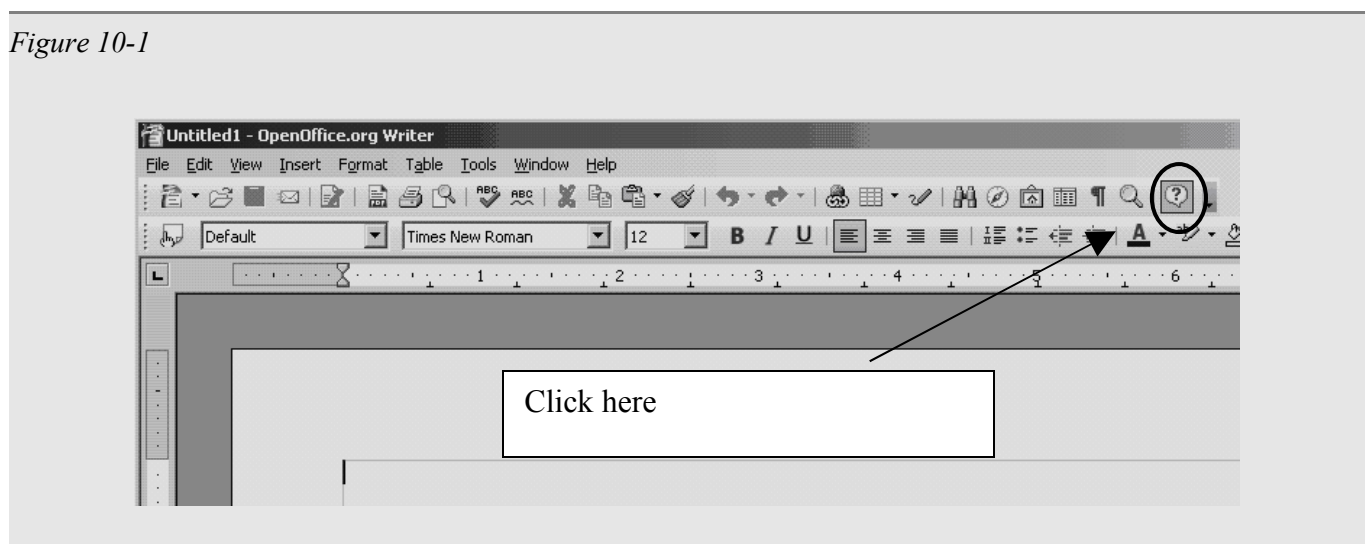


10 Capturing text for processing

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.

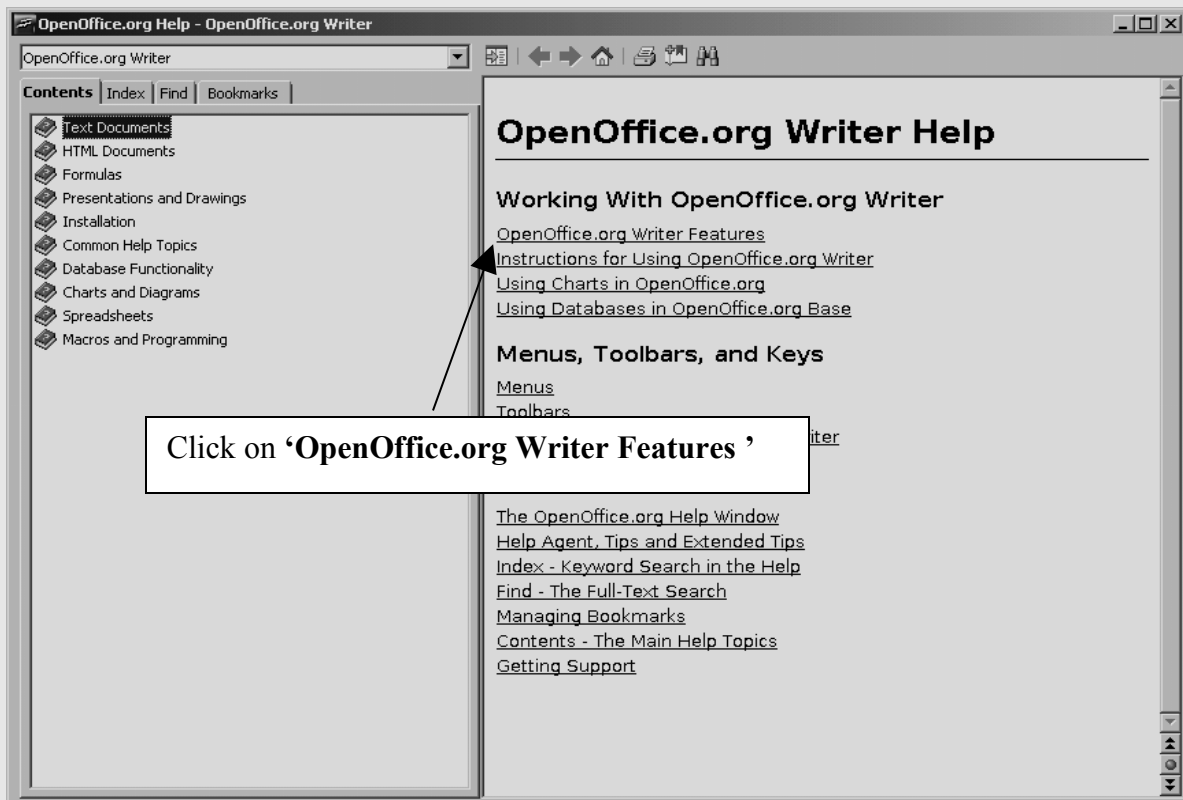
- 1 Open a new blank document.
- 2 Click the **Help** icon on the Standard toolbar. Look at Figure 10-1:

