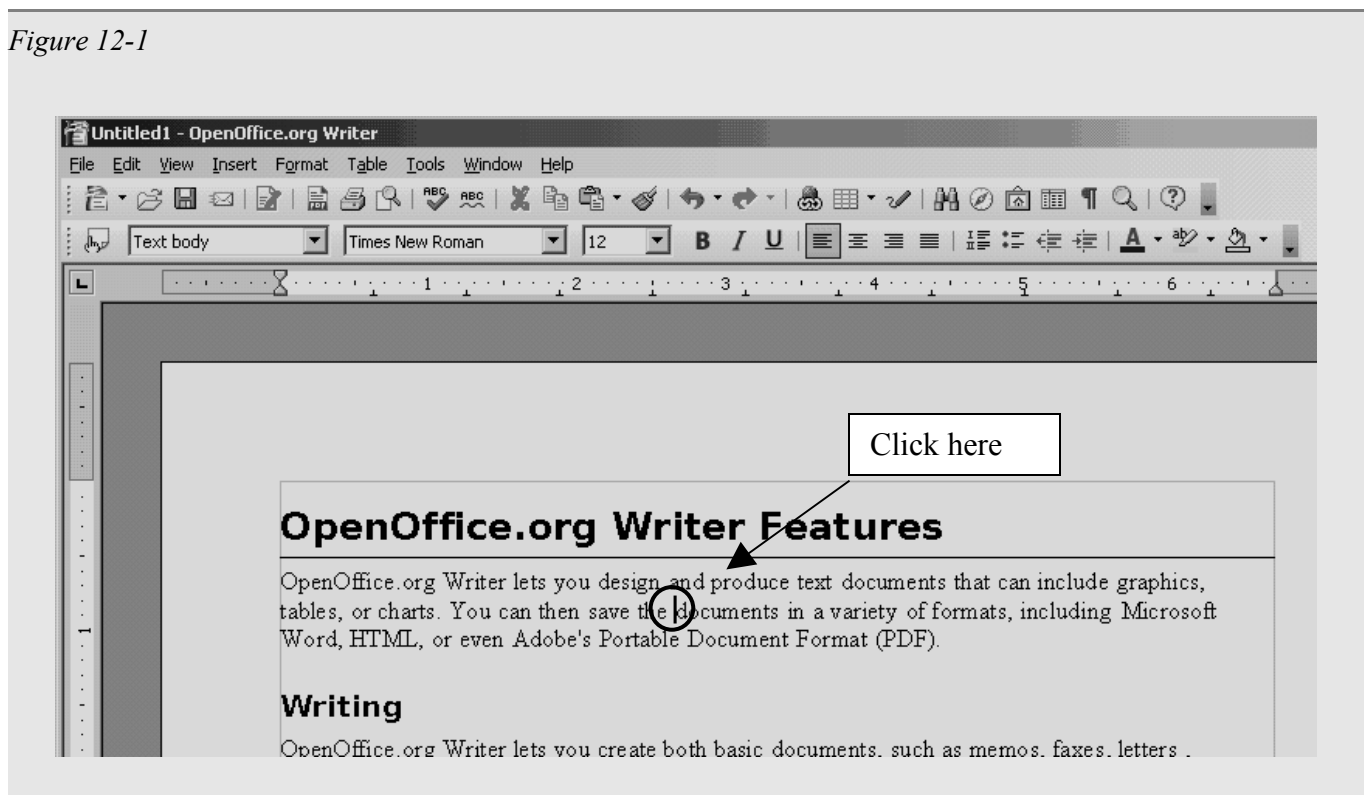


12 Selecting a text area

The basic ways to select a piece of text for processing.

