



## Highlight, Copy, Cut, And Paste

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### Purpose

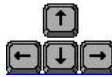
This tutorial explains how to use the functions **Highlight**, **Copy**, **Cut**, and **Paste**.

### Highlight

You can make an object on a display screen stand out by displaying it in a different mode (background becomes yellow or black and the print is white) from other objects by doing one of the following:

1. Click and hold on the first word or letter while moving the pointer over the word or section and when you reach the end of the section or letter that you wish to highlight, release the mouse button.
2. Click one word or icon at the top or bottom of the section. Hold the Shift key down and click the opposite end. The section will be highlighted.
3. Press and hold down the Shift key. The four arrow keys are located on the bottom right side of the keyboard. Use the **up** arrow key and the **left** arrow key to select the

words.



Release the Shift key.

4. While the selected block of text or letter is highlighted, you can make formatting changes such as the font name and size, toggle bold, Italic, and underlining on and off, alignment, spacing, toggle numbering on and off, and font color. You can delete, copy, move, or replace the highlighted block of text or letter.
5. Type the words, **There are perhaps three types of learners: kinesthetic or tactile learners- learn best moving about, experiencing and experimenting. visual learners - learn best when they can see pictures of what they are studying, including a smaller percentage who are print oriented and can learn by reading auditory - learn best through sound - music and talk.**
6. Using the paragraph above, practice using each of the three methods of highlighting described in this section.

## Select Items That Are Not Consecutive

### Use The Mouse

1. Select the first piece of text, **People learn**.
2. Hold down the **Control** key and use the mouse to select the next piece of text, **different**.

People learn in different ways. No one has a better learning style than anyone else. The number and name of the types of learning styles vary according to the source you use. There may be as many as seven different learning styles. But you probably can narrow it down to three types of learning:

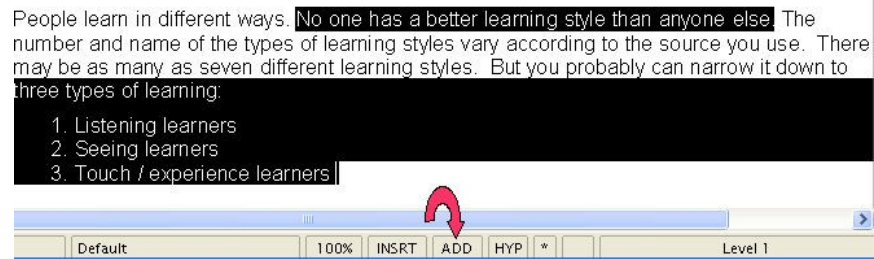
1. Listening learners
2. Seeing learners
3. Touch / experience learners

3. Select the next piece of text, **you**.
4. You can repeat this procedure as often as needed.
5. You can work with the selected text –copy it, delete it, change the style, etc.

### Use The Keyboard

1. Select the first piece of text. **No one has a better learning style than anyone else.**
2. Press **Shift +F8**. This puts Writer in **Add** mode. The word, **ADD**, appears on the **Status Bar**.
3. Use the **arrow keys** to move to the start of the next piece of text to be selected. Hold down the **Shift key** and select the next piece of text, **three types of learning:**



1. **Listening learners**
2. **Seeing learners**
3. **Touch / experience learners .**

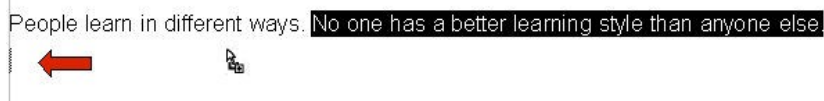


4. Repeat as often as needed.
5. You can work with the selected text –copy it, delete it, change the style, etc.
6. Press **ESC** to exit from this mode.

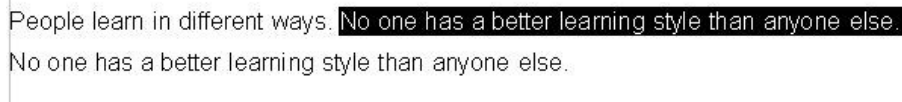
## Copy

### Drag and Drop Method

1. Select the text that to be copied, **No one has a better learning style than anyone else.**
2. Place the mouse pointer in the selected text, press the mouse button and keep it pressed.
3. Press **Ctrl** and drag the mouse until the pointer changes to .
4. A gray text cursor, , moves with the mouse pointer indicating where the selection is to be inserted.



5. Release the mouse where you want the copied material.




### Edit > Copy

Select/highlight the text that to be copied.

Click **E**dit > **C**opy.

### Copy Icon



1. Select/highlight the text that to be copied.
2. Click on the **Copy**  icon on the **Standard Toolbar**.

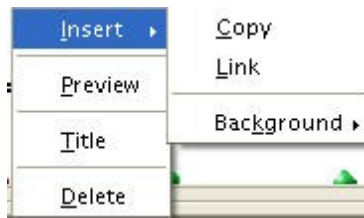
### Highlight, Right-Click On The Text


1. Highlight and right click on the text to copy. (The menu below will appear.)
2. Click **C**opy.



### Inserting A Graphic/Object As A Copy

1. Click on the **Gallery**, , icon to open the **Gallery**.
2. Choose a theme, **Homepage**, from the left area.
3. Select the graphic/object by a single click. Select .
4. Drag the graphic/object into the document or right click on the graphic/object to open the context menu and select **I**nset and **C**opy.



