **Practice**
- Click **Save**.
- Close Notepad.
- Open Notepad.
- Click **File/Open**.
- Click the down arrow in the Look in drop-down list box. Click Drive A icon.
- Double-click **Practice.txt**.
- Press <Ctrl> + <End>.
- Key in: **Printer <tab> <tab> HP LaserJet**.
- Close Notepad.
- Click **Yes**.

FORMATTING WITH PAGE SETUP AND PRINTING IN NOTEPAD

- Locate file
- Print choices.

- File/Print command from menu bar.
- Context-sensitive (shortcut) menus.
- Open Notepad and print document.
- Advantage of opening Notepad prior to locating file.
- Apply page-level formatting.
- Add **header** and/or **footer**.
- Alter margins.

4.9 ● Activity ● Page Setup and Printing in Notepad

- Practice disk in Drive A. Open Notepad. Click **File/Open**.
- Click the down arrow in the Look in drop-down list box. Click Drive A icon.
- Double-click **Practice.txt**.
- Click **File/Page Setup**.
- Click the question mark on the menu bar and drag it over the Header text box and click it (this will produce an information box with available options for use with the & symbol).
- Click outside information box to close it. Select text in Header text box. Key in: **&cPRACTICE FILE**.
- Select text in Footer text box.
Key in: **&l&f &rPage &p**
- Change right and left margins to 2".
- Make sure printer is on. Click **OK/File/Print**.
- Save file. Close Notepad.
- Open My Computer. Double-click Drive A/Right-Click **Practice.txt**.
- Click **Print**.
- Close Drive A window.

FEATURES OF NOTEPAD

- Notepad - minimal editing features.
- **Word wrap**
- Create/save/reopen (to edit) file.
- Create **time log**.
- Within Notepad - cut copy, and paste text.
- Copy data **to** Notepad from other files.
- Transfer Notepad text to other word-processing text or database document.

4.9 ● Activity ● Using Features of Notepad

- Practice disk is in Drive A. Open Notepad.
- Key in: **.LOG**
- Click **File/Save**.
- Click the down arrow in the Save in drop-down list box. Click **3 ½ Floppy (A:)**.
- Select Untitled in File name text box. Key in: **LOG**. Click **Save**.
- Close Notepad. Open Notepad. Click **File/Open**.
- Click the down arrow in the Look in drop-down list box. Click **3 1/2 Floppy (A:)**. Double-click **LOG.txt**.
- Key in: **I am completing a practice assignment with Notepad**.
- Click **File/Save**.
- Click **File/Open**.
- In Look in text box, click **(C:)**. Double-click **XPROData** folder.
- Double-click **Titan.txt**.
- Size Notepad.
- Click **Edit/Word Wrap**.
- Click **Find**.
- Key in: **titan**
- Click **Find Next**.
- Click **Cancel**.
- Click insertion point in front of **Saturn's**. Place cursor after the **n** in Titan. Hold <**Shift**> key and click.
- Click **Edit/Copy**.
- Click **File/Open**.
- Click **No**.
- In Look in drop-down list box, click **3 ½ Floppy (A:)**. Double-click **LOG.txt**. Click **Edit/Paste**.
- Click **File/Save**.
- Close Notepad.

Paint

4.18 ● Activity ● Creating a New Picture

- Click Start. Point to All Programs. Point to Accessories. Click Paint.
- Maximize the window.
- Select the Pencil tool.
- Drag the mouse while holding down the left mouse button. Draw a shape.
- Drag the mouse to create a second shape but do not release the left mouse button. If you click the right mouse button without releasing the left mouse button you will remove from the screen what you just created.
- Click the Brush tool.
- Click the largest square in the Tool options box in the lower left of the window. Draw a line.
- Select the Free-Form Select tool. Select the two shapes you just created by left-dragging the mouse around the shapes, then release the left mouse button. The selection is represented by a box of dotted lines.
- Place the cursor inside the dotted rectangle. Drag the box to another spot in the window. As long as an object is selected, it can be manipulated.
- Click outside the shape to deselect the object.
- Click the Select tool. Select the shapes you just moved.
- Click Edit on the menu bar. Click Copy. Click Edit. Click Paste. You saved your object to the Clipboard. Then you pasted it. You now have two copies of your object. Paste always copies to the left corner.
- Left-click the color red.
- Right-click the color green.
- Click the Line tool. Pick the middle line for width.
- Draw a line on the screen and release the mouse. Using this line as a base, draw three more lines to create a rectangle.
- Left-click the color blue.
- Click the Fill With Color tool and place the tip of the paint can in the rectangle you created. Click the left mouse button.
- Click the Eraser/Color Eraser tool.
- Left-drag across the box. Then right-drag across the box.

