

10

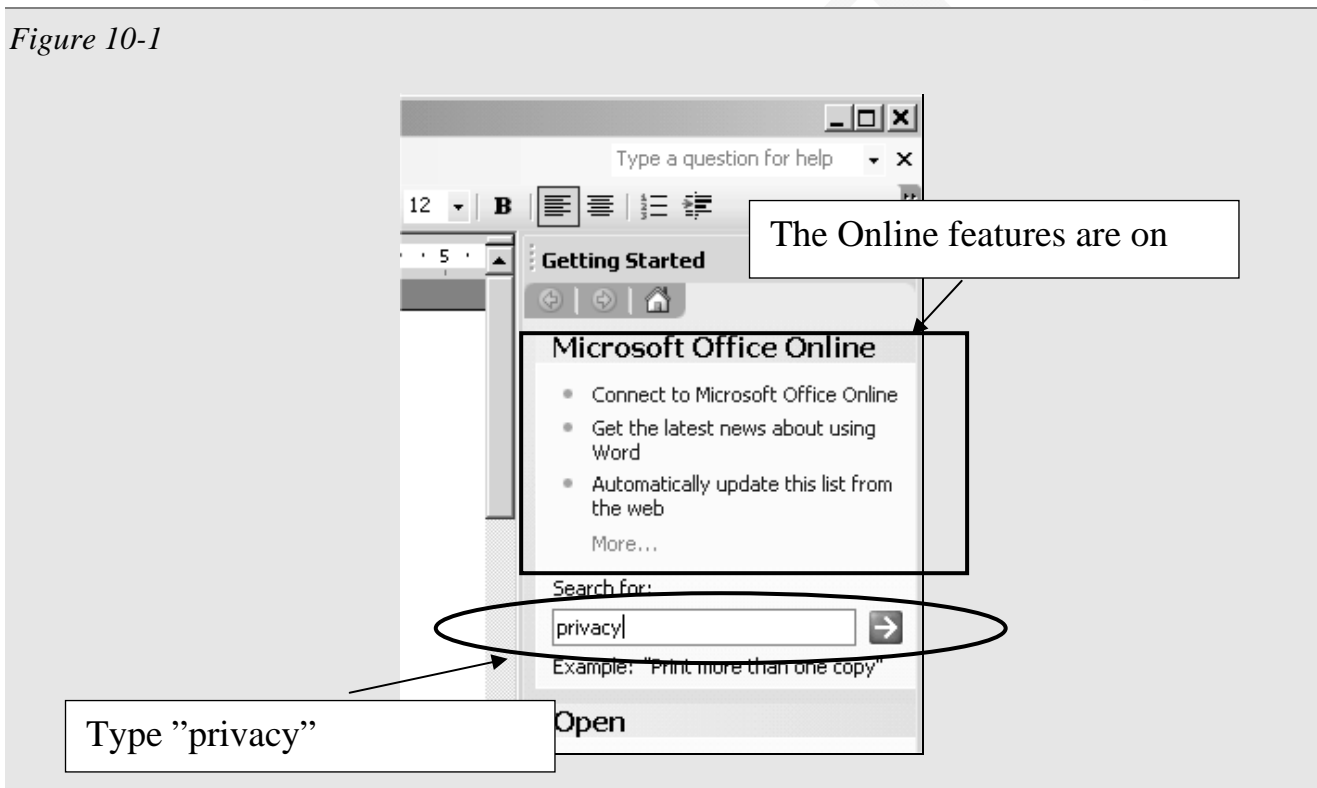
Capturing text for processing

When you're completing exercises with a word processor, it's not always necessary to type all the text yourself. Here we look at how to capture a larger piece of text to work with.

- 1 Open a new blank document.
- 2 In the Task Pane on the right, type "privacy" into the **Search for:** box, as shown in Figure 10-1 below:

(If the Task Pane is not visible, press the F1 key.)

