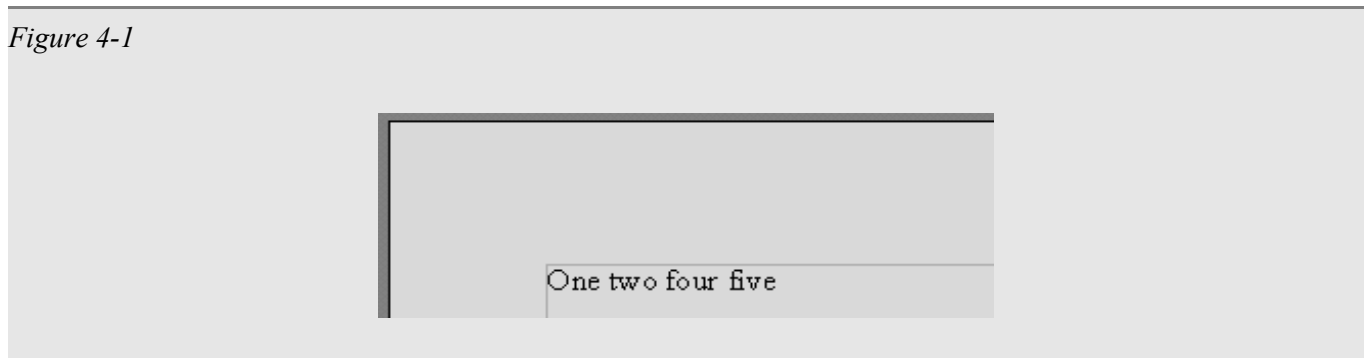


4 Inserting a letter or word

Introduction to Insert Mode and Overwrite Mode

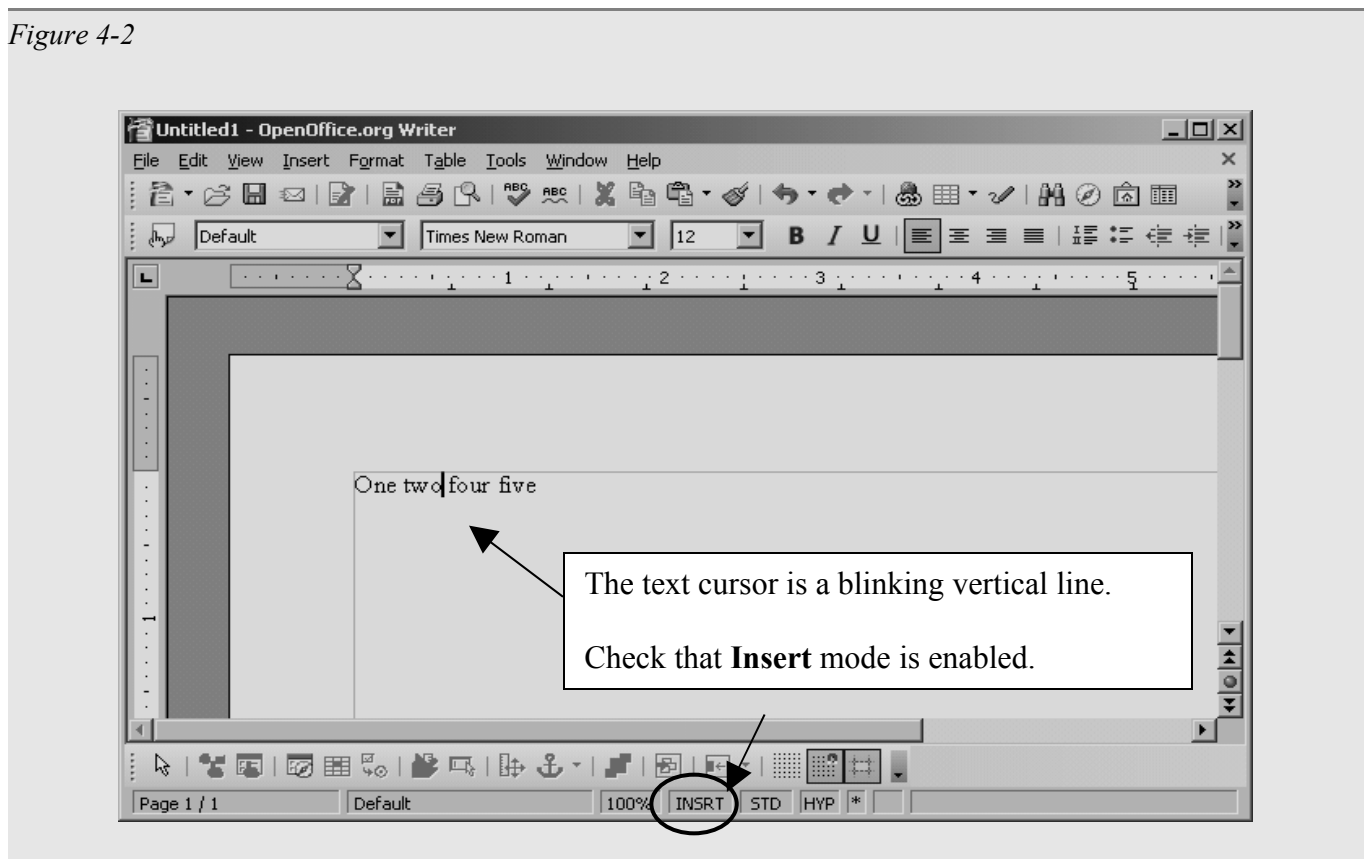
- 1 Open a new blank document.
- 2 Write the text in Figure 4-1 (yes, leave out the word ‘three’):

