

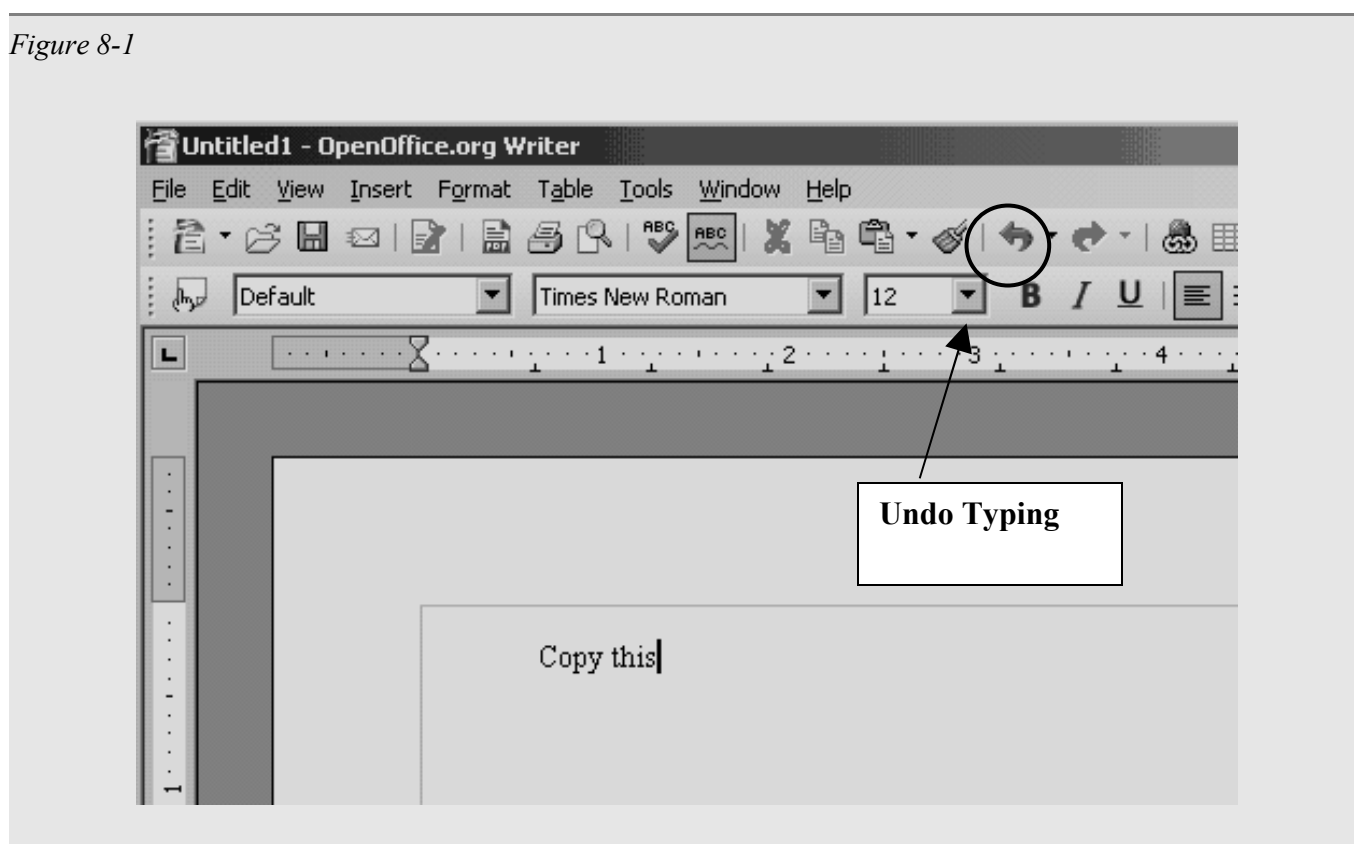
8 Using clipboard

A brief introduction to using the clipboard

- 1 Open a new blank document.
- 2 Press *Enter* once and *Tab* once. Type the following text:

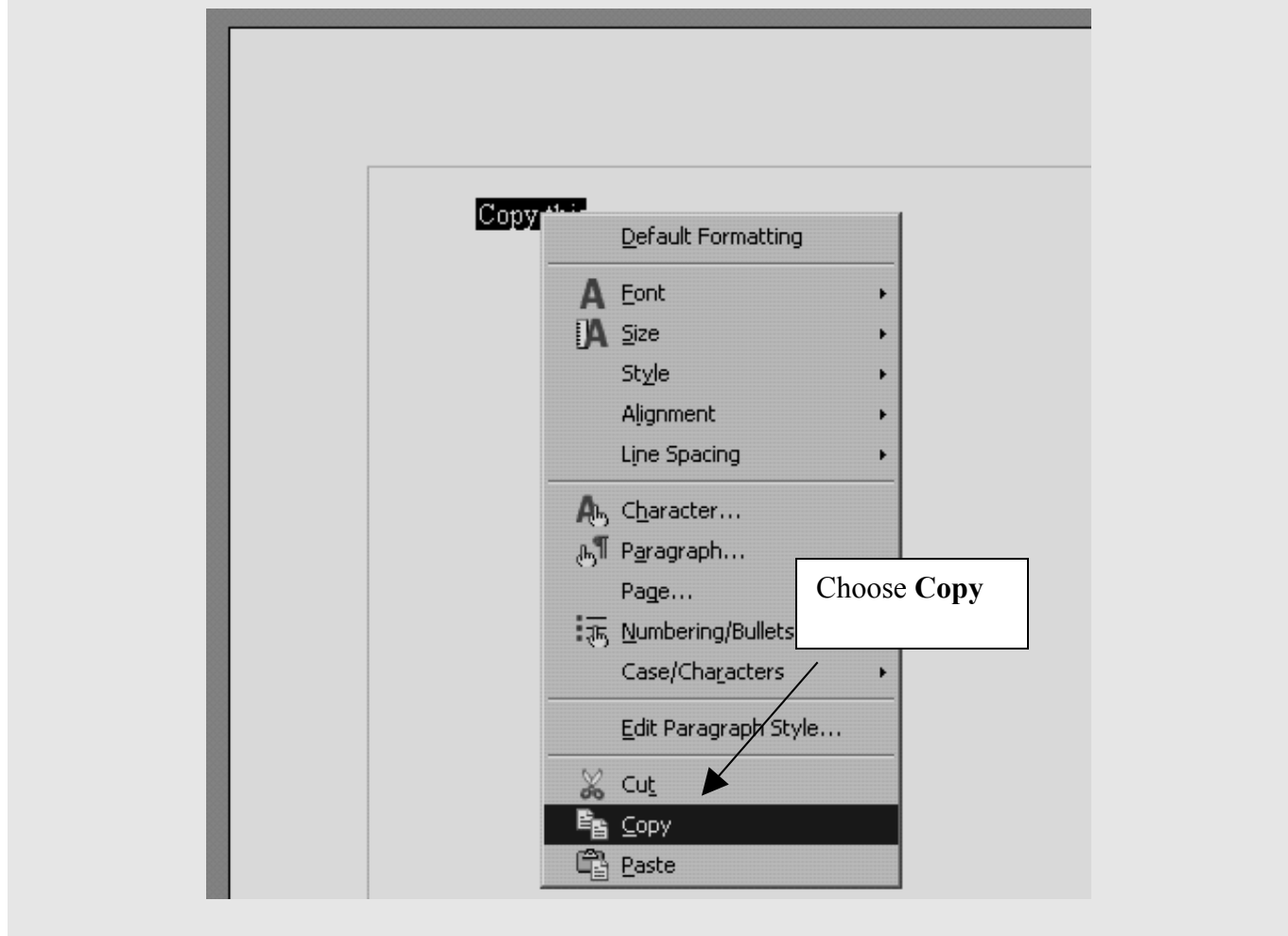
Copy this

Figure 8-1



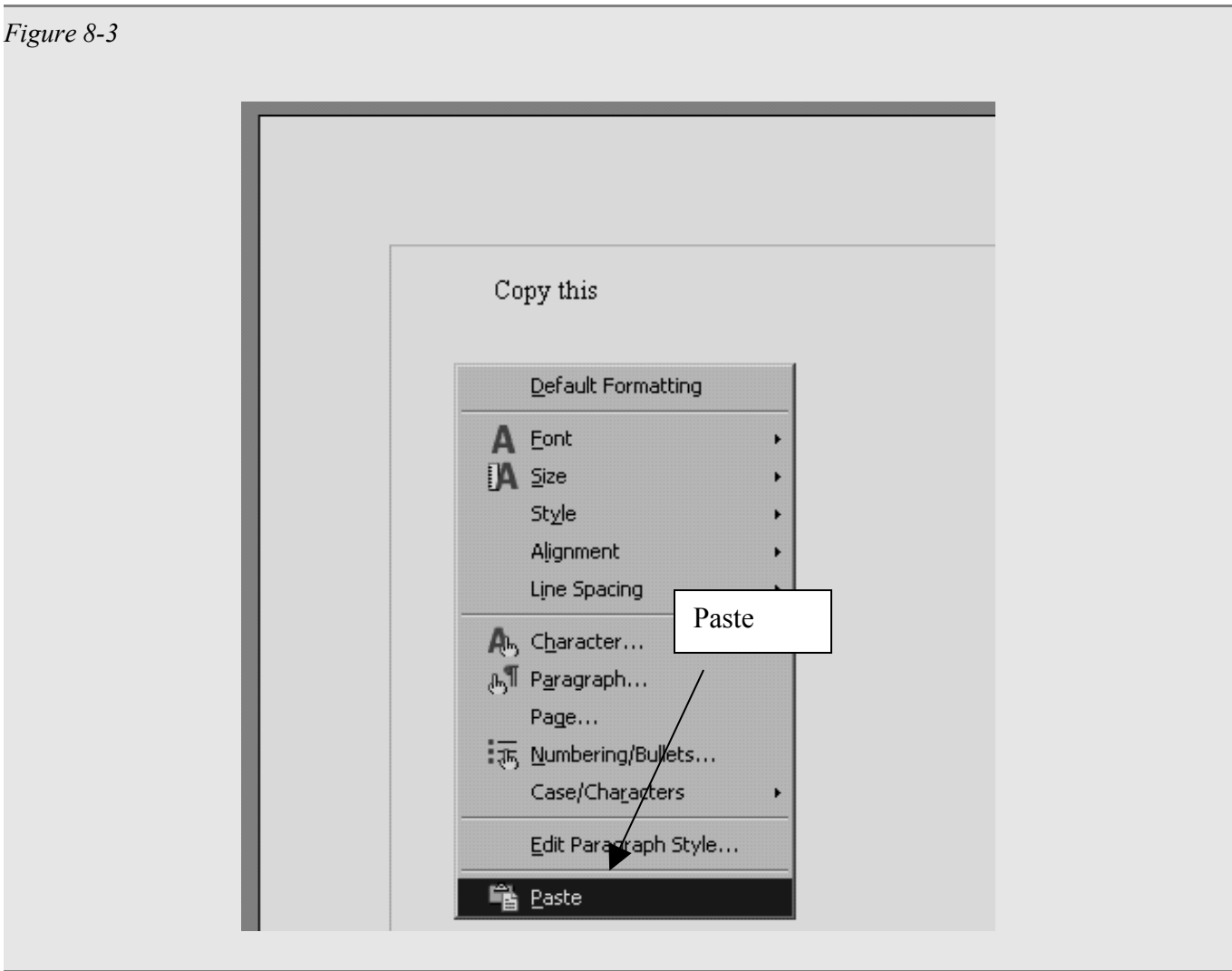
- 3 Click three times so that the whole sentence is selected.
- 4 Right-click on the selected area. A menu window will appear. Choose **Copy**.