Figure 10-1

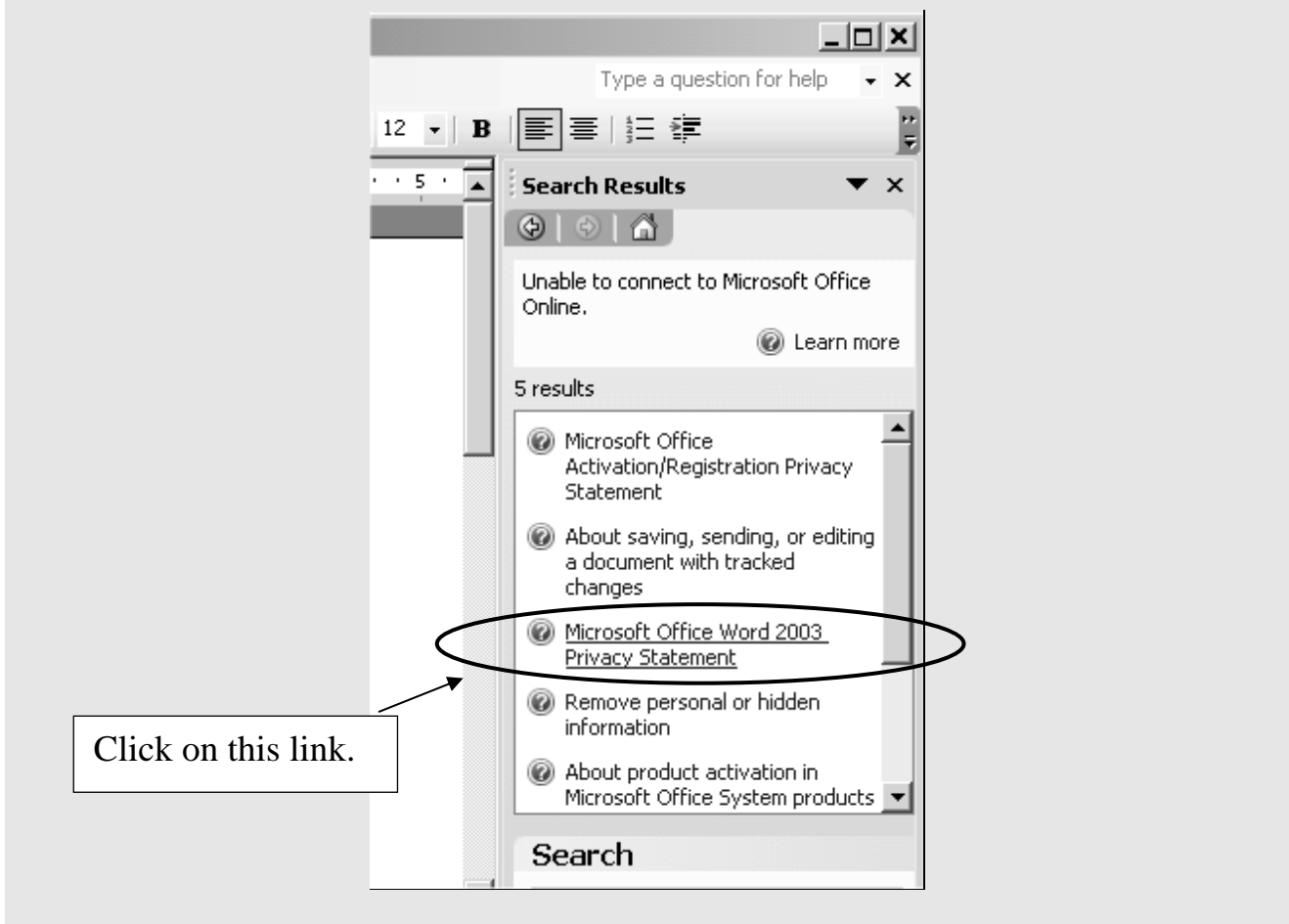


- 3 Press ENTER or click the arrow to the right from the **Search for:** box.

If the links under "Microsoft Office Online" are visible, the searching may take longer, especially if you're not connected to the Internet. You can learn how to turn this online feature off/on in *Appendix F: Setting Online features off*.

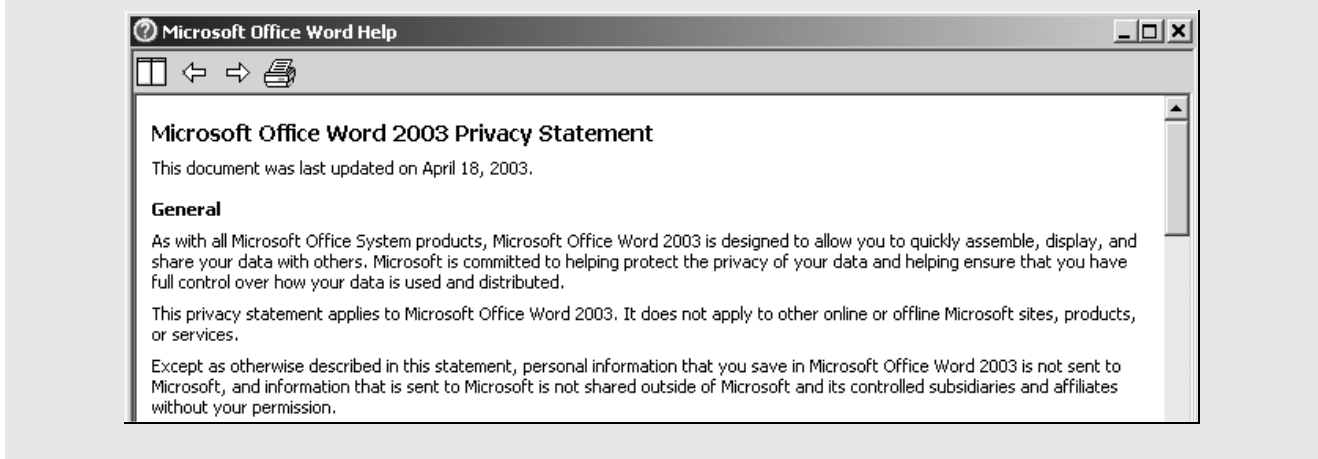
The **Search Results** list will appear as shown in Figure 10-2 below.

