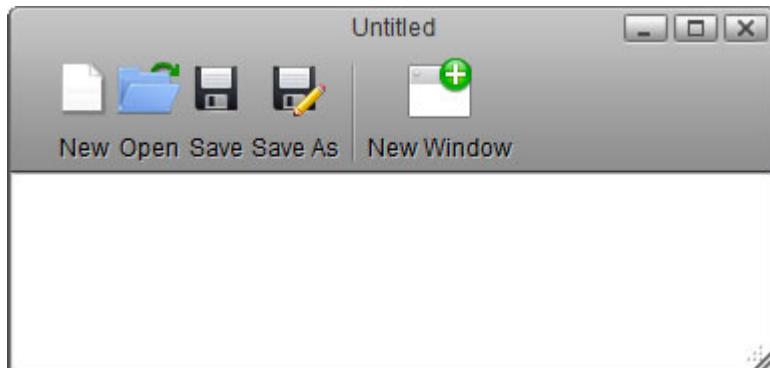


Text Editor

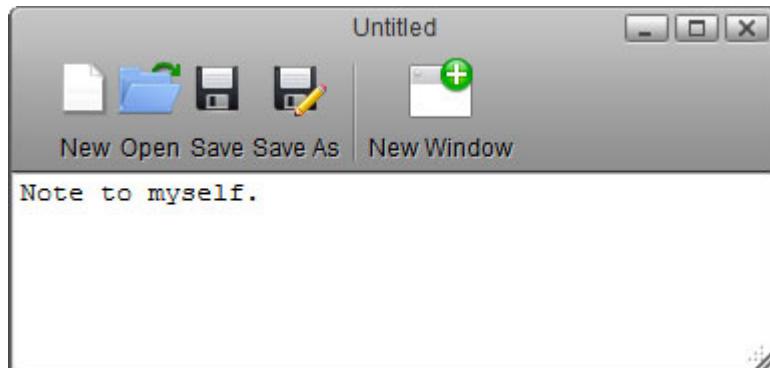
This simple text editor can be used to open and view documents (e.g. TXT, HTML, XML) or write some quick notes and save them as text files (*.txt) on your network drive.



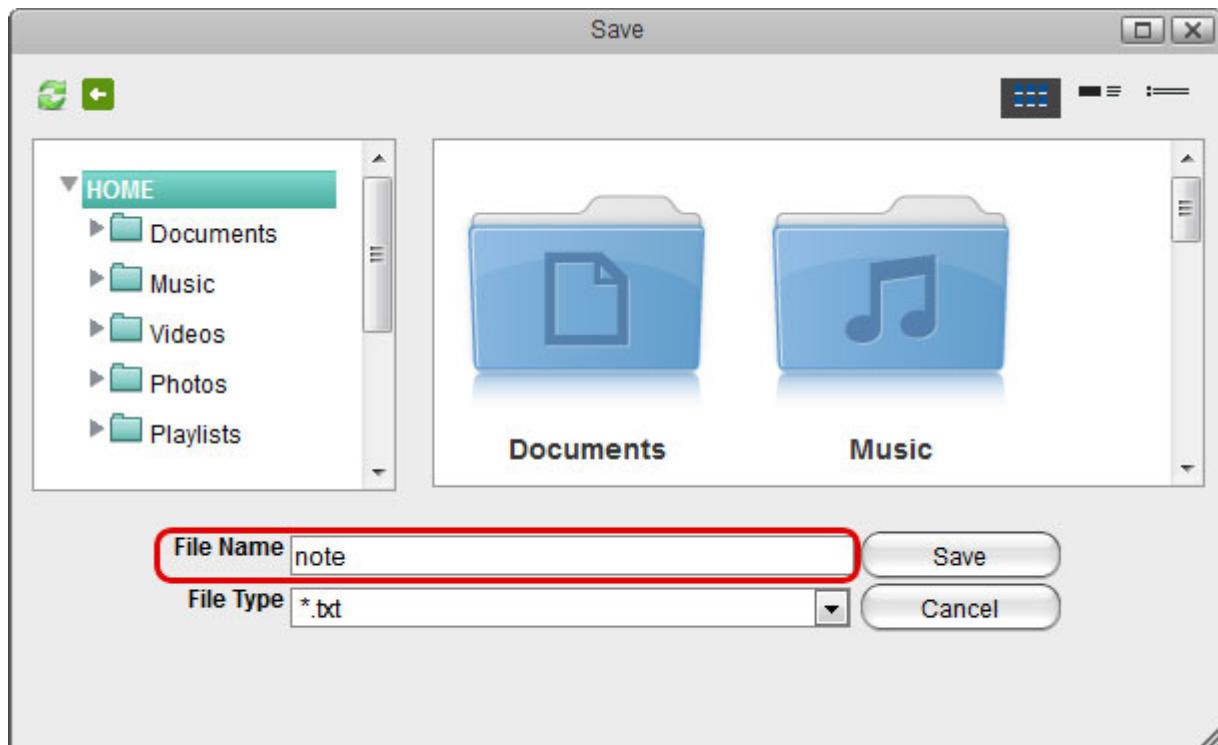
Button	Function	Description
	New	Start again with a blank text file. Make sure to save your current work first, so you don't lose any data, before you press this button!
	Open	Locate and open an existing text file.
	Save	Save the current text file.
	Save As	Save a copy of the current text file in a different folder or with a different name.
	New Window	Create a blank text file in a new window.