Figure 10-1



A window will appear as shown in Figure 10-2:

Figure 10-2



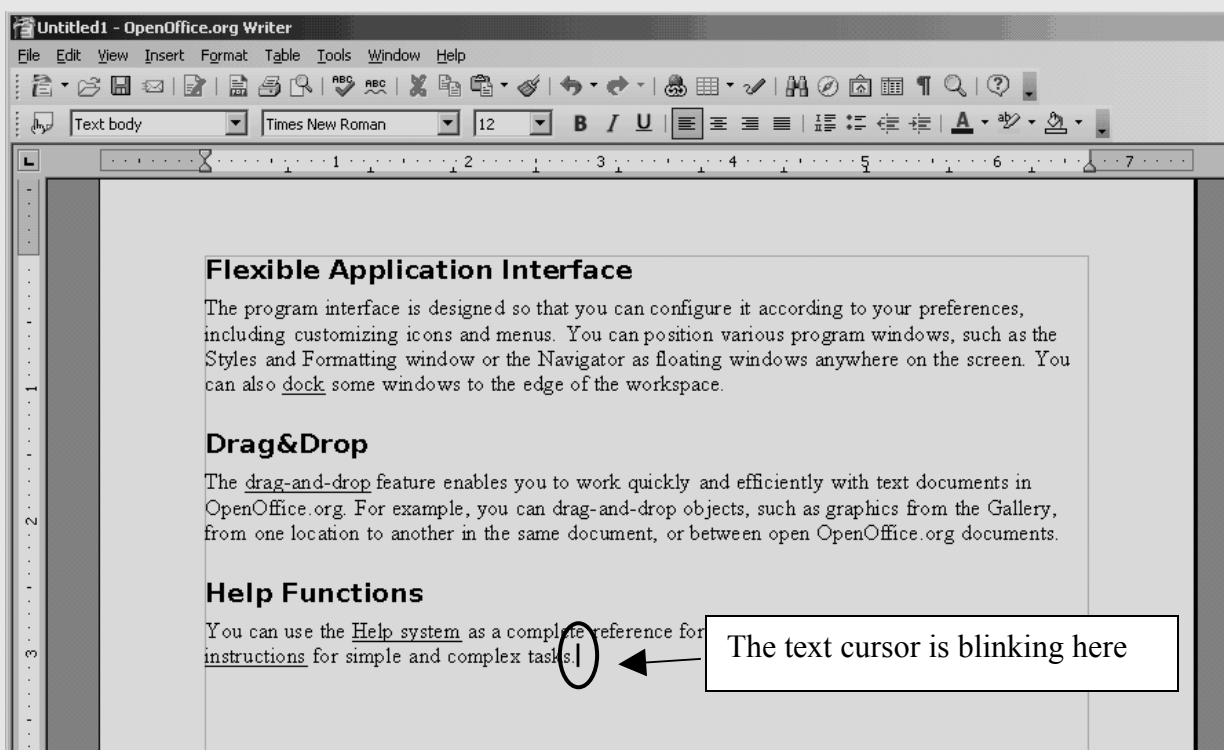
3 Click the first link on the right: ‘OpenOffice.org Writer Features’ .