Figure 10-2



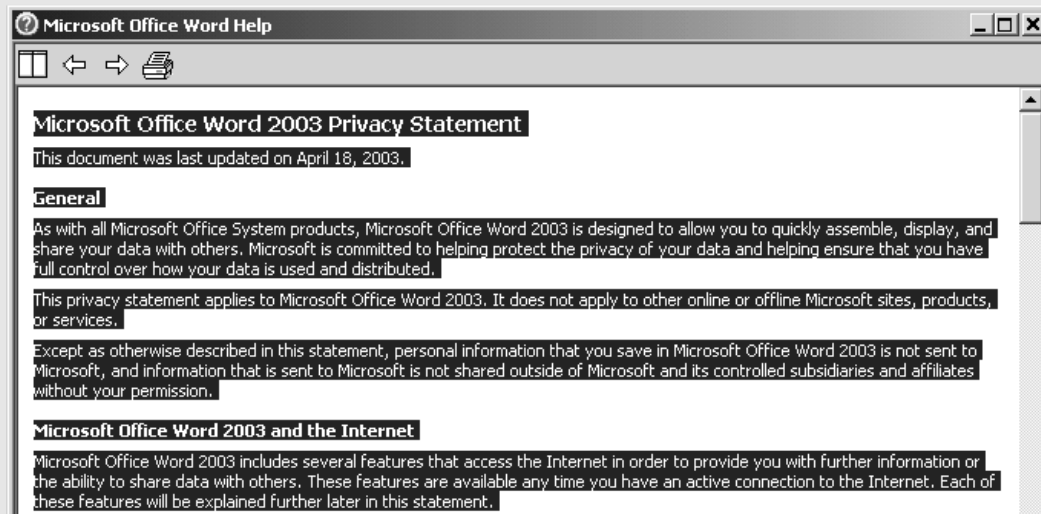
- 4 Click the link **Microsoft Office Word 2003 Privacy Statement**.
The Microsoft Office Word Help window will open:

Figure 10-3



5 Click CTRL+A. The text will be selected as in Figure 10-3 below:

Figure 10-4



- 6** Press CTRL+C. The text is copied to the clipboard.
- 7** Close the Microsoft Office Word Help window and the Task Pane.
- 8** Press CTRL+V. The text is copied to the document. The cursor is blinking at the end of the text.

Figure 10-5

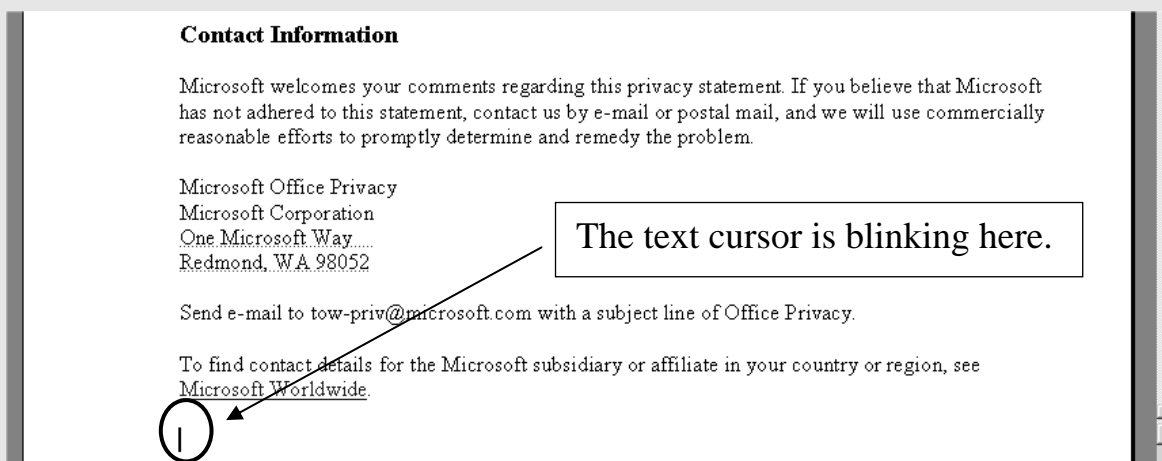
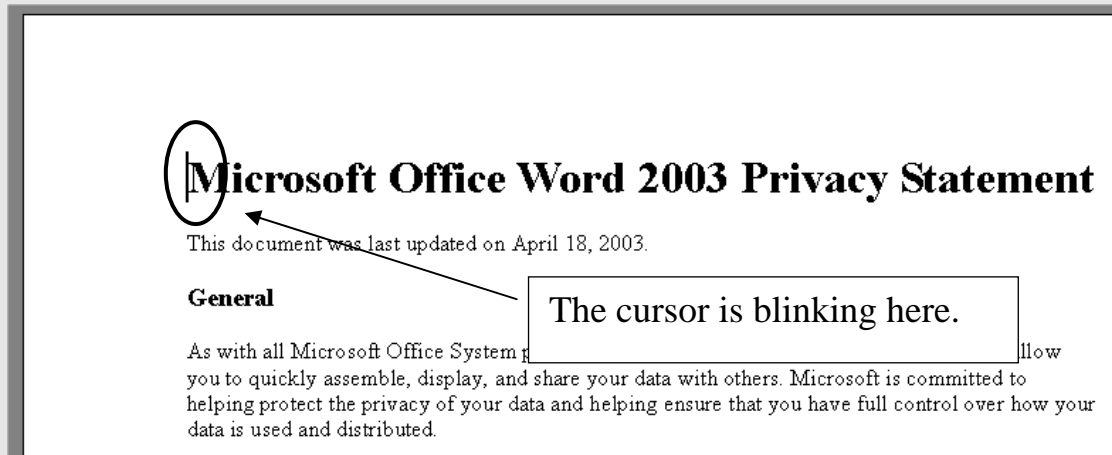
**9** Press CTRL+HOME.