Create New Text File

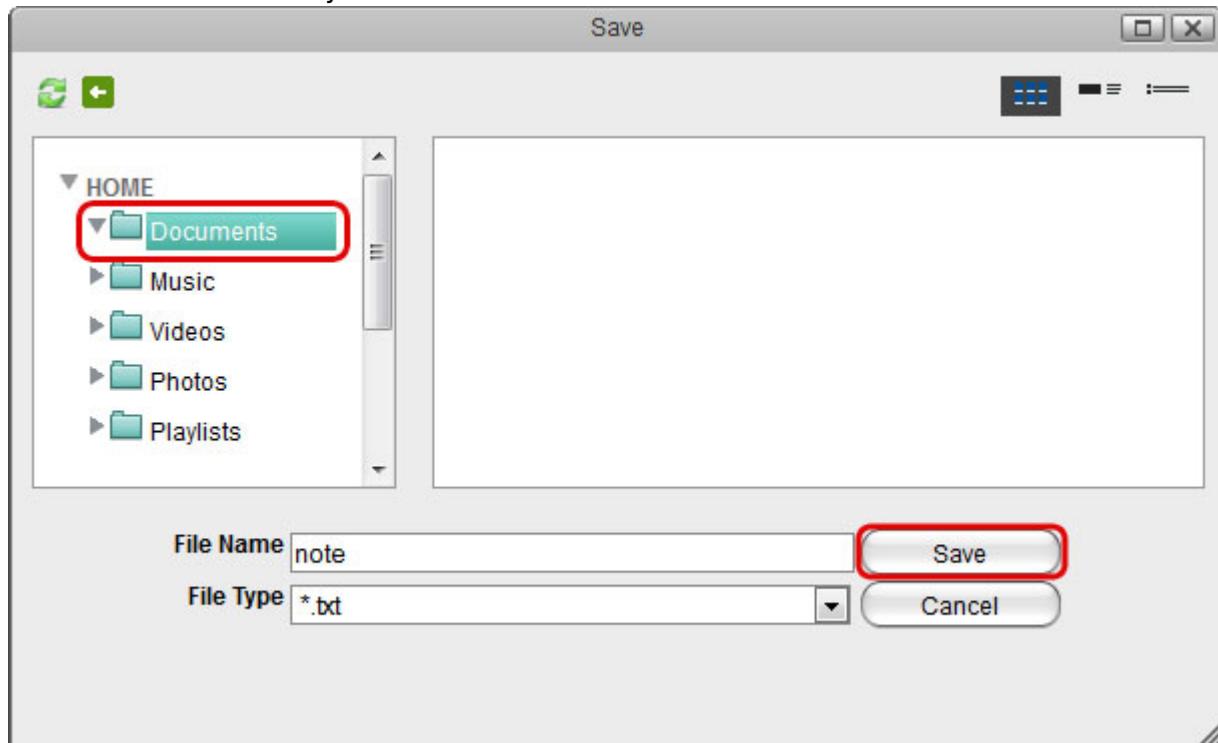
1. Click **New**
2. Edit the text.



