

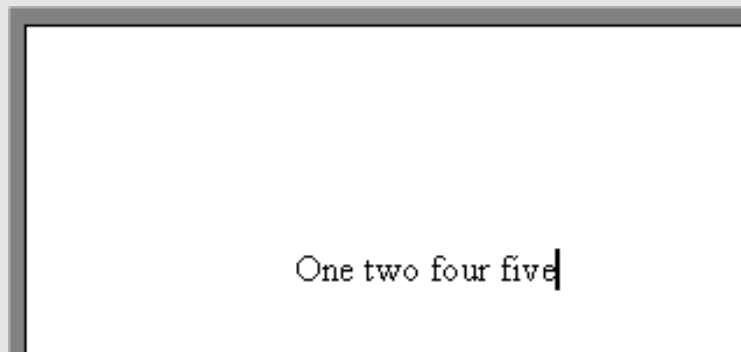
4

Inserting a letter or word

Introduction to turning the Overtyping Mode on or off.

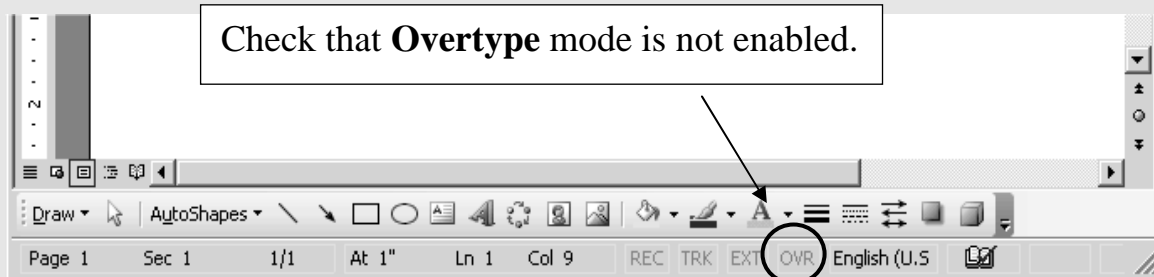
- 1 Open a new blank document.
- 2 Write the text in Figure 4-1 (yes, leave out the word “three”):

Figure 4-1



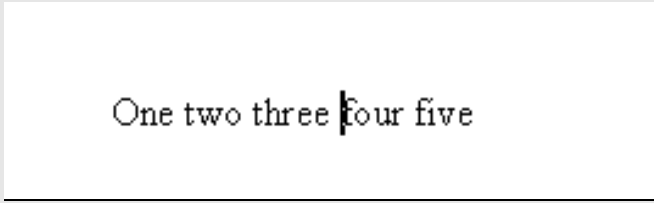
- 3 On the **Status** bar, check that the **Overtyping** mode is not enabled (in other words, it reads “OVR” in grey, not in black, as shown in Figure 4-2).

Figure 4-2



- 4 Click between the words “two” and “four” so that the text cursor is blinking.
- 5 Type the word “three” and notice how the text scrolls out of the way as you’re typing. This is the “normal” mode in which you can insert as much text as you wish.

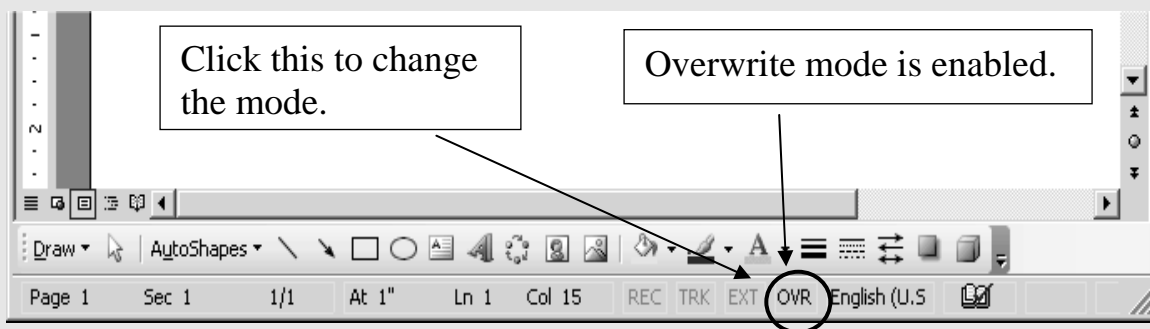
Figure 4-3



One two three four five

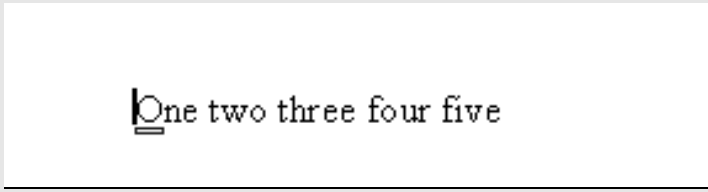
- 6 Double-click on the OVR button indicating the current mode on the **Status** bar. Check that it reads “OVR” in black, not in grey, as shown in Figure 4-4:

Figure 4-4



- 7 Click on the first letter of the word “One” so that the text cursor is blinking in front of the word “One”, as in Figure 4-5:

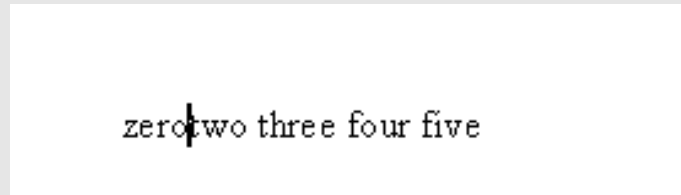
Figure 4-5



One two three four five

- 8 Type the word “zero”. Note that the text no longer scrolls out of the way.

Figure 4-6



- 9 Close the document.

Summary

Turning the Overtyping Mode on or off

With the mouse:

On the **Status Bar**, double-click the **OVR** button indicating the current mode in order to switch to the other mode:

OVR

The overtype mode is turned off. Double-click **OVR** to turn overtype on.

OVR

The overtype mode is turned on. Double-click **OVR** to turn overtype off.

With the keyboard:

Press the **INSERT** key to turn the overtype mode on or off. The current mode is displayed on the **Status bar**.