Figure 8-2



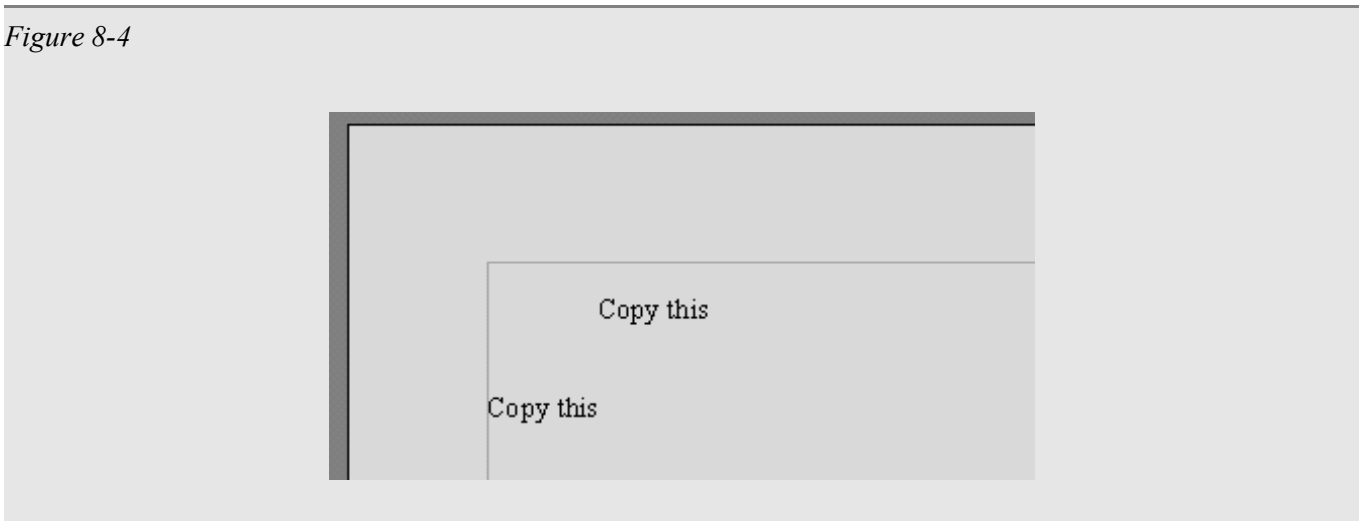
- 5 Click somewhere on the white area so that the selection disappears.
- 6 Press *Enter* four times so that several empty lines appear below the text.
- 7 Right-click on some of the new empty lines and select **Paste** from the menu.

Figure 8-3



Now the sentence is copied to a new place.

