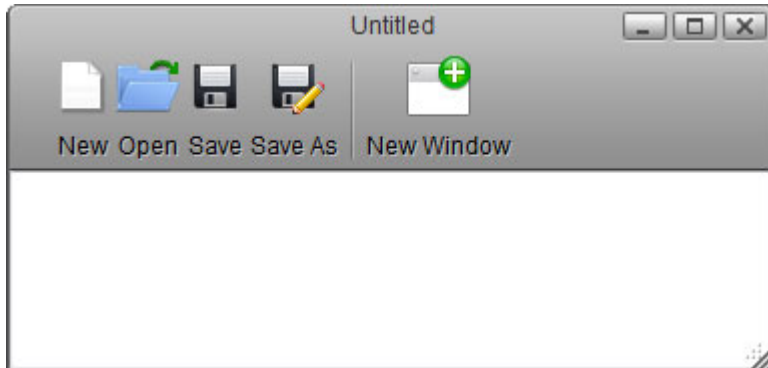








# Text Editor

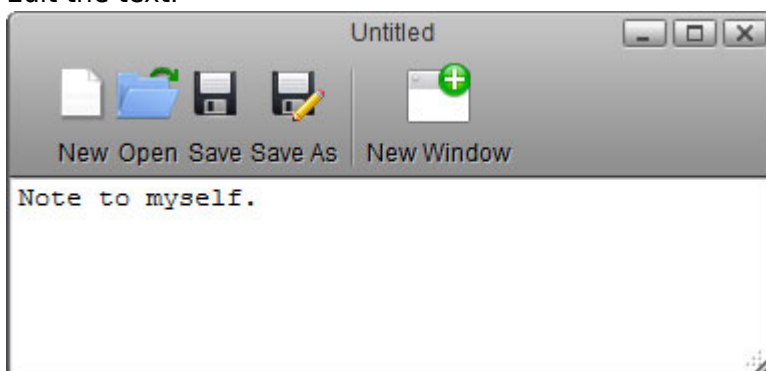
This simple text editor can be used to open and view documents (e.g. TXT, HTML, XML) or write some quick notes and save them as text files (\*.txt) on your network drive.




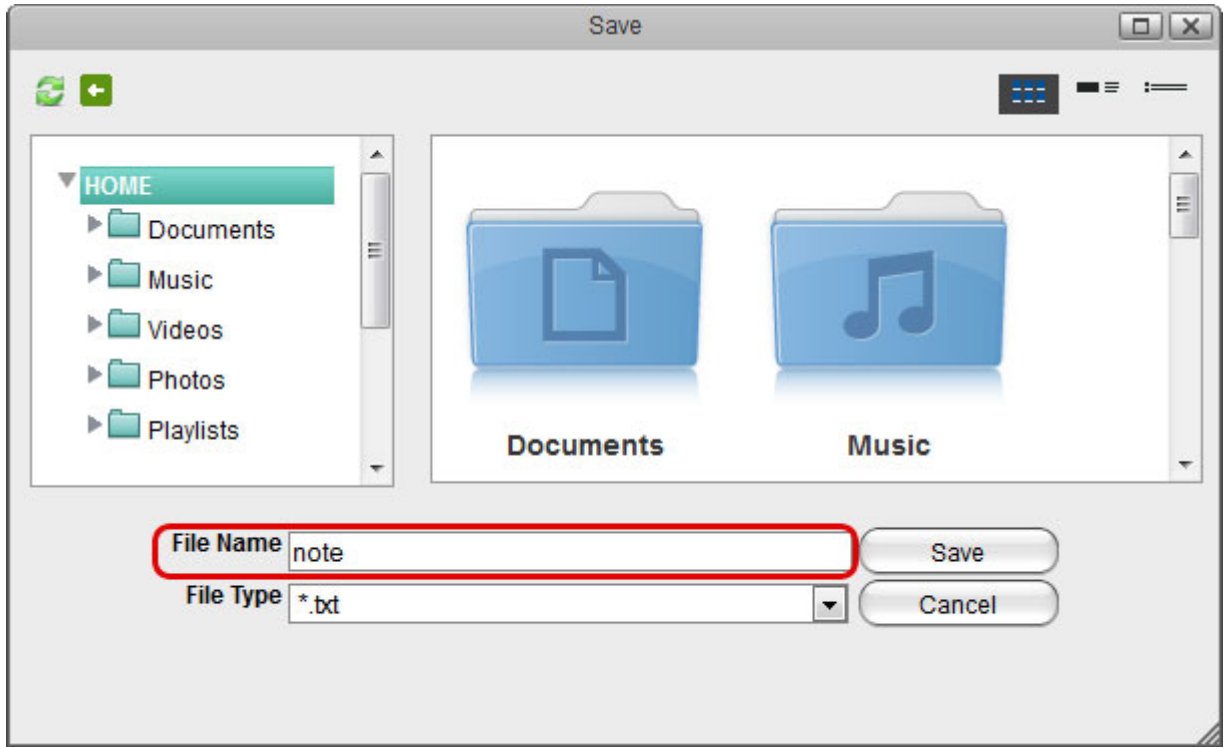
Button	Function	Description
	<b>New</b>	Start again with a blank text file. Make sure to save your current work first, so you don't lose any data, before you press this button!
	<b>Open</b>	Locate and open an existing text file.
	<b>Save</b>	Save the current text file.
	<b>Save As</b>	Save a copy of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