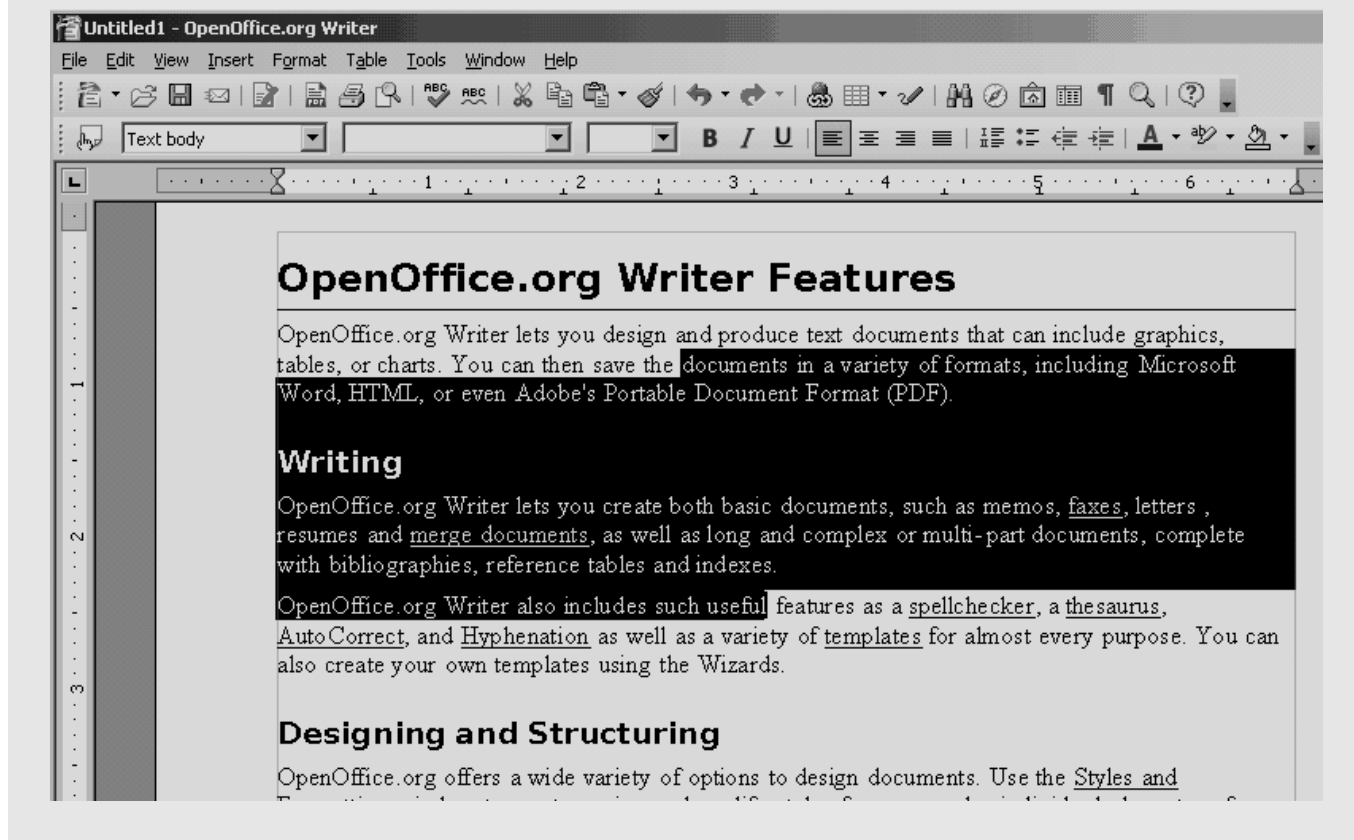
- 1 Open a new blank document.
- 2 Fetch a piece of text from the Writer Help into the current document as shown in '10 Capturing text for processing'.
- 3 Press *Ctrl+Home*.

Figure 12-1



- 4 Click between the words 'the' and 'documents' as shown in Figure 12-1 above.
- 5 Press the *Shift* key down and hold it there.
- 6 Click between the words 'useful' and 'features' as shown in Figure 12-2. Release the *Shift* key.