- The selected background color shows what color the eraser will leave behind. When you dragged the right mouse button, you changed only the foreground color to the background color.
- To limit your changes to a specific color (and nothing else), you change the foreground color to the color you want to erase and the background color to the color you want to replace it with. Click the eraser, and then right-drag the mouse across your selection.

4.20 ● Activity ● Using the Shape Tools

- Launch Paint.
- Click on the Rounded Rectangle tool and then click the top fill shape in the Tool Options area.
- Anywhere in the drawing area, hold the left mouse button and drag. When you have a rectangle about one inch high and two inches wide, release the left mouse button. (If you want a circle or square with the shape tools, hold down the <Shift> key while dragging the mouse.)
- Left-click red and right-click the color green.
- Left-drag the shape. (Gives you a hollow circle.)
- Right-drag the shape. (Gives you a hollow circle with the background color border).
- Experiment with the middle fill style and the third fill style.
- Use the remaining tools with each of the fill styles. (Don't forget to use both left-drag to create the shapes and right-drag).
- Close Paint.

4.22 ● Activity ● Using a Graphic to Create a Cutout and Using the text Tool

- Open Paint.
- Click File, open. Locate the XPROData folder and open **Plane.bmp**.
- Click Image. Click Attributes. (This shows the size of the object when it was saved. You can increase the size of the drawing canvas by changing its attributes. Click Default. Click OK.)
- Click outside the image to deselect it. Click Image. Click Clear Image.
- Draw a rectangle in the center of your canvas. (2" X 2").
- Fill the center of the rectangle with a blue.

- You can add images to a document by pasting them onto your canvas.
- Click Edit. Click Paste From. Switch to **XPROData** if necessary and double click Plane.bmp. When you Paste From, you are copying an image into an existing drawing. You can copy the image opaquely or transparently.
- Transparently means that your drawing will not obscure the drawing in the background and will pick up the colors of that background.
- Copying the drawing opaquely means that it will retain its original colors and will obscure whatever is behind it.
- Drag the plane over the rectangle. Notice what happens.
- Return the plane to the upper left corner of the screen.
- Click the Opaque button in the Tool Option box.
- Drag the plane over the rectangle. Notice the difference.
- When the plane is over the rectangle using either transparent or opaque, deselect the plane.
- Click the Text tool. In a blank area over your picture, right drag a rectangle.
- You have created an area to key in text. If the Fonts box did not appear, click the View menu and click Text Toolbar to activate it.
- Select the Comic Sans font, size 18.
- Type your name.
- Click outside the text box. Click the Select tool. Encircle your name. Click Image. Click Flip/Rotate. Click Rotate by angle. Click 270. Click OK. Click outside the box.
- Select the plane and the rectangle using the Select tool. You can select any part or all of the new object.
- If you select the object, hold the <Ctrl> key, and drag, you will create a copy of the selected object. You have created a cutout, which is the part of the drawing that you cut out. A cutout can be saved to a file and will take less disk space than a full drawing.
- You may save the file to your disk. Click Edit. Click Copy To. Click the down arrow in the Save in drop-down list box. Double-click the 3 $\frac{1}{2}$ Floppy (A) icon. Click the down arrow in the Save as type drop-down list box. Click the 16 color bitmap.
- Type in a file name and click save.
- Close Paint.