## Create New Text File

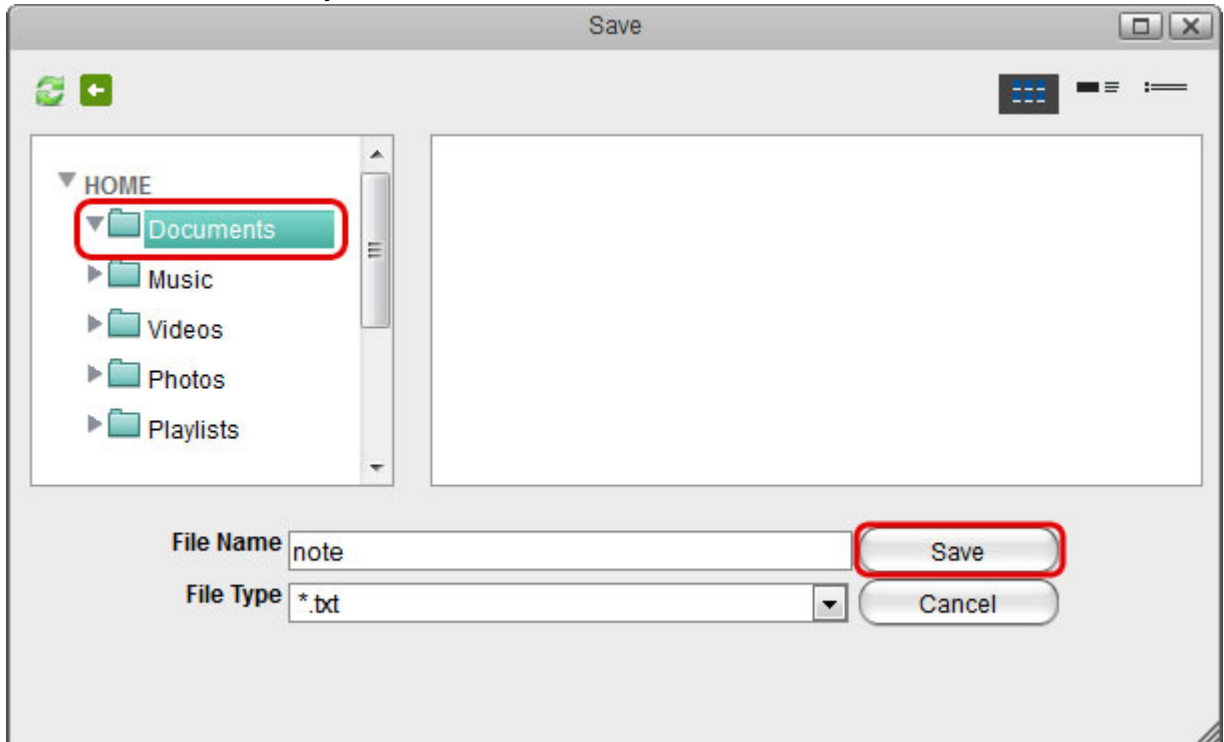
1. Click **New** 
2. Edit the text.