Figure 10-3



- 4 Click somewhere on the right side. For example, after the word 'Writing'.
- 5 Click *Ctrl+A*. The text will be selected as in Figure 10-3 above.
- 6 Press *Ctrl+C*. The text is copied to the clipboard.
- 7 Close the help window.
- 8 Press *Ctrl+V*. The text is copied to the document. The cursor is blinking at the end of the text.

Figure 10-4



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 we'll use this kind of advice:

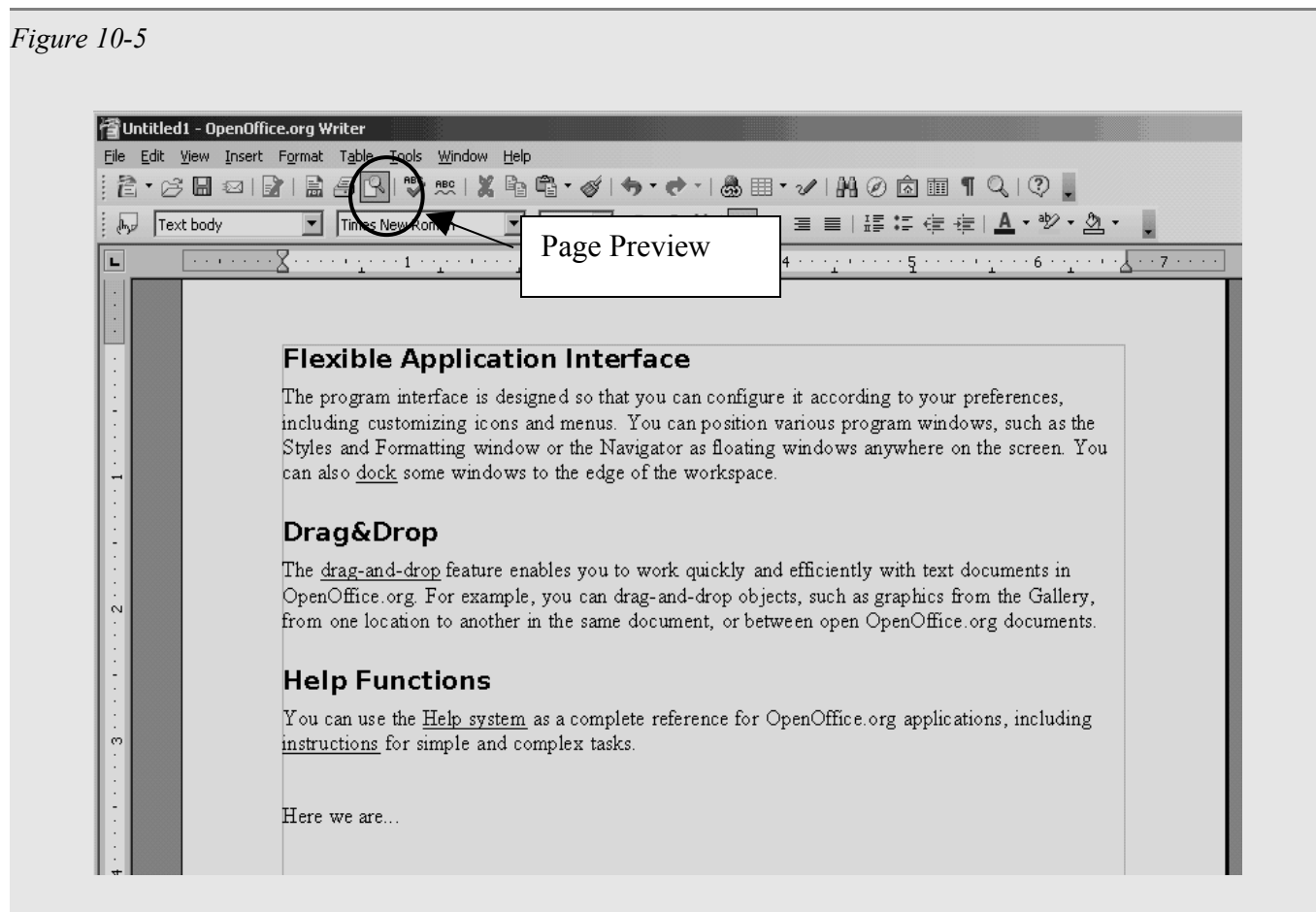
Fetch a piece of text from the Writer Help into the current document as shown in '10 Capturing text for processing'.