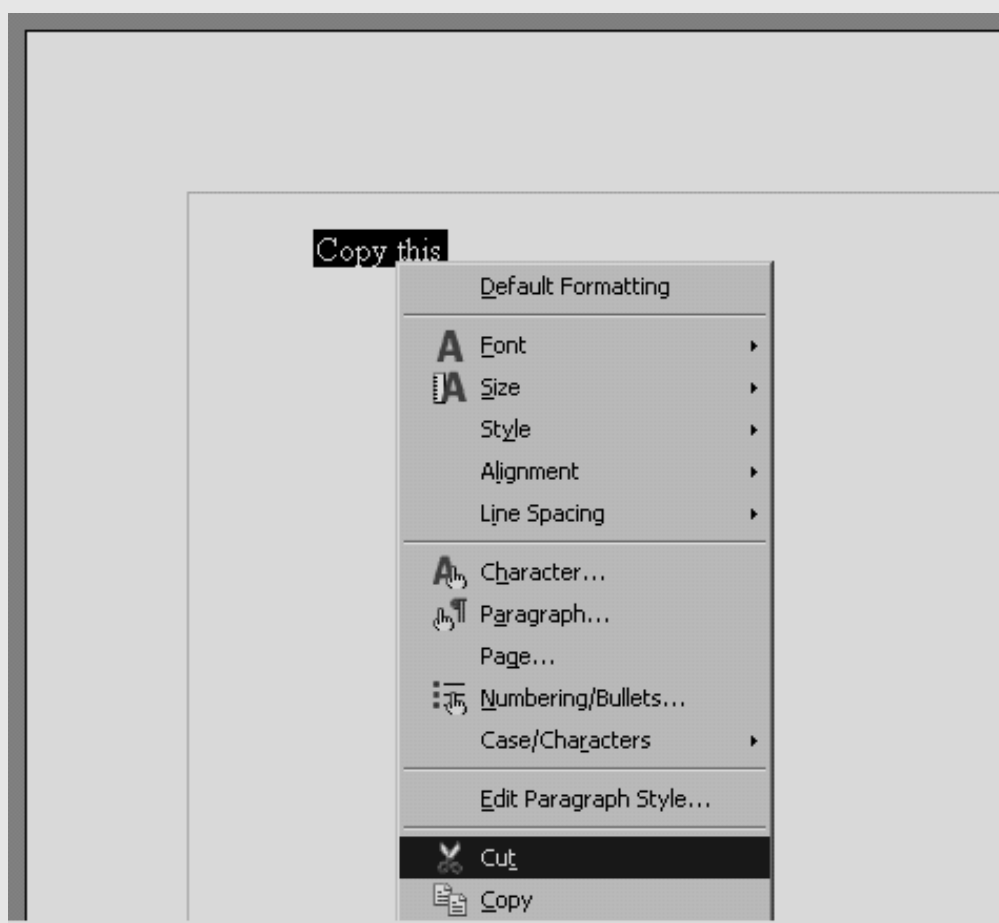
Figure 8-4



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

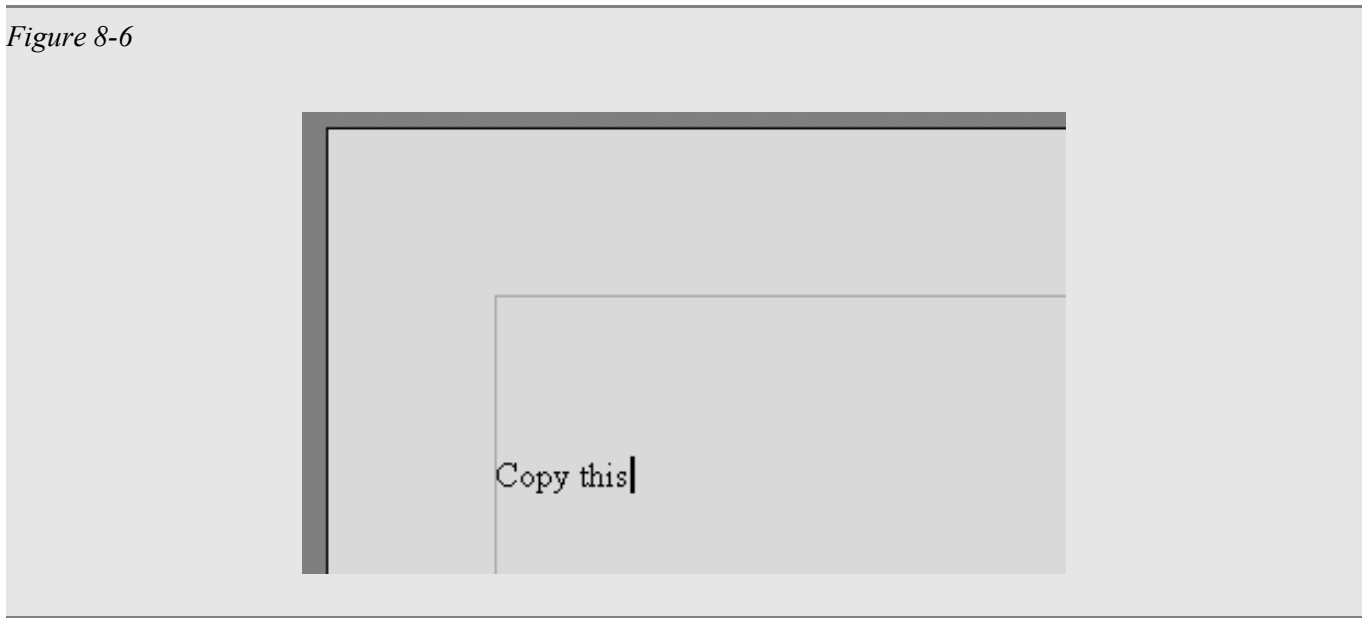
- 8 Click **Undo Typing**.
- 9 Click three times on the first sentence so that the whole sentence is selected.
- 10 Right-click on the selected area. A menu window will appear. Choose **Cut**.

Figure 8-5



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

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:

