

8

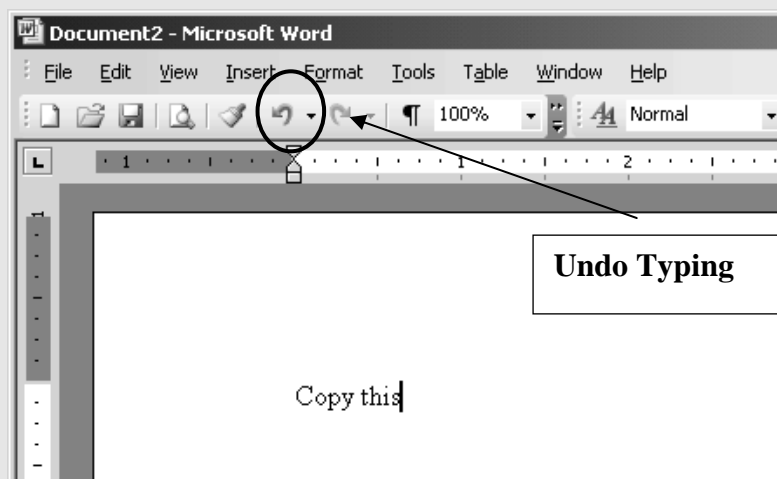
Using the clipboard

A brief introduction to using the clipboard

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

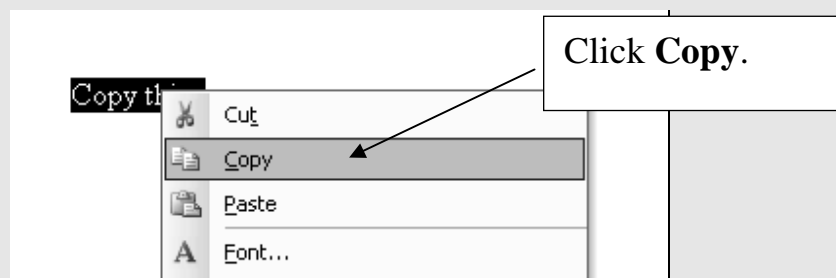
Copy this

Figure 8-1



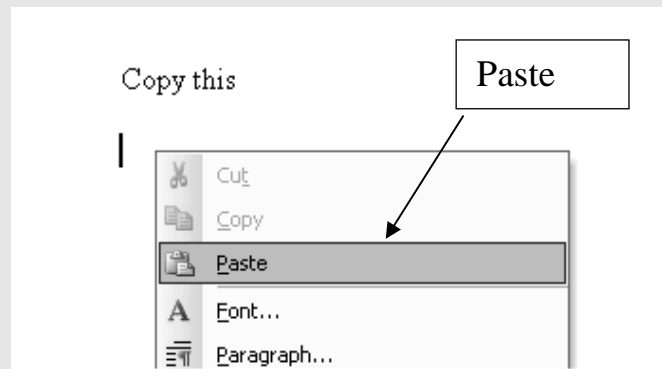
- 3 Click three times so that the whole sentence is selected.
- 4 Right-click on the selected area. A context menu will appear. Click on **Copy**.

Figure 8-2



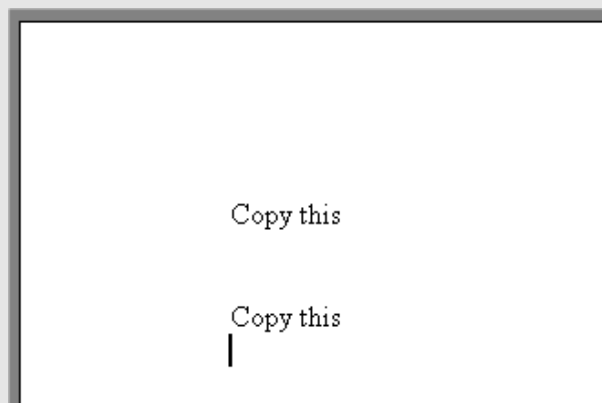
- 5 Click somewhere on the white area so that the cursor is blinking after the text.
- 6 Press ENTER four times so that several empty lines appear below the text.
- 7 Right-click on some of the new empty lines, and click on **Paste** on the menu.

Figure 8-3



Now the sentence is copied to a new place.

Figure 8-4

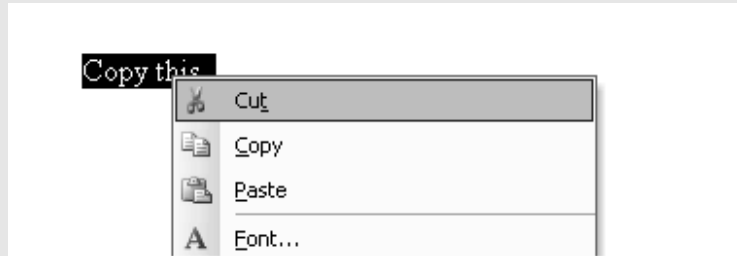


When the sentence was copied it was inserted into the **clipboard**. That is a memory area where it is possible to put a copy of pieces of a document to be reused.