Now we'll continue with this exercise.

- 9 Press *Enter* twice and type the following text (or whichever text you prefer) onto the document.

Here we are...

Figure 10-5



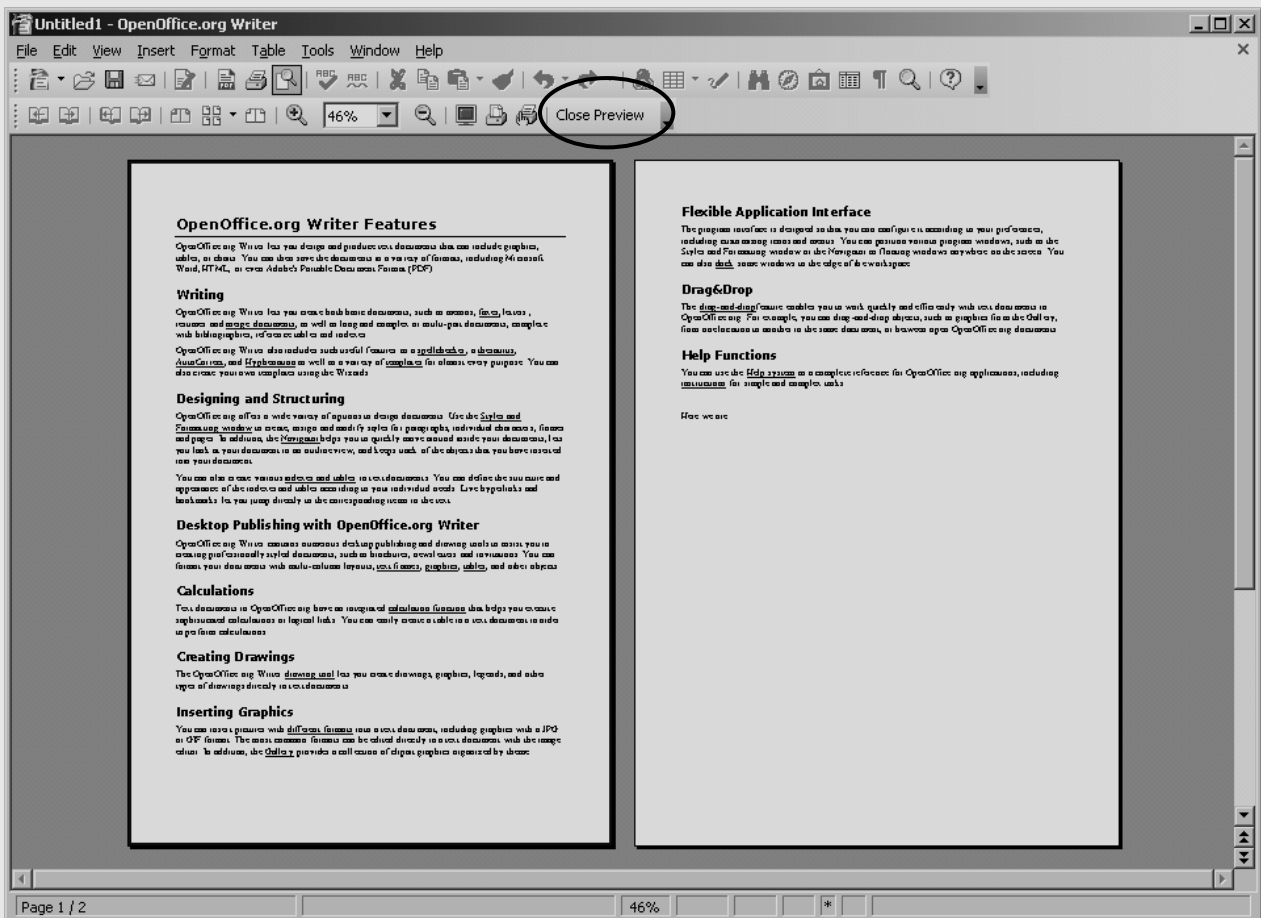
- 10 Click the **Page Preview** icon as shown in Figure 10-5 above.

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 the document so you'll see that it is really under your control.

And by the way, you can even read the text of the document. These are useful things to know and remember.

Figure 10-6



11 Click Close Preview.

12 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.