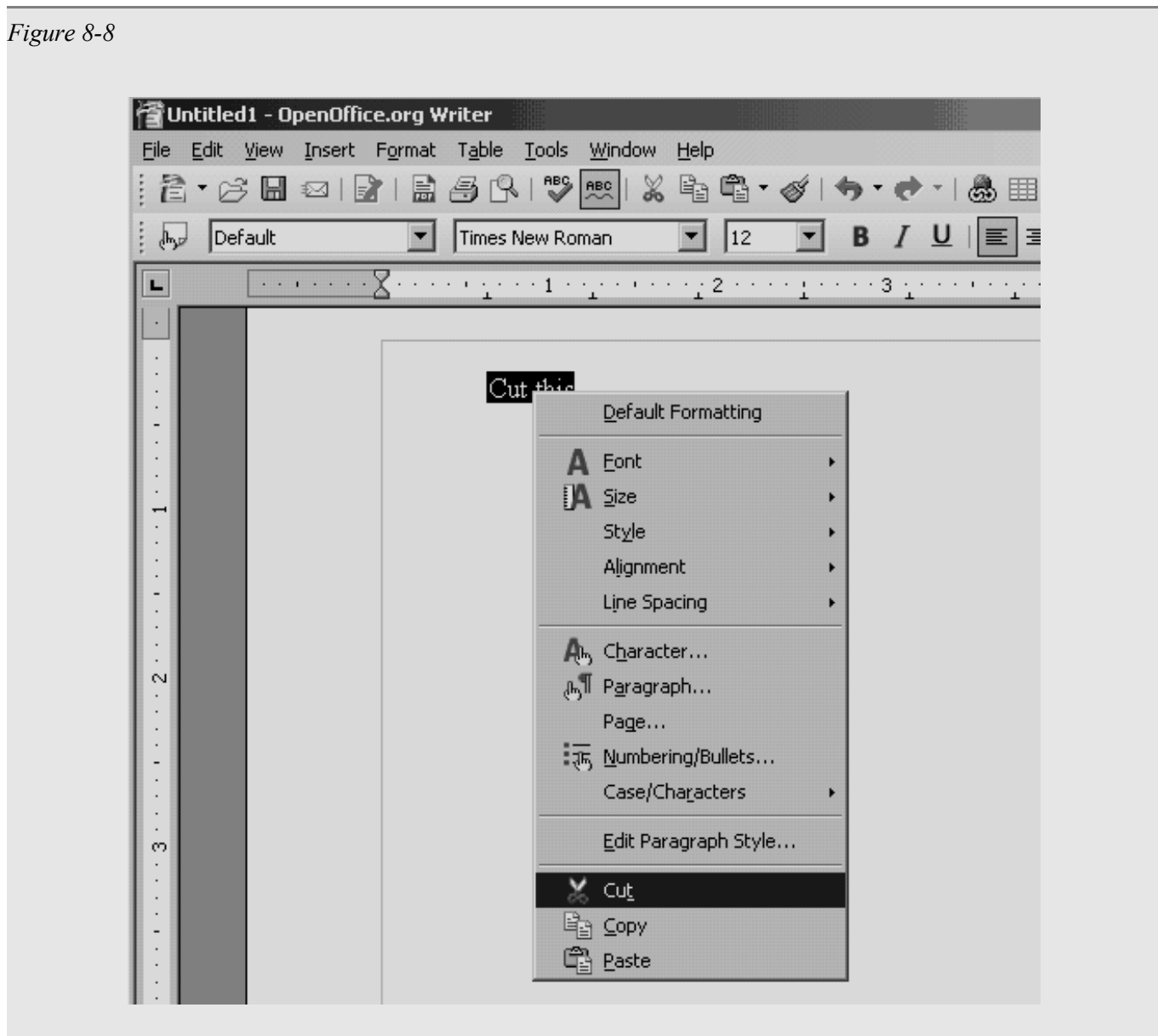
Figure 8-7



14 Click three times on the sentence so that the whole sentence is selected.

15 Right-click on the selected area. A menu window will appear.

Figure 8-8

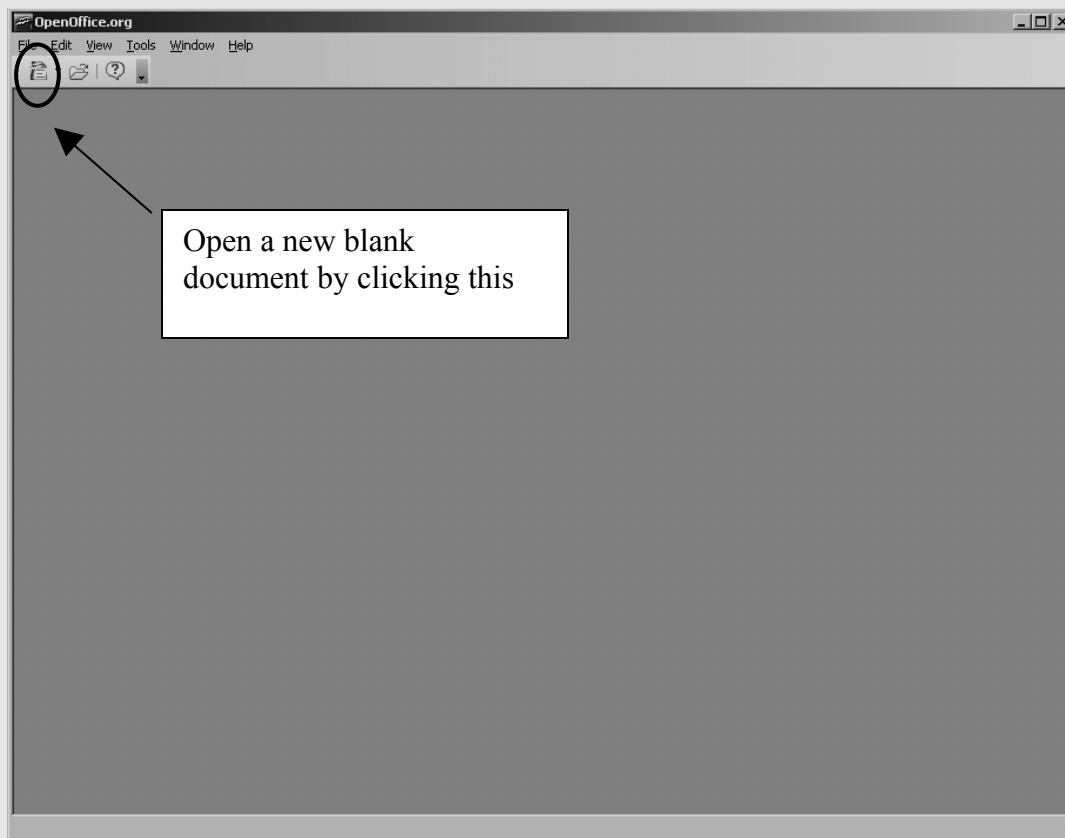


16 Choose **Cut**.

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.

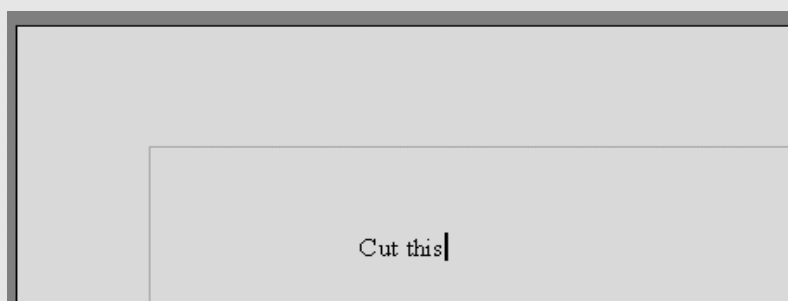
Only the program window now remains:

Figure 8-9



- 18 Open a new blank document.
- 19 Press *Enter* twice and *Tab* twice.