3. Click **Save As**
4. Enter a file name.



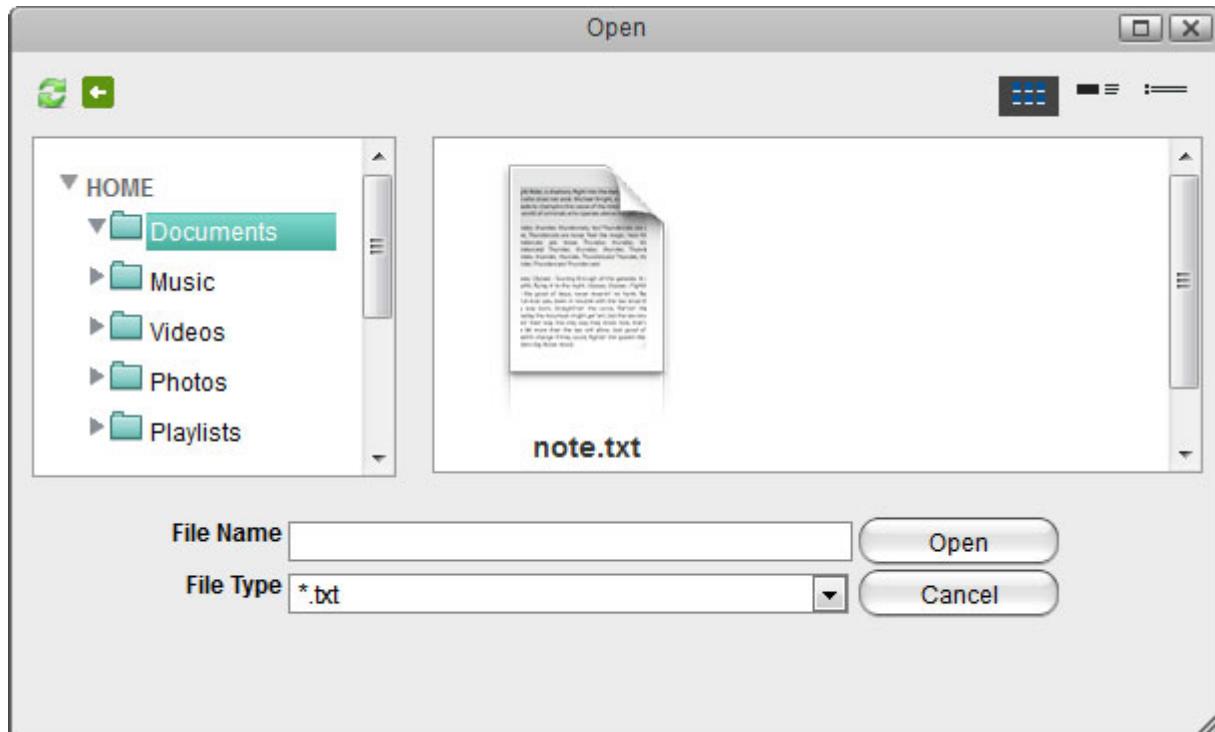
5. Select the folder where you would like to save the file and click **Save**.