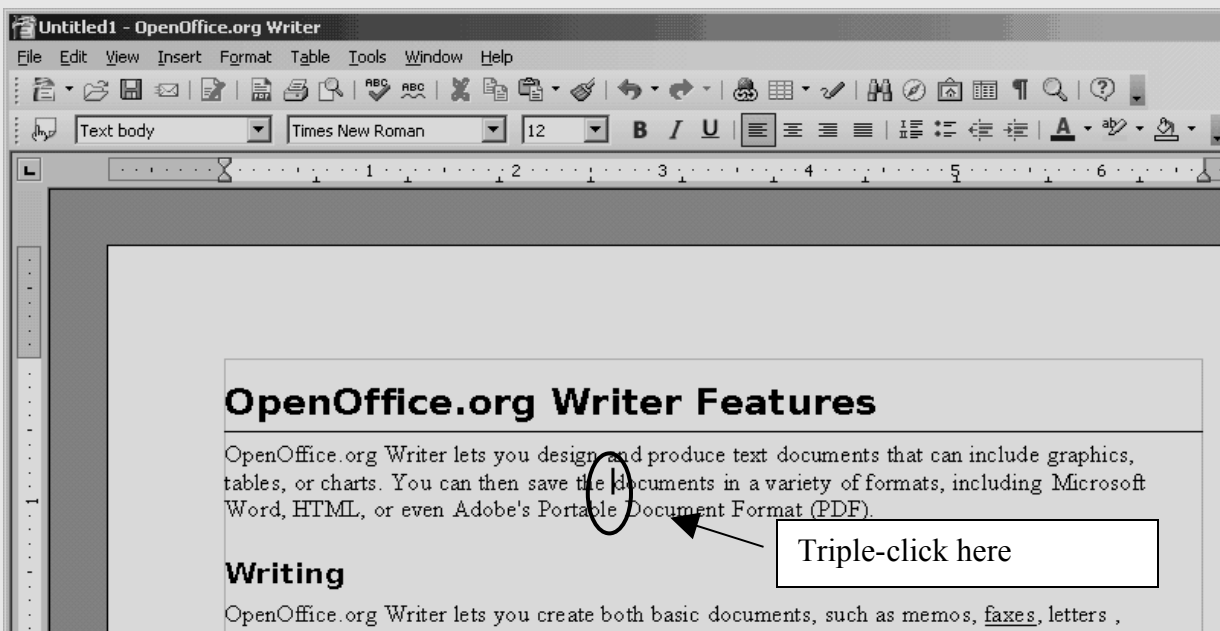
Figure 12-2



The selection was exactly as required. Even over the change of paragraph.

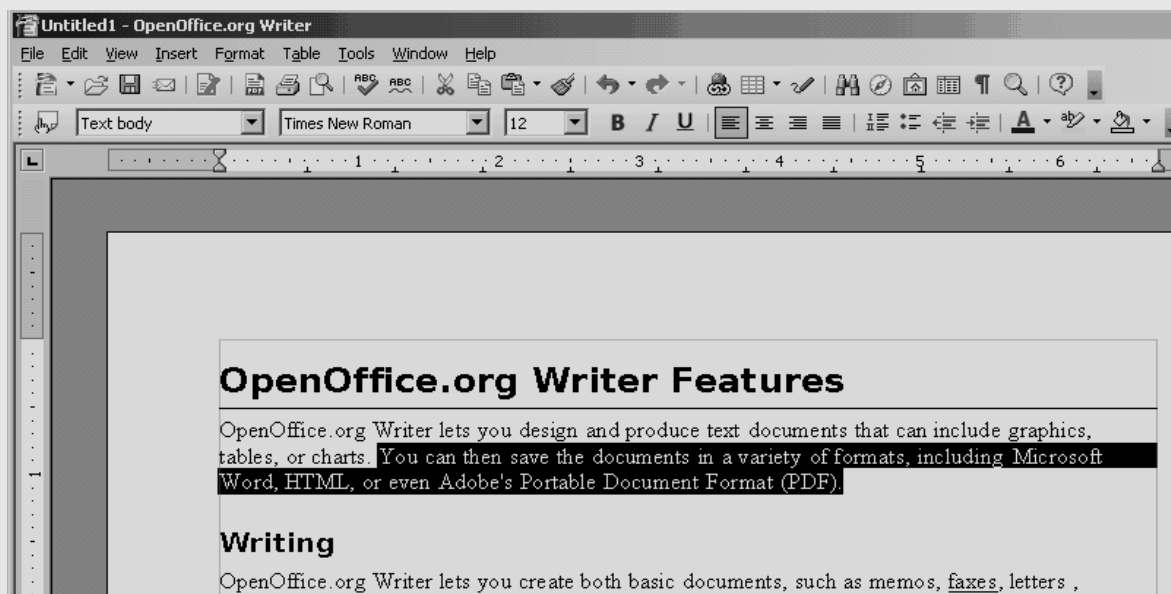
- 7 Click somewhere on the white area so that selection disappears.