Figure 10-6



(Note: Depending on the setting of the margins, the text may be adjusted differently on your screen, but that doesn't matter here.)

In many exercises to come, we'll perform this same trick to quickly transfer text into the current document. So learn it properly. When it is needed, this advice will be used:

Fetch a piece of text from the Word Help into the current document, as shown in "*10 Capturing text for processing*".

Now we'll continue with this exercise.

- 10** Type the following text (or whichever text you prefer) onto the document.

Here we are...

- 11** Press ENTER.

Figure 10-7

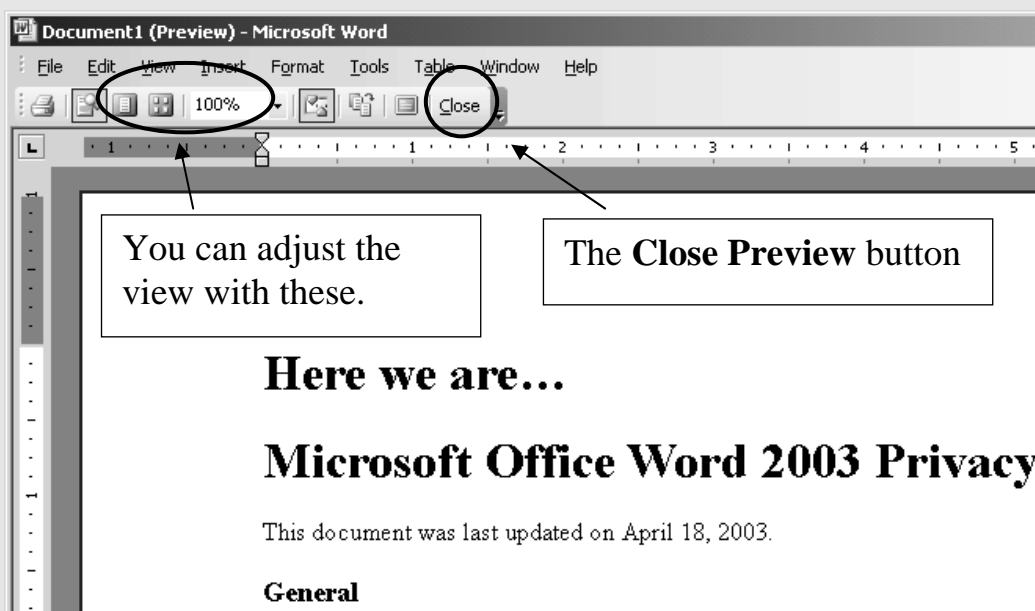


12 Click the **Page Preview** button, as shown in Figure 10-5 above.

You'll see the document in the form it will be printed.

You can play with the preview window if you like. And you can print a part of the document so you'll see that it is really under your control. (Note that the document consists of several pages.)

Figure 10-8



- 13** Click the **Close Preview** button.
- 14** Close the document without saving.

Summary

It's convenient to capture larger texts from *Help*, for example. That way you don't need to type all training material yourself.

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