Figure 4-1



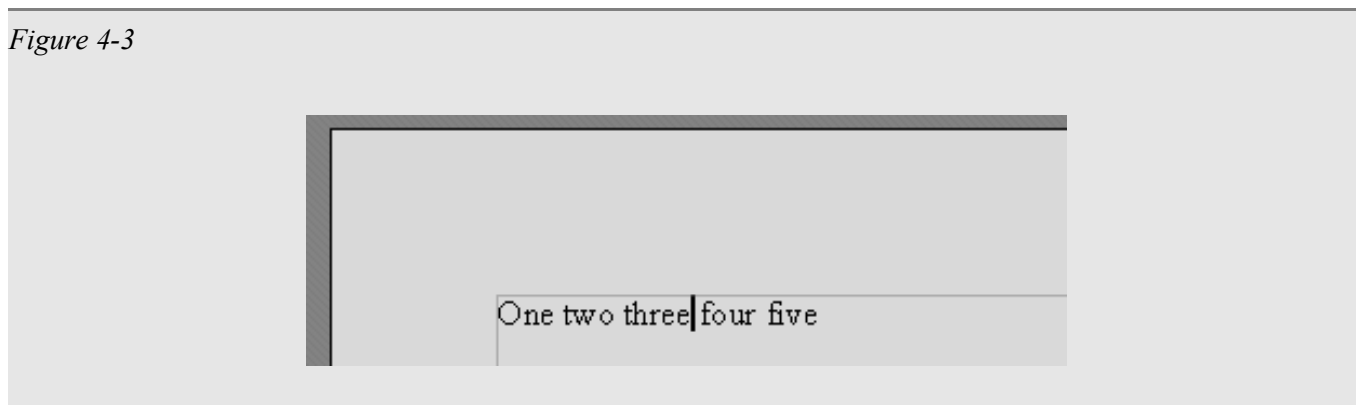
- 3 Click between the words ‘two’ and ‘four’ so that the text cursor is blinking.