Figure 12-3



- 8 Triple click between the words 'the' and 'documents' as shown in Figure 12-3 above. (Perhaps it won't be a success at the first but you'll soon get into the rhythm.)

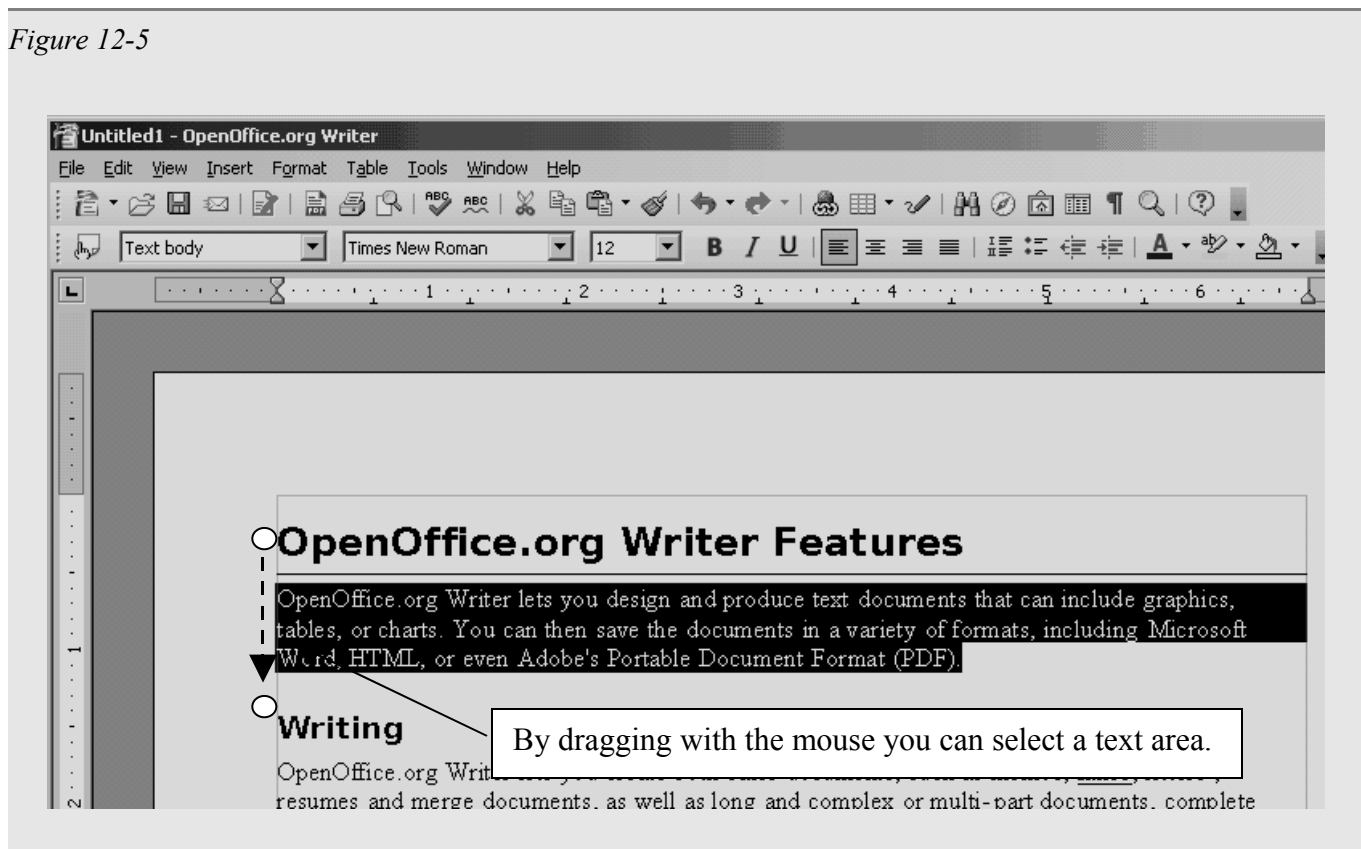
Figure 12-4



The entire sentence is selected.

- 9 Click somewhere on the white area so that the selection disappears.
- 10 Click again between the words 'the' and 'documents' four times.