- 20 Right-click with the mouse and select **Paste**. The text from the clipboard will appear:

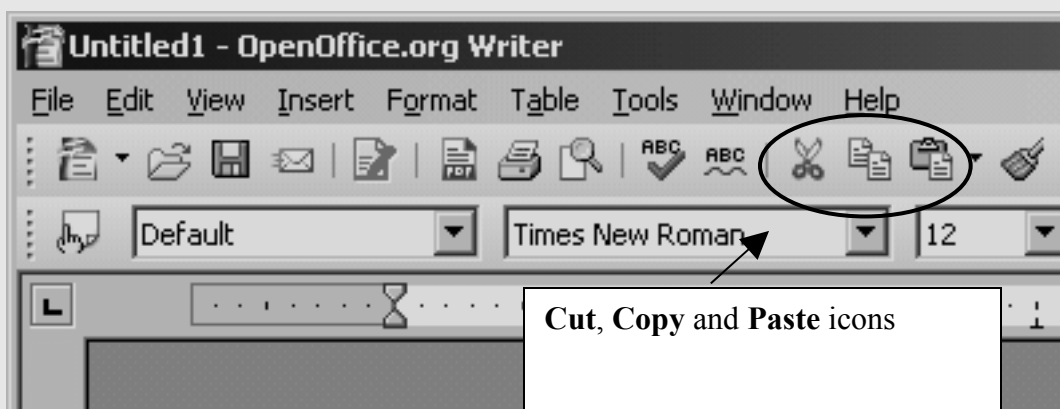
Figure 8-10



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

- 21 On the Standard toolbar there are icons for these operations too. Do the same exercises as above by using the icons on the toolbar.

Figure 8-11



- 22 Close the document without saving.

Summary

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