Figure 4-2



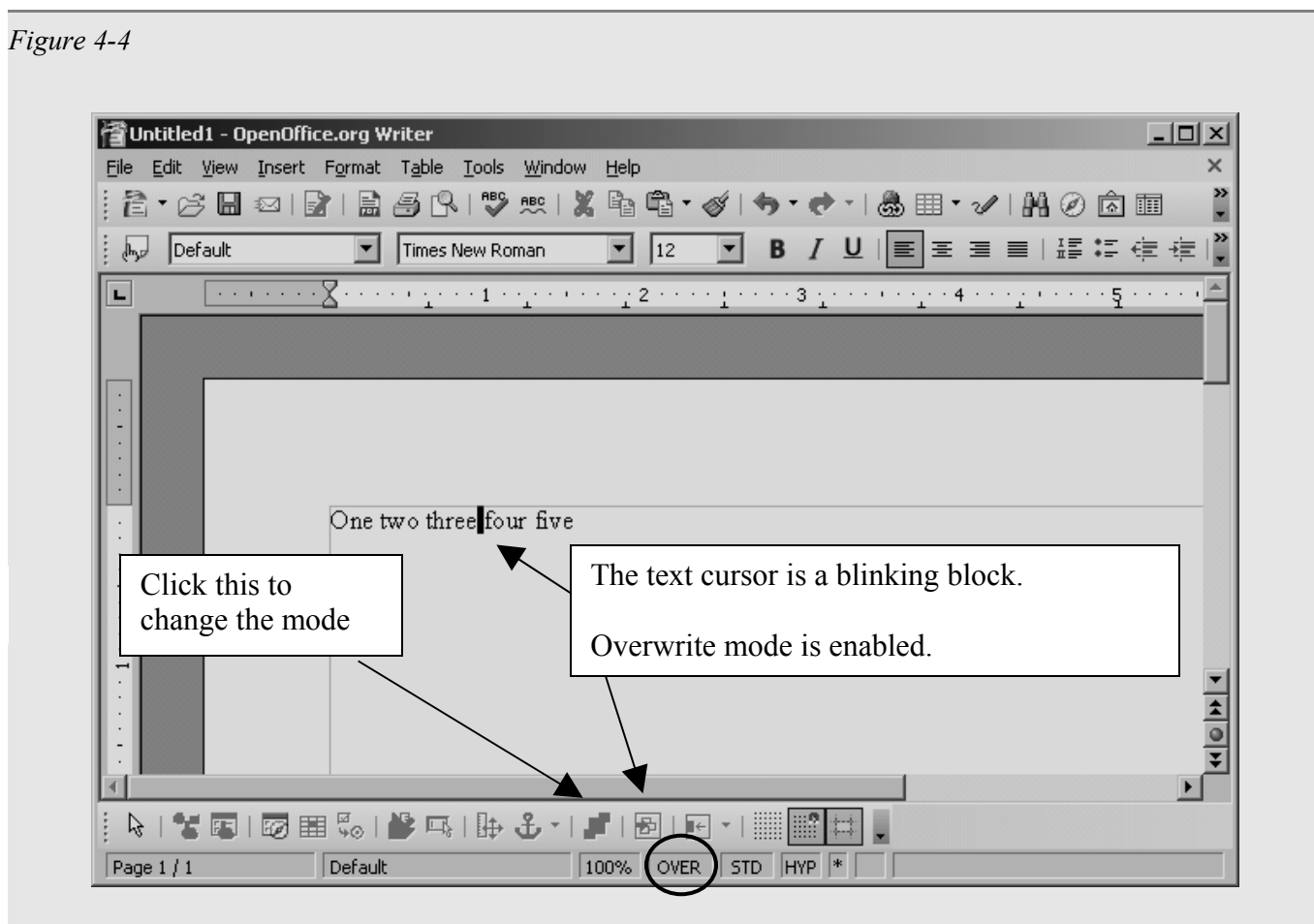
- 4 Type the word 'three' and notice how the text scrolls out of the way as you're typing. This is the "normal" mode in which you can insert as much text as you wish.