Figure 12-5

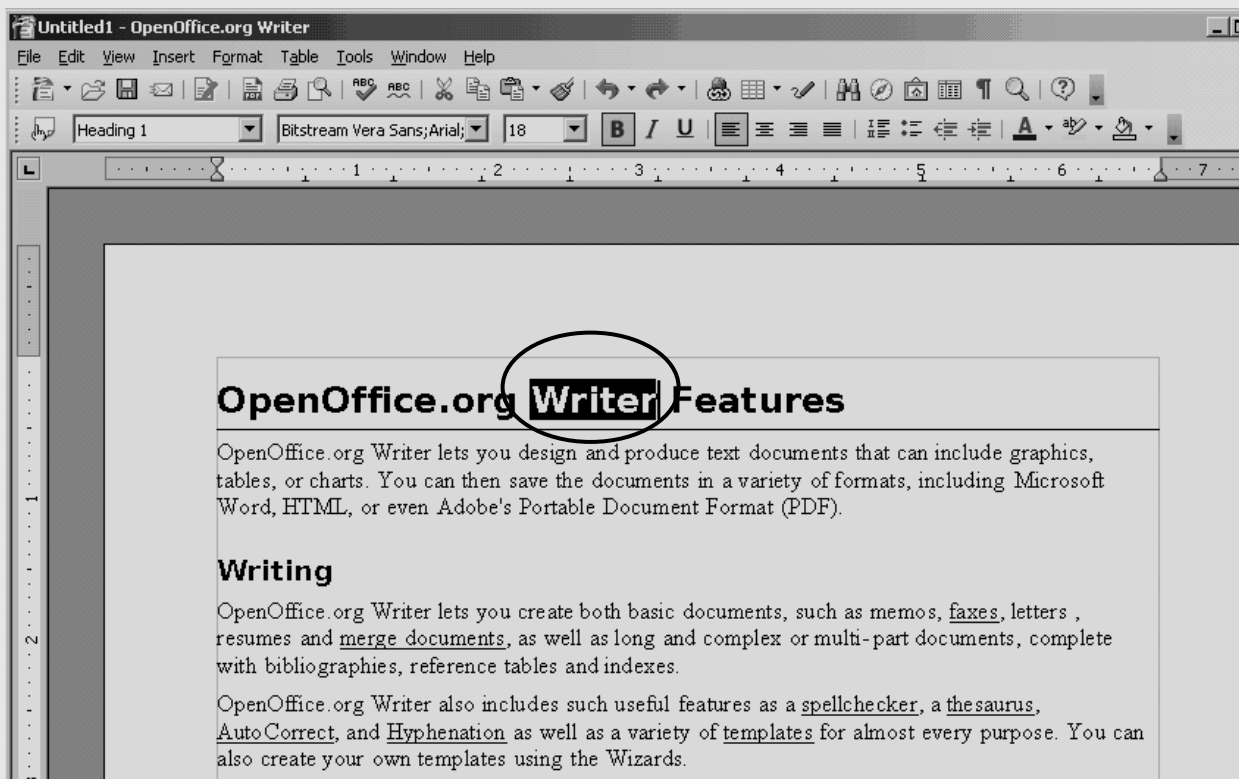


The entire paragraph was selected.

You can select a paragraph also by dragging with mouse in the left margin.

