



MODULE 2: Digital content creation for farm business promotion

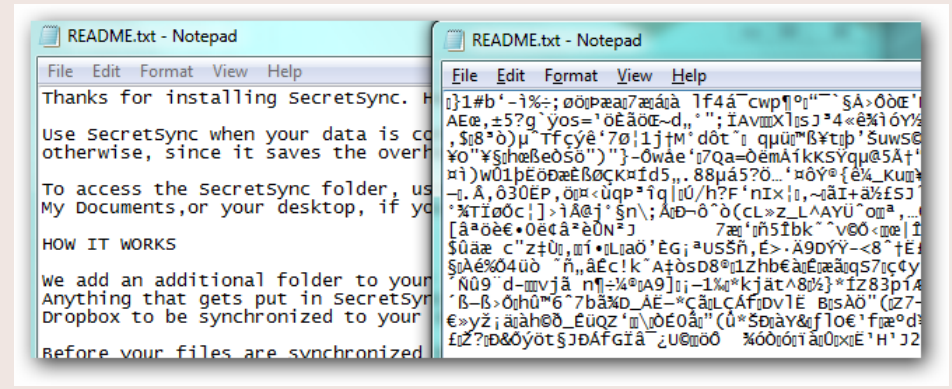
CONTENT 2: How to create a text file



Text file

A **text file** is a kind of computer file that is structured as a sequence of lines of electronic text.

It could be a simple plain text or have special formatting such as bolds and italics. Some types can even host images and other more complex media.



Source: Wikimedia Commons

Why to use a text?

The text files could be very useful to write letters, documents to be sign (e.g., authorization), descriptions of your farm, CVs and much more...

- PERSONAL USE
- PROFESSIONAL USE



Source: Freepik

Types of text file formats

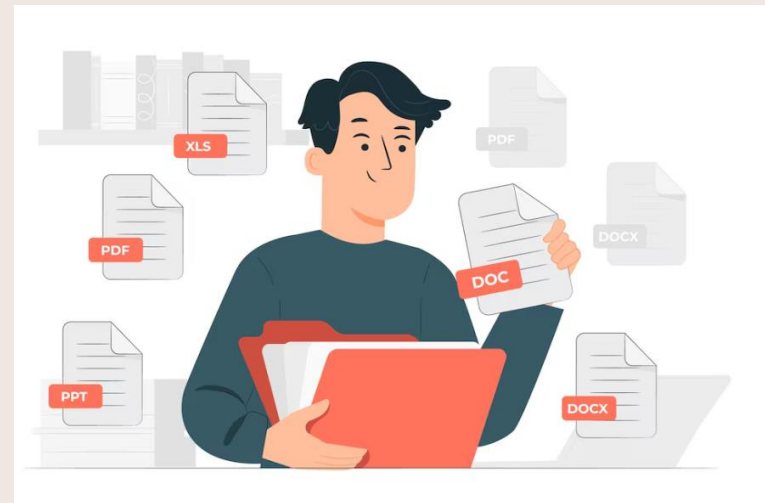
There are different text files format available, here some:

.DOC - popular word processing file created by Microsoft Word. .DOC files are commonly used for producing written documents such as letters, CVs and essays.

.PAGES - part of Apple's iWork, this is a text document and word processing file that is compatible with iOS and Mac OS.

.DOCX - standard file format for saving documents in Word.

.TXT - one of the most compatible and basic text file formats, used to create simple text documents with little to no formatting.



Source: Freepik

Advantages and disadvantages of text files

Advantages:

Simplicity. Text file formats are easy to use and create.

Easy to recover. Text files can be easier to recover if data corruption occurs.

Small and easily shareable. Text documents are often much smaller than other types of files, so they can be easily shared and stored.

Highly accessible. Basic text file formats can be easily opened by most computers and devices.

Disadvantages:

Lack of formatting. Unsuitable for visual projects or documents that require images and fonts.

Security. Some text-based file types can be susceptible to data theft and damage from malicious software.



Microsoft Word

Microsoft Word is a word processor developed by Microsoft.

Is one of the most famous software for writing.

It is both available for Windows and MAC.



VIDEO:

How to use Microsoft Word for beginners



<https://www.youtube.com/watch?v=S-nHYzK-BVg>

What is a PDF file?

A **PDF** is a document format that can contain both text formatting and images. Text files, meanwhile, often include plain text only. PDFs are also generally more secure than simple text formats.

PDF has been developed by *Adobe*. A text file can be converted in PFD and vice versa.



How to convert a PDF file in Word file?

1. Open a PDF file in Acrobat.
2. Click on the "Export PDF" tool in the right pane.
3. Choose Microsoft Word as your export format, and then choose "Word Document."
4. Click "Export."
5. Save your new Word file



How to convert a Word file in PDF file?

1. Open the file in Microsoft Word.
2. Convert Word document to PDF:
 - *On Windows, click the Acrobat tab, then click "Create PDF."*
 - *On Mac, click the "Create and Share Adobe PDF" icon.*
3. Save as PDF file: Select a folder for the exported file or click "Choose a Different Folder" and navigate to the appropriate folder. Then, rename your document and click "Save."



EXERCISE:

Imagine having to write a short description of your company to inform a customer who has requested written information. Open a Word sheet, write the description and transform the content from Word to PDF.

Useful links

- [Text file formats and how to use it](#)
- [What is a .TXT file](#)
- [PDF to Word](#)
- [Word to PDF](#)
- [Microsoft Word for beginners](#)
- [Microsoft Word - Download](#)



References

CONTENTS

- <https://shorturl.at/nCiNb>
- <https://shorturl.at/xsYJV>
- <https://shorturl.at/CKTDp>
- <https://shorturl.at/ftKMf>
- <https://shorturl.at/Jzd2J>
- <https://www.microsoft.com/en-us/microsoft-365/word>

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