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

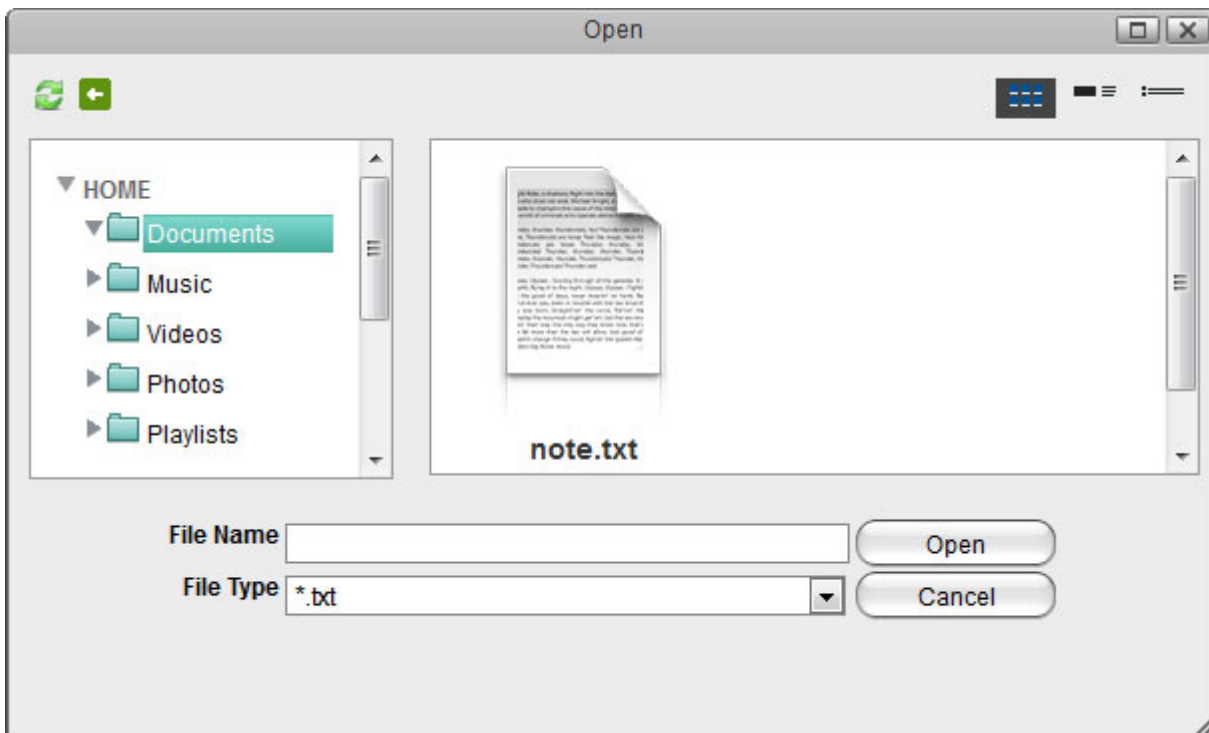


5. Select the folder where you would like to save the file and click **Save**.

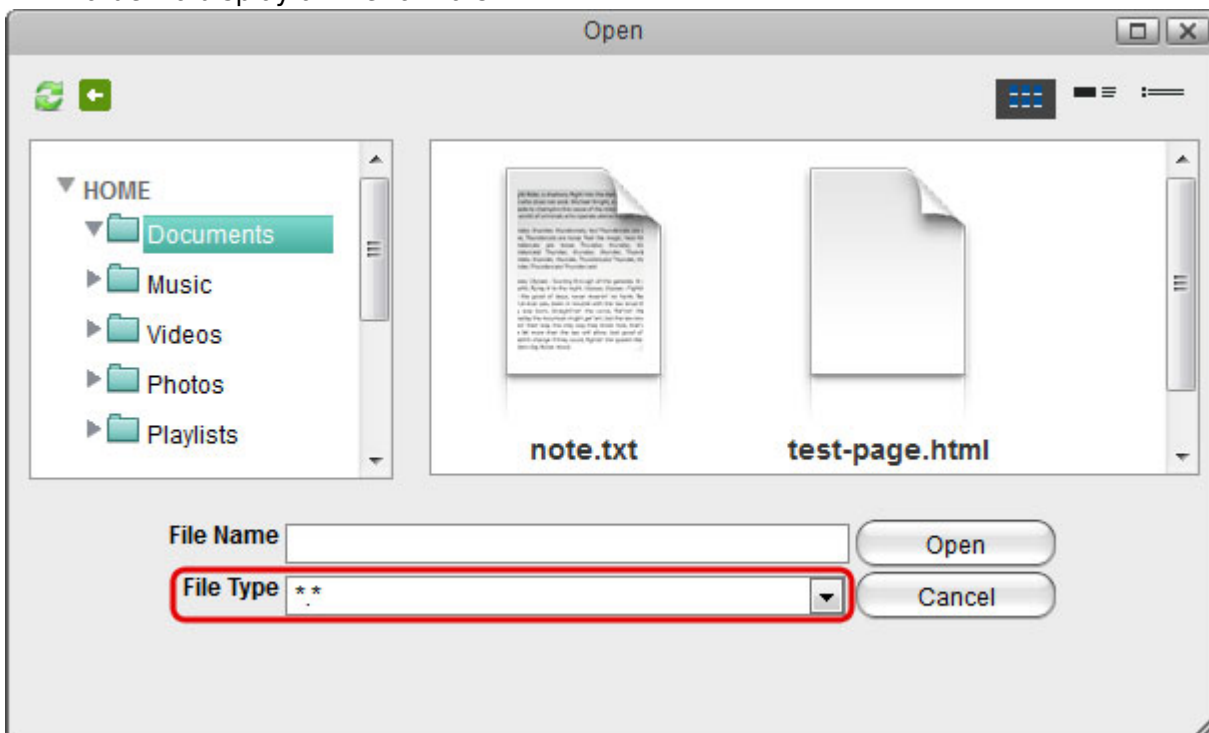


## Open Existing Text File

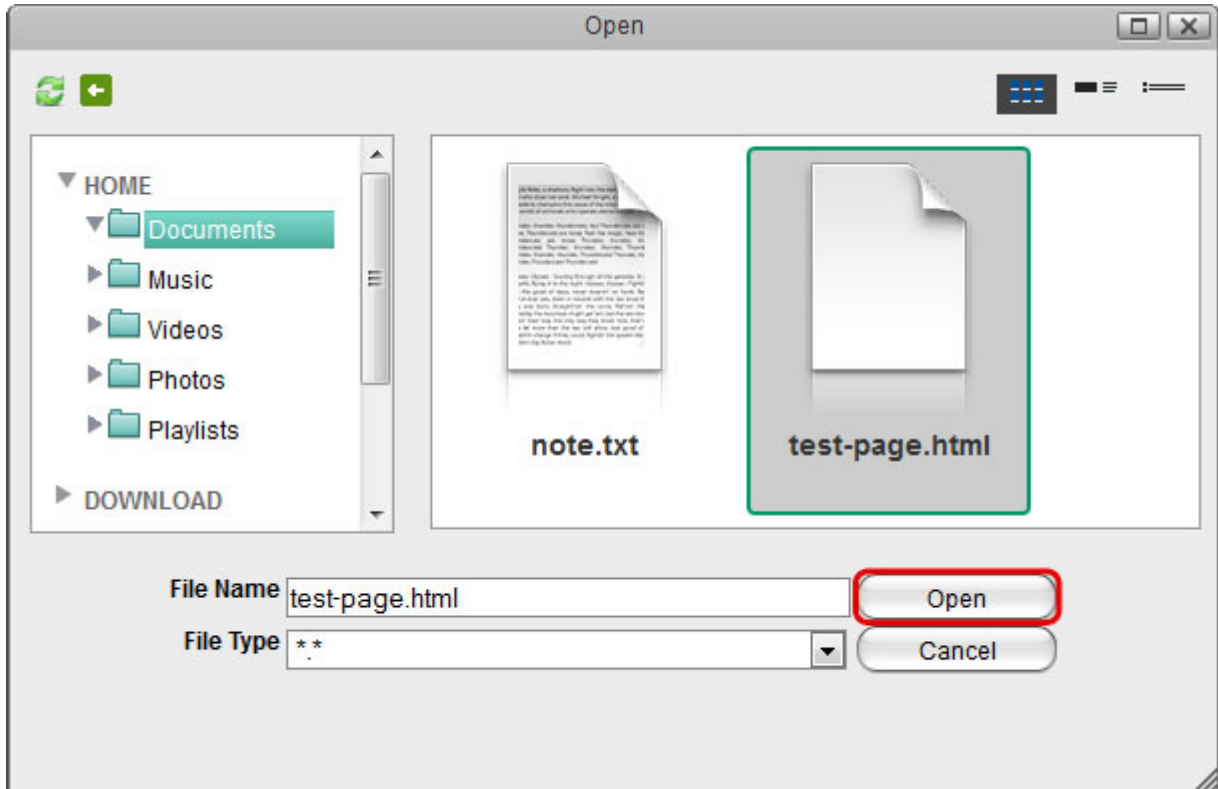
1. Click **Open** 
2. Locate and select the file you would like to open.



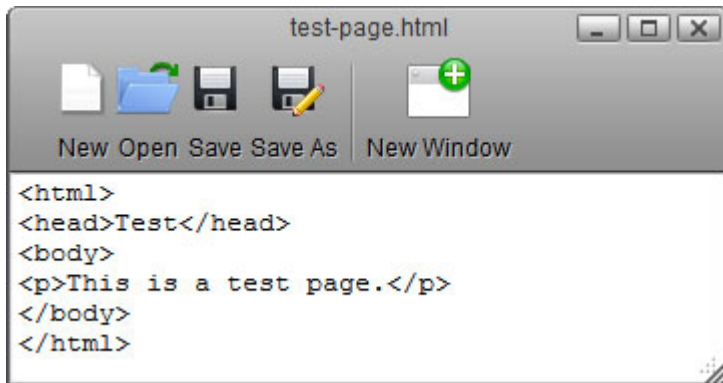
3. If the file extension of the file you are looking for does not end in **\*.txt**, change the **File Type** to **\*.\*** in order to display all file formats.



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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