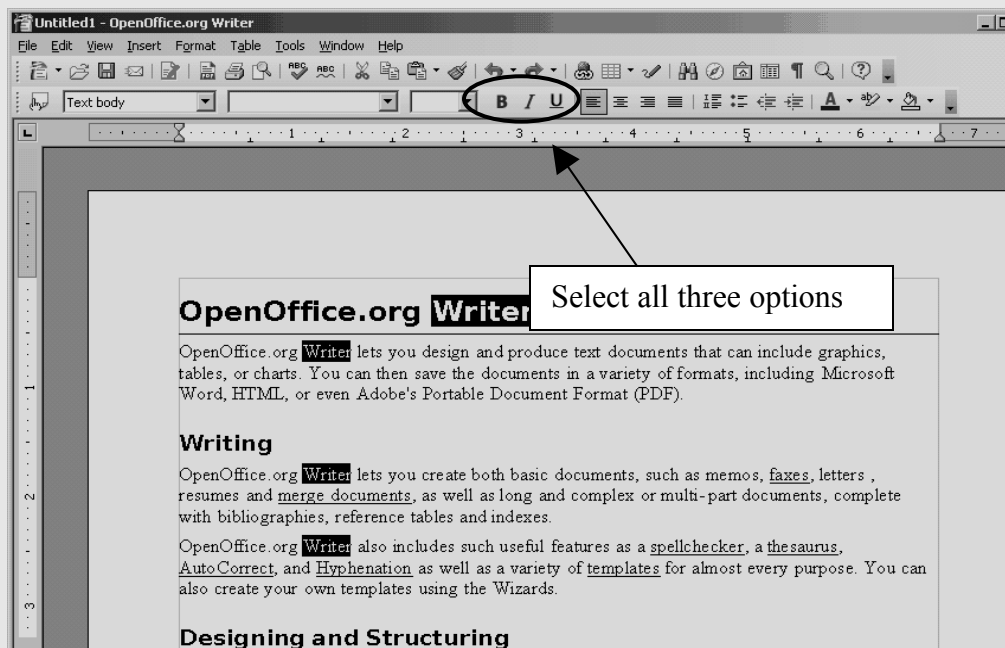
- 11 Click somewhere on the white area so that selection disappears.

Figure 12-6



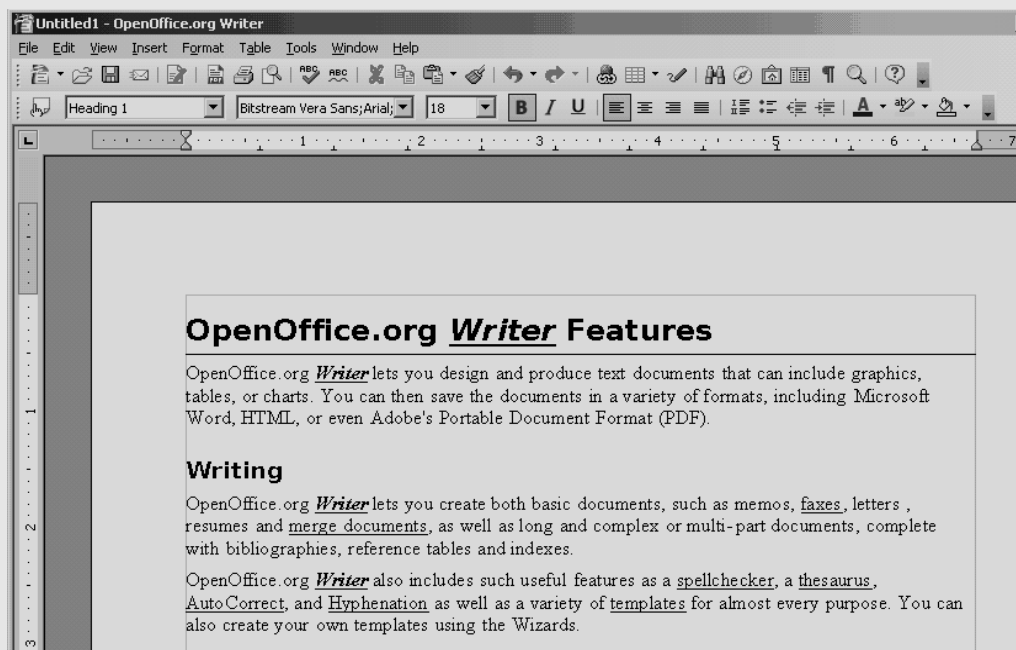
- 12 Click twice the word '*Writer*' in the title as shown in Figure 12-6 above.
- 13 Press the *Ctrl* key down and hold it there.
- 14 Double click the other three *Writer* words in the text as shown in Figure 12-7. Release the *Ctrl* key.

Figure 12-7



- 15 Select options **Bold**, **Italic** and **Underline** on the Formatting toolbar. Click somewhere on the white area.

Figure 12-8



All four words now have the same formatting. The **Font Size** is different in the title.

16 Close the document without saving.

Summary

When you must select

- a word
double click
- a sentence
click three times
- a paragraph
*click four times or
drag with mouse*
- a consecutive piece of text that's not a word, sentence or paragraph
first Click, then Shift+Click
- several items that are not consecutive
select the pieces of text with the Ctrl key.