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Using File Menu in Notepad

Notepad

Module 3 - Using File Menu in Notepad

Definition

The File menu in Notepad is the top menu option that provides essential commands for managing and saving files. It contains several actions you can perform, typically related to opening, saving, and closing files.

List of common options you'll find under the File menu in Notepad:

- **New** - Opens a new, empty document in Notepad.
- **Open** - Opens an existing file from your computer.
- **Save** - Saves the current document with the same name and location.
- **Save As** - Saves the current document with a different name or in a different location.
- **Page Setup** - Lets you adjust page layout settings like margins, paper size, and orientation (useful for printing).
- **Print** - Opens the print dialog to print the current document.
- **Exit** - Closes Notepad. If you have unsaved changes, it will prompt you to save before closing.

Keyboard shortcuts for the File menu in Notepad:

- New File: Ctrl + N
- New Window: Ctrl + Shift + N
- Save File: Ctrl + S
- Save As: Ctrl + Shift + S
- Page Set-Up: There is no default shortcut for this in Notepad.
- Print File: Ctrl + P
- Exit File: Alt + F4

Difference between Save and Save As:

**Save:**

- Updates the current document with the latest changes.
- If the file is new, it prompts for a name and location only the first time.
- After that, it saves changes without asking again.
- Shortcut: Ctrl + S.

**Save As:**

- Creates a new file with a different name, format, or location.

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## Using File Menu in Notepad

- Leaves the original file unchanged.
- Always opens a dialog box to choose the name and location.
- Shortcut: F12.

### Page Setup in Notepad

Page Setup in Notepad allows you to configure how a document will look when printed. It controls the layout, paper size, margins, and header/footer information.

### Options in Page Setup:

Paper Size:

- Choose the size of the paper (e.g., A4, Letter).
- This affects how much content fits on each page when printed.

Orientation:

- Portrait: Prints the document vertically (taller than wide).
- Landscape: Prints the document horizontally (wider than tall).

Margins:

- Set the space between the text and the edge of the paper.
- You can adjust the margins for Top, Bottom, Left, and Right sides.

Header and Footer:

Add custom text at the top (header) or bottom (footer) of each printed page.

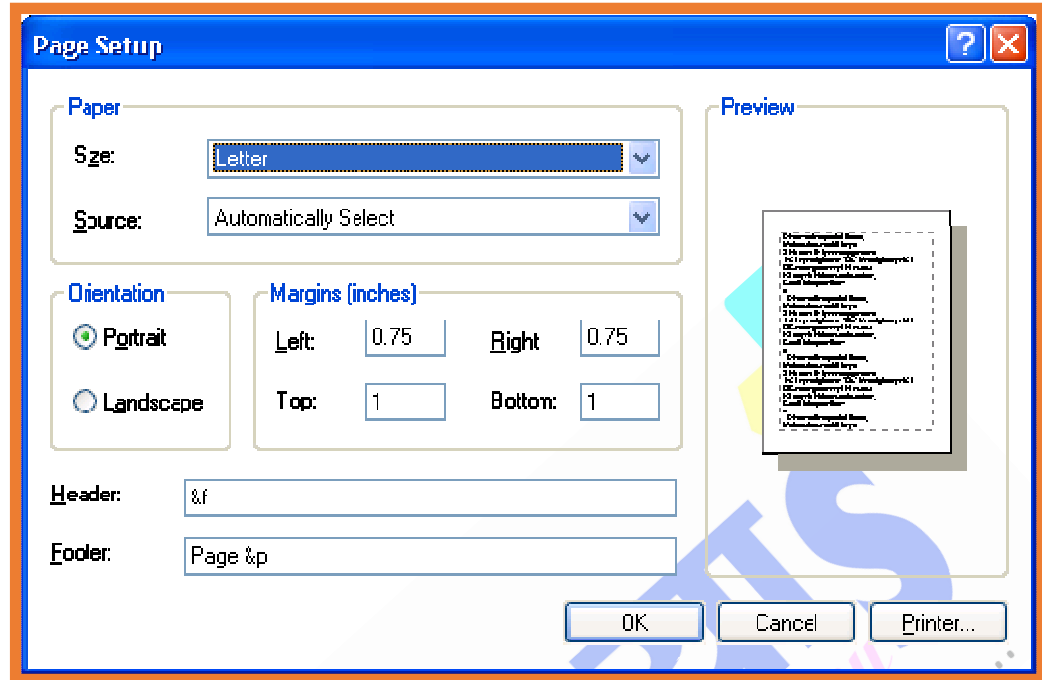
You can use special codes like:

- &f - File name
- &d - Date
- &t - Time
- &p - Page number

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**Using File Menu in Notepad**

Dialog Box of Page-Set-Up



**Assignment**

**Ques: Create this following Assignment using File Menu in Notepad**

- Create a New Document:
- Click File > New to start a new text document.

My favorite season is autumn. I love how the air becomes crisp and cool, with a refreshing breeze that feels perfect for outdoor walks. The changing leaves are one of the most beautiful sights, as the trees transform into vibrant shades of red, orange, and yellow. The earthy smell of fallen leaves and the sound of them crunching underfoot add to the cozy atmosphere. Autumn feels like a time for reflection, relaxation, and enjoying nature's slow transition into winter.

In addition to the beautiful scenery, autumn brings a sense of comfort with seasonal treats like pumpkin spice lattes, warm soups, and apple pies. The days may be getting shorter, but the nights become ideal for snuggling under blankets, watching movies, and enjoying quiet moments. There's something

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magical about this time of year—it's not too hot, not too cold, just the perfect balance to enjoy both outdoor activities and indoor relaxation.

Save the Document:

- Click File > Save to save your work.
- Choose the location, name the file, and click Save

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