- 8 Click **Undo Typing**.

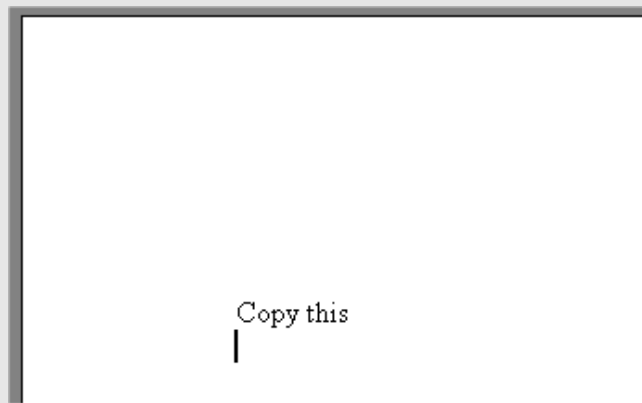
- 9 Click three times on the first sentence so that the whole sentence is selected.
- 10 Right-click on the selected area. Click on **Cut** on the context menu.

Figure 8-5



- 11 Right-click on some of the new lines and choose **Paste** from the context menu.

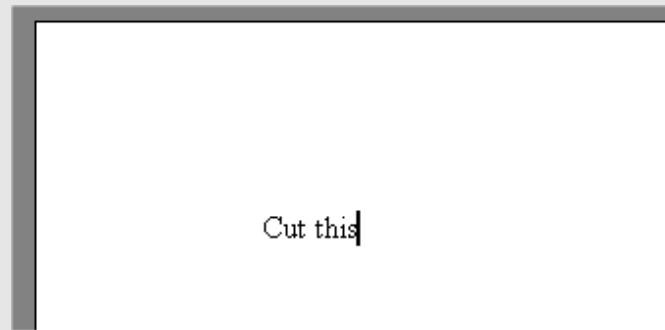
Figure 8-6



So the “cut” operation means that we want to remove a piece of text from one place and insert it in another.

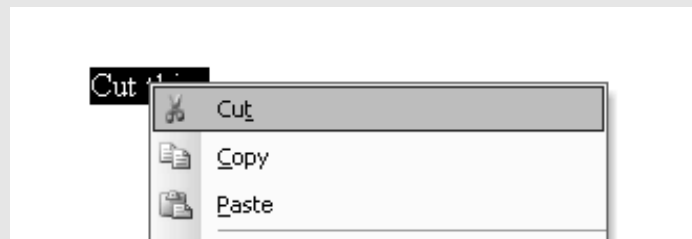
- 12 Click **Undo Typing**.
- 13 Type the words “Cut this” on the document as shown in the figure below:

Figure 8-7



- 14 Click three times on the sentence so that the whole sentence is selected.
- 15 Right-click on the selected area. A context menu will appear.

Figure 8-8



- 16 Click on **Cut** on the context menu.
- 17 Close the document without saving.

All the information about the document and its content are gone. Only the cutting in the clipboard is left but it has now nothing to do with the closed document. It is only a copy of the content.

Only the program window now remains:

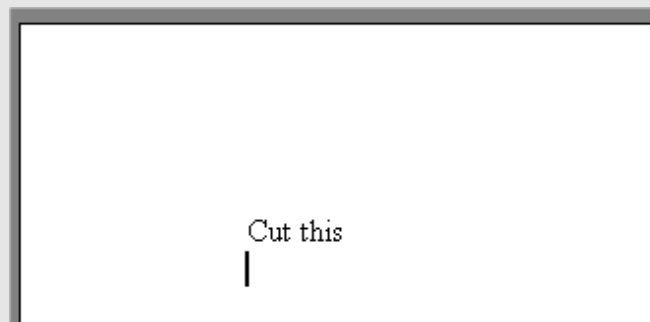
Figure 8-9



18 Open a new blank document.

19 Right-click with the mouse and select **Paste**. The text from the clipboard will appear:

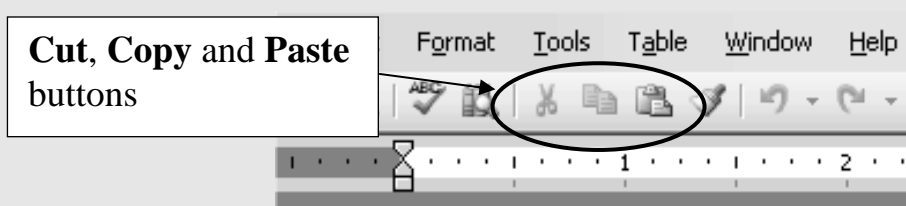
Figure 8-10



Here we see that the clipboard is independent of the documents. From the clipboard you can also transfer pieces to other documents.

20 On the Standard toolbar there are buttons for these operations. Do the same exercises as above by using the buttons on the toolbar.

Figure 8-11



21 Close the document.

Summary

The clipboard is a tool you always have available to copy or move text.

Draft