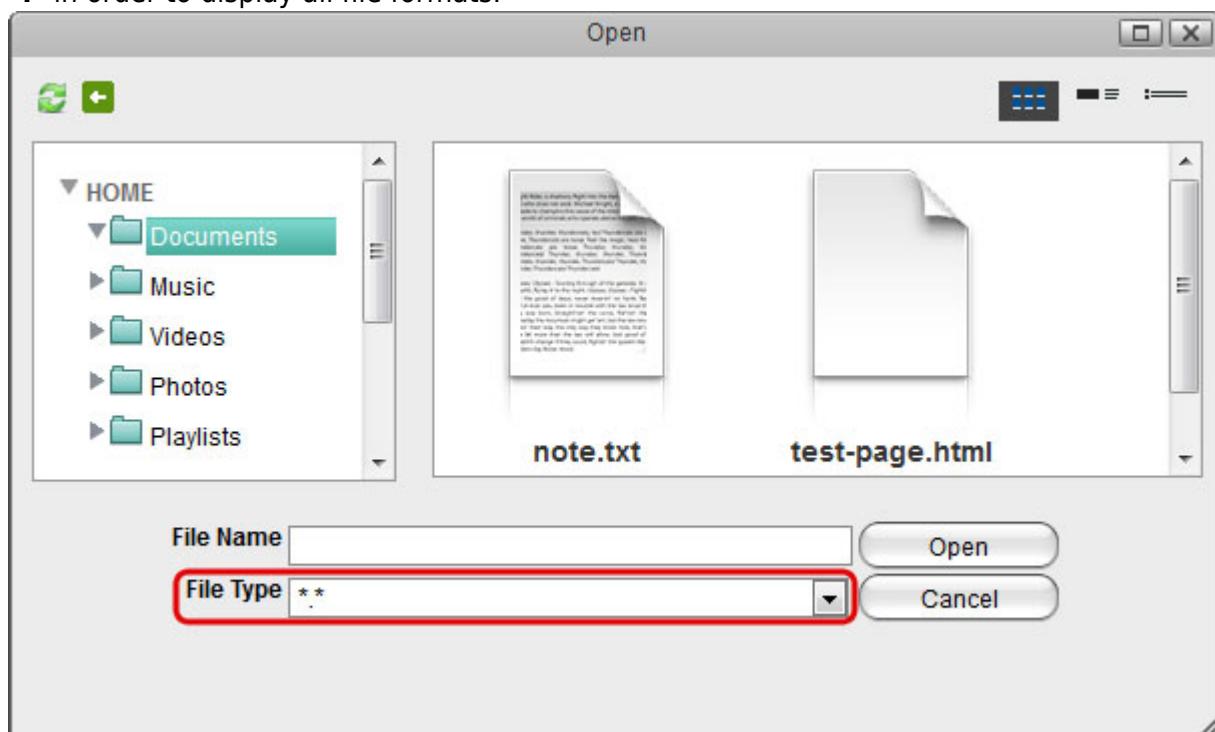
Open Existing Text File

1. Click **Open** 

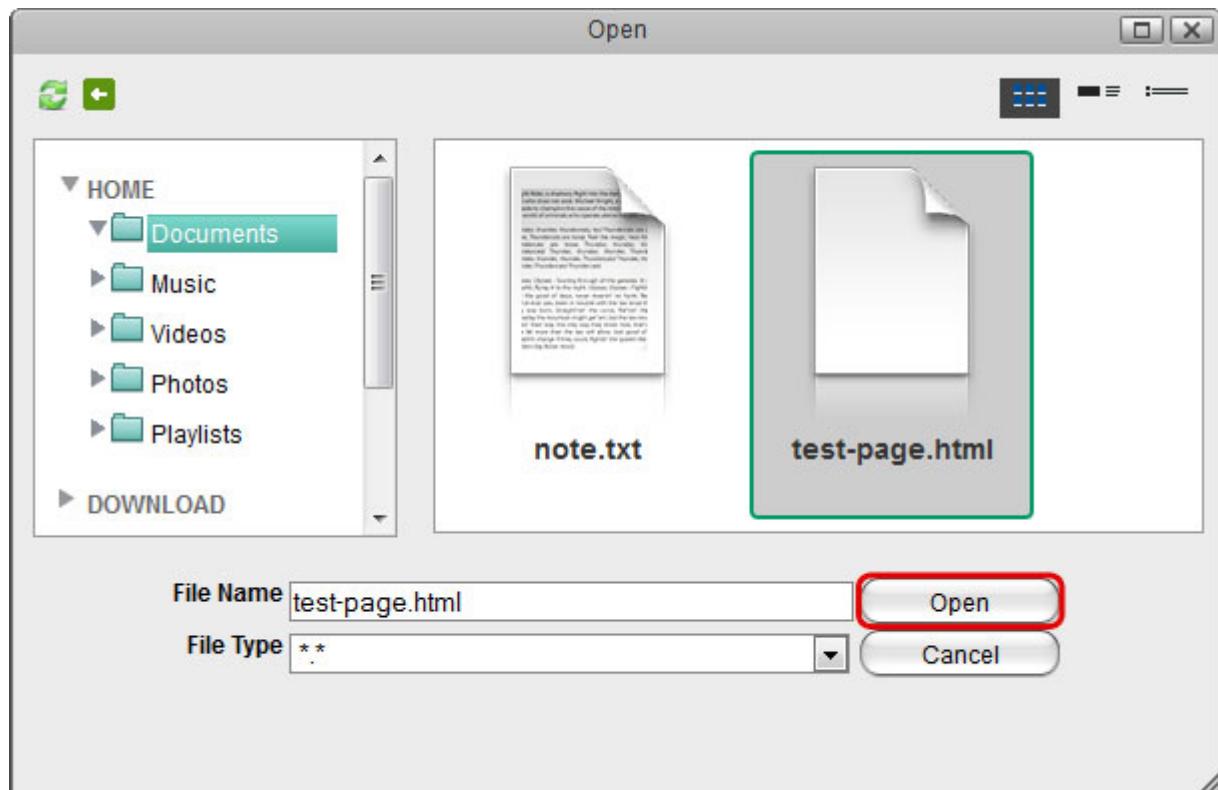
2. Locate and select the file you would like to open.



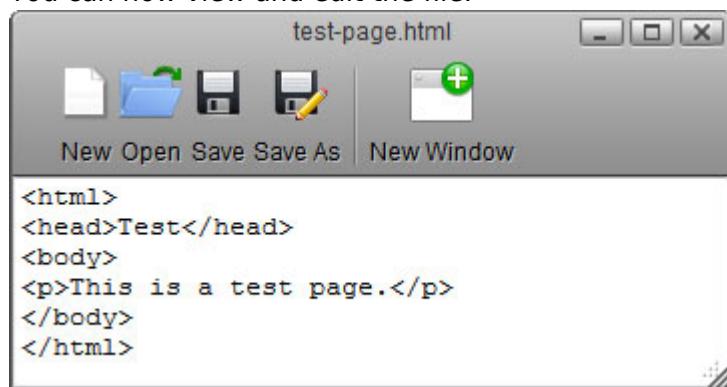
3. If the file extension of the file you are looking for does not end in ***.txt**, change the **File Type** to ***.*** in order to display all file formats.



4. Select the file and click **Open** to view and edit the file.



5. You can now view and edit the file.



To open a ***.txt** file you can also double-click on the file in the file explorer and it will automatically open the file in the text editor.

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