Introduction to WordPad

**WordPad
For Windows 7**

TYPE, PRINT & SAVE!
NO EMAIL REQUIRED!

WordPad is a basic word processing program that is a part of the Microsoft Windows 7 operating system and is available on all staff and public computers. It is automatically updated when a Windows update is performed on the computer.

WordPad can be used to open and save text documents (.txt), rich text files (.rtf), Word documents (.docx), and OpenDocument Text documents (.odt). **It supports documents created using Word 2007 or a newer version. Other documents are opened as plain text documents and might not appear as expected.**
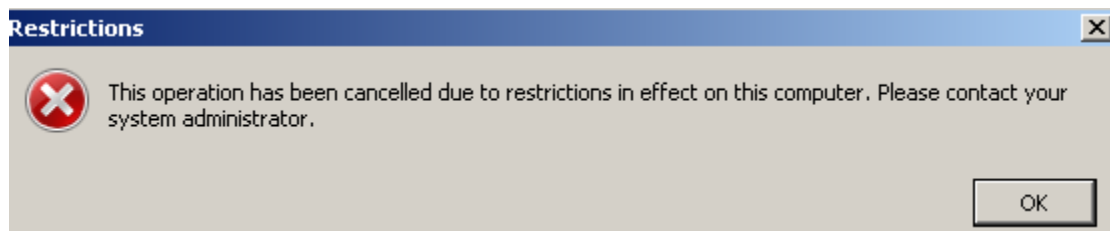
How to Access

From a public computer

Please refer to the How to Use WordPad Instruction guide for detail instructions.

In a nutshell:

After loggin onto the public computer, select WordPad- Word Processing- No Email Needed from the menu screen. Then click on **Start.**

Click on **OK** when the popup Restriction window appears.

Restrictions

This operation has been cancelled due to restrictions in effect on this computer. Please contact your system administrator.

OK

WordPad will open.

The **File tab** on the upper left hand corner opens the standard menu options (open, save, print, etc.)

The help icon on the upper right hand corner opens a detailed help menu on how to use the WordPad toolbar, how to insert images and much more. The help icon is also available for the **Picture** and **Paint drawing** applications.

Things to Know

- No extra login or email accounts required.

- WordPad documents are saved as .rtf (rich text format) by default. The Training Office strongly suggest that documents be save as .docx. This format is compatible with Google docs and SkyDrive.

- .docx files are known as "Office Open XML Document", use this document type when using the "Save as" feature to save a document as .docx.

- .rtf files are not compatible with Google docs and SkyDrive.

- .rtf files can be converted into .doc files on Word and vice versa.

- Mulitple users can simultanous access WordPad without encountering licensing issues problems.

- Spelling & grammar checks are not available.

- Easy printing and saving to/from flash drives.