

7

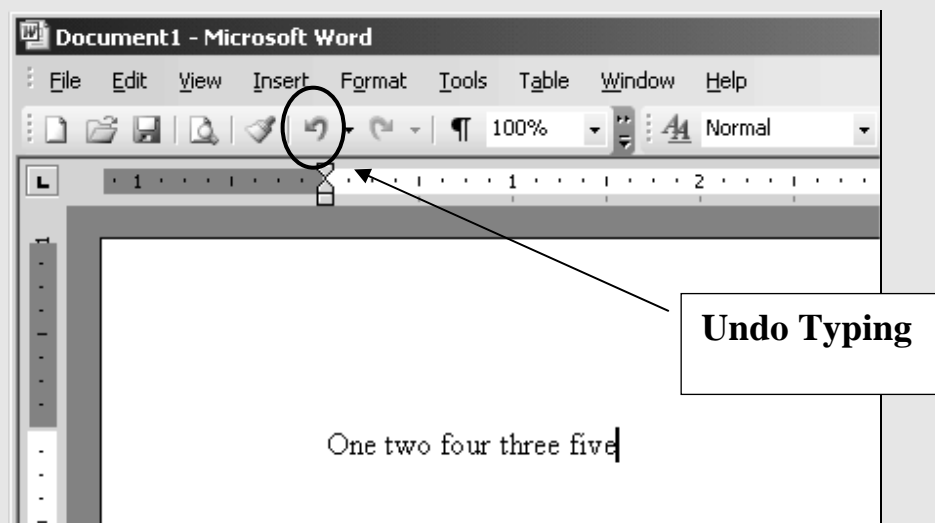
Dragging and dropping

Here we'll see how to copy and move pieces of text rapidly.

- 1 Open a new blank document.
- 2 Type the following text:

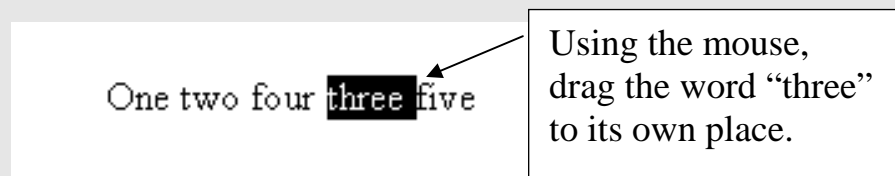
One two four three five

Figure 7-1



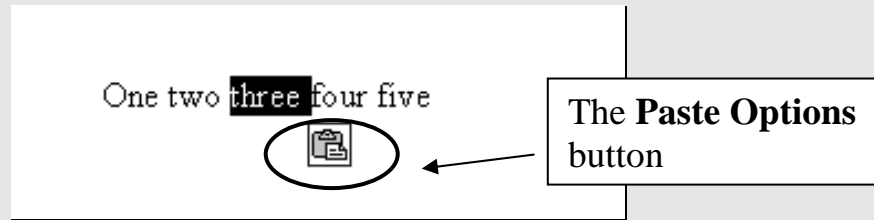
- 3 Double-click on the word "three" so that it becomes selected.
- 4 Now, using the mouse, drag the word "three" to its right place. This is not an easy task for a beginner, so practice until you can do it confidently. You can get the word back to its original place by clicking the **Undo Typing** button.

Figure 7-2



Now the **Paste Options** button may appear:

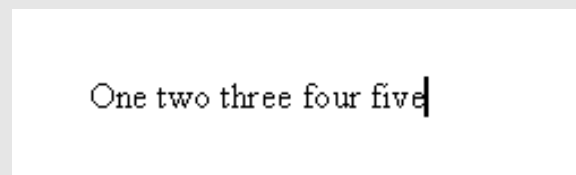
Figure 7-3



The **Paste Options** button disappears by pressing the ESC key. You can learn how to turn off the **Paste Options** button altogether, if needed, in *Appendix E*.

