

# DeskPad ~ User's Guide

DeskPad is an improved version of a classic Windows text editor. As such, using it will be familiar to most Windows users. Menu items that have counterparts in Windows Notepad have the same appearance and function. However, DeskPad has additional features, accessible from the menu. A new feature is Spell Checker which works in Windows 10 and Windows 11. Following is an explanation of each menu item.

## File Menu

**New** – It is not necessary to select this item before typing text. What it does is clear existing text after prompting the user to save or discard it.

**Open** – Select to open a text file.

**Save** – Select to save text to a file. You will be prompted for the name of a new file if the text has not previously been saved. If it has, the text will be saved directly to that file without prompting, overwriting it with your edited version. The character encoding of saved text is UTF-8.

**Save As...** Select to save text to a file. You will always be prompted to name a new file, or to select an existing file, in which case you will be asked if you want to overwrite it.

**Page Setup...** Select to set up page margins and orientation for printing.

**Print** – Select to output text to a printer.

**Exit** – Select to exit the program. You will be prompted to save text that has not been saved.

## Edit Menu

**Undo** – Select to undo the last edit.

**Cut** – Select to remove selected text from the window and copy it to the Windows clipboard. From there it can be pasted elsewhere in the text, into another file, or even into another application that supports pasting from the clipboard.

**Copy** – Select to copy selected text to the Windows clipboard, from where it can be pasted elsewhere in the text, into another file, or into another application that supports pasting from the clipboard.

**Paste** – Select to paste text from the Windows clipboard into the window. If text already exists in the window, the clipboard text is inserted into the existing text at the position of the caret (text cursor).

**Delete** – Select to delete selected text, or to delete the character at the position of the caret.

**Insert line breaks** – This item is available when **Word Wrap** is enabled in the Options menu. If it is, lines of text do not extend beyond the right border of the window but wrap to the next line. A wrapped line is not terminated but adjusts its length to the width of the window. Typing in that mode can lead to an illusion that text is formatted to the visible lengths of lines. However, that formatting is lost when the text is saved to a file. Selecting **Insert line breaks** terminates each visible line, so that line formatting is preserved when the text is saved to a file, and remains when the window is resized. **Insert line breaks** is a one-time operation which does not apply to lines subsequently typed, but that operation can later be applied to such lines.

Two type of line breaks are available. The first is LF or “Line Feed,” encoded in the text as a single invisible character having the hexadecimal value 0x0A. The other is CRLF or “Carriage Return, Line Feed,” encoded in the text as two invisible characters having the hex values 0x0D followed by 0x0A.

Besides using **Insert line breaks**, pressing the Enter key always terminates a line with a CRLF pair, and pressing Shift + Enter always terminates a line with a single LF character. In existing text, the type of break at the end of a line is displayed in the status bar when the caret is positioned at the end of the line.

**Find** – Select this item to open the dialog box to enter a word or string of text to search for.

**Find next** – Select this item or press F3 to highlight the next instance of the search string in the text.

**Replace** – Select this item to open the dialog box to enter a word or string of text to replace.

**Go To** – This item is enabled when Word Wrap is disabled. A dialog box prompts you to enter the number of a line to go to in the text.

**Select All** – Select this item to select all of the text, including text scrolled off the top or bottom of the window. Selected text can be subjected to the edit operations **Cut**, **Copy**, and **Delete**.

Portions of text can be selected by holding down the left mouse button while dragging the mouse cursor to the left or to the right. Another way is to hold down the Shift key and press a left, right, down, or up arrow key.

**Time/Date** – Select this item to paste the current time and date into the window at the position of the caret.

## Options Menu

**Font** – Select this menu item to activate the dialog box to select the font for the display of text and for printing.

**Retain window placement** – Select this item to save the current size and position of the window for subsequent sessions. This item is enabled by default.

**Spell Check** – Select this item to turn spell checking on. DeskPad uses Windows native spell checking and user dictionary. Misspelled words are flagged by wavy underlines, and auto-correct is active if it is turned on in the user’s settings in Windows, accessible by pressing the Windows key + I. To turn auto-correct on or off, select “Time & Language” in Settings, then “Language,” then “Spelling, typing & keyboard,” and turn “Autocorrect misspelled words” On or Off. “Highlight misspelled words” can also be turned On or Off. If DeskPad is running, it has to be restarted for a new Windows setting to take effect. A misspelled word can be edited to the correct spelling, or right-click the mouse pointer on the misspelled word for a popup list of suggestions to replace it. This item is enabled by default.

**Status Bar** – Select this item to display a status bar at the bottom of the window, showing current line, column, and total number of lines in the text. The status bar also displays the UTF-16LE code (the native character encoding of Windows) of the character at the position of the caret. When the caret is at the end of a terminated line, the status bar displays “LF” for a line terminated by a single linefeed character (0x0A), or “CRLF” for a line terminated by a carriage return, linefeed pair of characters (0x0D, 0x0A). At the end of a non-terminated line that wraps to the next line, “U-0020” is displayed, which is the code for a space. In that case, the “next” line is simply a continuation of the same line. **Status Bar** is enabled by default.

**Count wrapped lines** – Select this item, available only when **Status Bar** is enabled, for the status bar to count wrapped lines as more than one line. If this item is turned off, only “hard lines,” terminated by LF or CRLF, are counted. In that case, the number of columns is relative to the start of the line, not to the left border of the window. This item is enabled by default.

**Word Wrap** – Select this item to cause lines that extend to the right border of the window to wrap to a new visible line. If this item is disabled, a line being typed will scroll to the left when typing reaches the right border. In that

case, the window can be resized to make more of the line visible. Making the window less wide will make the part that extends beyond the right border invisible. **Word Wrap** is enabled by default.

## Help Menu

**User's Guide** – Select this item to open the current version of this Guide in the default web browser.

**About DeskPad** – Select this item to see the current version number.

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