Figure 4-3



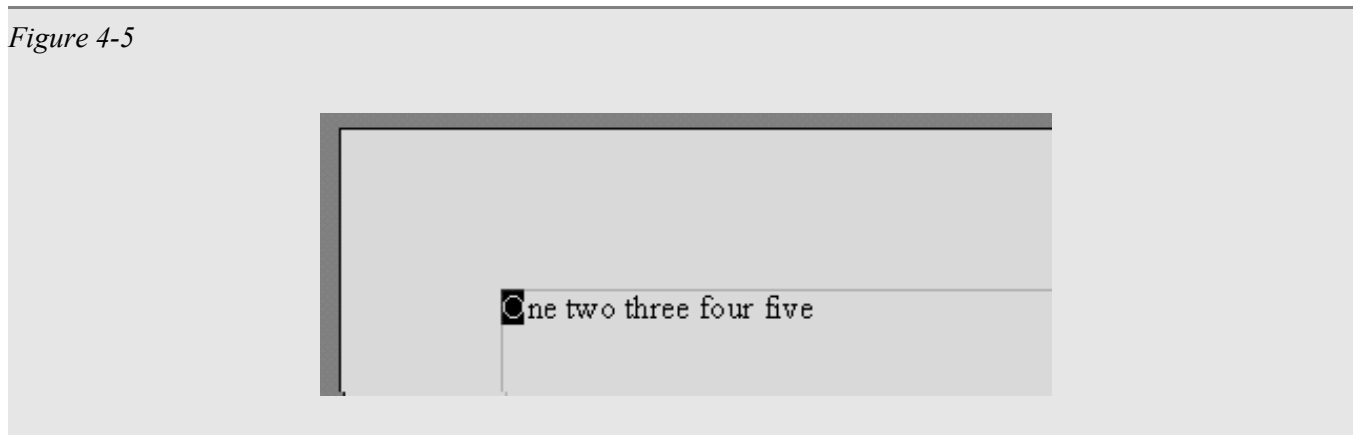
- 5 Click on the area indicating the current mode on the Status Bar. Check that it reads 'OVER' as shown Figure 4-4:

Figure 4-4



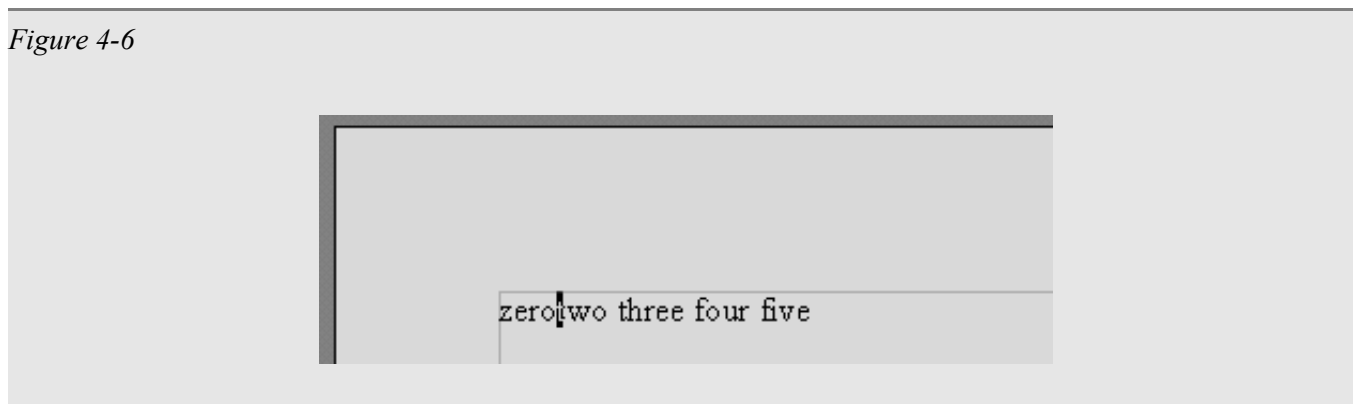
- 6 Click on the first letter of the word 'One', so that the text cursor is blinking there as in Figure 4-5:

Figure 4-5



- 7 Type the word 'zero'. Note that the text no longer scrolls out of the way.

Figure 4-6



- 8 Close the document without saving.

Summary

Switching Between Insert Mode and Overwrite Mode

With the mouse:

On the Status Bar, click on the area indicating the current mode in order to switch to the other mode:

INSRT

Insert mode is enabled. The text cursor is a blinking vertical line.
Click on the area to enable the overwrite mode.

OVER

The Overwrite mode is enabled. The text cursor is a blinking block.
Click on the area to enable insert mode.

With the keyboard:

Press the *Insert* key to toggle between overwrite mode and insert mode. The current mode is displayed on the Status Bar.