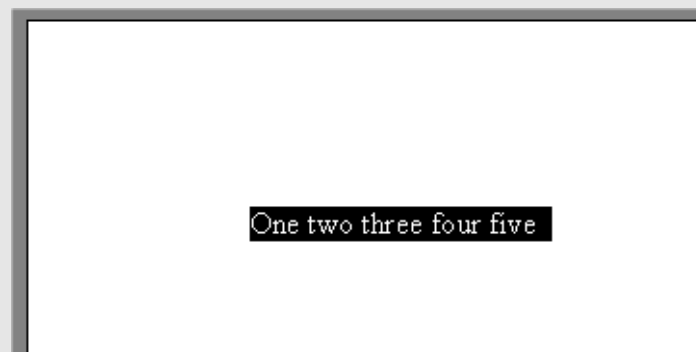
- 5 Click somewhere on the white area so that the selection disappears and the cursor is blinking after the text.

Figure 7-4



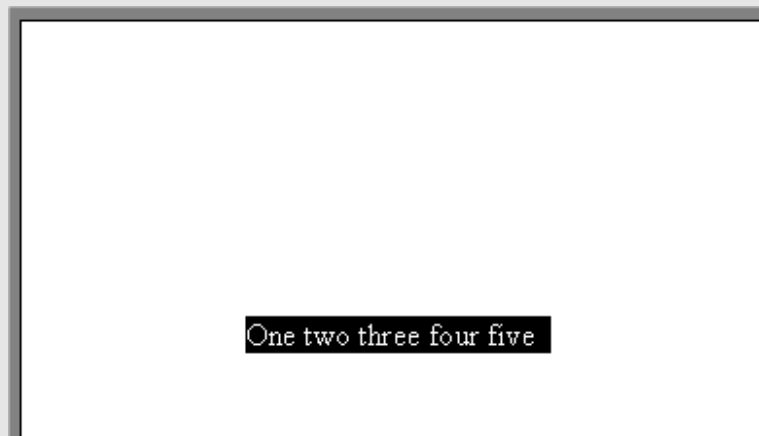
- 6 Press ENTER four times so that several empty lines appear below the text.
- 7 Click three times on the text line so that the whole text becomes selected.

Figure 7-5



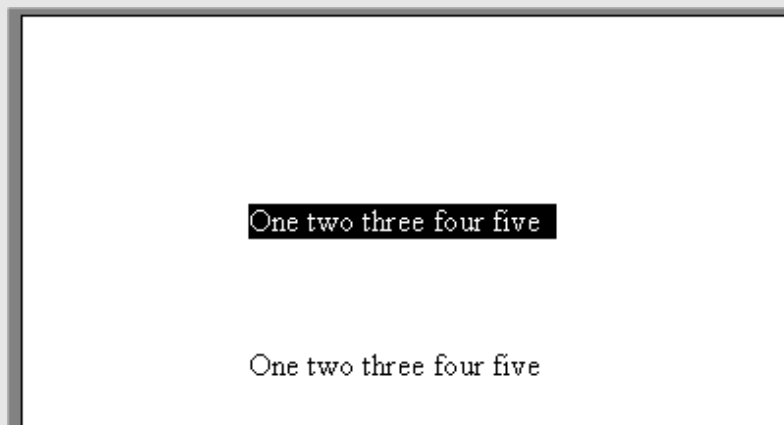
8 Now you can drag the whole sentence downwards in the document.

Figure 7-6



- 9** While the whole text is still selected (if it's not, click three times), press the CTRL key and hold it.
- 10** Drag the whole sentence upwards. Now there appears a copy of the line.
- 11** Release the CTRL key.

Figure 7-7



12 Practice these things a little with your own texts so that you'll remember them and will be able to use them confidently.

13 Close the document.

Summary

Copying or moving a piece of text is often accomplished more quickly by using the mouse.

Draft