5. The graphic (object) is on your document. 


## Copying Graphics Between Documents

Graphics can be copied from one document to another. If you plan to publish the document, please observe copyright laws and obtain the consent of the authors of the original.

1. Open the document (the target document) in which you want to insert the graphic object.
2. Open the document that has the graphic you want to copy.
3. Click the graphic to select it.
4. Right click to open the context menu or use **Ctrl+C**
5. Select **Copy** to place the graphic into the clipboard.
6. Return to the target document.
7. Place the pointer on the location for the graphic and click.
8. Right click to open the context menu and select **Paste** at the position you want to insert a copy of the picture or use Ctrl+V.
9. **Note: If the graphic is connected with a hyperlink, the hyperlink and not the graphic is inserted.**

## Cut

Select/highlight the text to be cut. Do one of the following:


1. Click **Edit > Cut**.
2. Click on the **Cut**  icon on the **Standard Toolbar**.
3. **Highlight** and **right click** on the text to cut. (The menu below will appear.) Click **Cut**.



## Paste

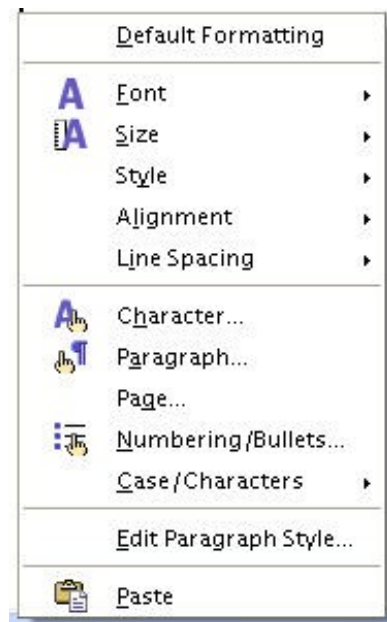
Highlight the text on the website or in your document. Click "Cut" or "Copy". (Text is copied to Clipboard). "Paste" replaces any selected text or objects.

Place your pointer and click where you want the text to be pasted. Click the arrow next to the icon to select the format. Do one of the following:



1. Click **Edit > Paste**.
2. Click on the **Paste**  icon on the **Standard Toolbar**.
3. Highlight and right click on the text to paste. (The menu below will appear.) Click **Paste**.





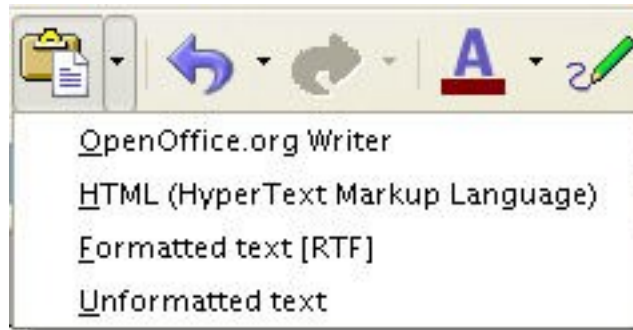
4. Right click anywhere on the page of your document. (The menu below appears.) Click **Paste**.





## The Paste Menu

If you click on the **Paste** icon, any formatting the text has (such as bold) is retained. Click on the  to the right of the **Paste**  icon to see the **Paste Menu**. The **Paste Menu** gives you a choice of **OpenOffice.org Writer**, **DDE link**, **HTML**, **Formatted text (RTF)** and

**Unformatted text.** Not all the choices are available every time you click on the  to the right of the **Paste**  icon. The **Paste Menu** below is the one you usually see.



1. To make the pasted text take on the formatting of the surrounding text where it is being pasted, click the  to the right of the **Paste**  icon. (The **Paste Menu** appears.) Click **Unformatted text** on the menu. (The text appears in your text with the formatting of the surrounding text.)
2. The other choices are **OpenOffice.org Writer**, **DDE link**, **HTML** and **RTF**.



**OpenOffice.org Writer** Text will be copied in the OpenOffice Writer format. As far as I can tell, this works the same as 'Unformatted Text' --the text appears in your text with the formatting of the surrounding text.

**DDE link** DDE stands for "Dynamic Data Exchange," which is a predecessor of OLE, "Object Linking and Embedding".










**HTML (Hypertext Markup Language)** is a document code language, which is used as the file format for WWW documents. It integrates text, graphics, videos and sound.

**Formatted text (RTF)** Rich Text Format is a file format developed for the exchange of text files. A special feature is that the formatting is converted into directly readable text information but using this method creates large files.

## Getting Microsoft Files From The Internet

1. On the Internet, **Copy** the Microsoft material of your choice. (The "Copy" section, above has detailed information on copying)
2. In OpenOffice, click the  to the right of the **Paste**  icon to open the menu below.



3. Click **Unformatted text**. (The material appears on your OpenOffice document.)
4. If you have already saved material from the Internet in OpenOffice and you **did NOT use Paste > Unformatted text**, the following will happen
5. When you open the document to make changes, you may experience some difficulties when you attempt to add headings to paragraphs so that you can add a **Table of Contents**. (It may be written in MS Word.) Click the **Non-printing characters**  icon. If you see this  icon at the end of each paragraph instead of the OpenOffice **Non-printing characters**  icon, you will need to delete those icons and replace them with the OpenOffice **Non-printing characters**  icon. After doing that, you can make formatting changes without any problems. There may be other formatting issues affected by the difference between OpenOffice and other word processing programs.
6. **Note:** You have to manually delete and replace the  with the OpenOffice **Non-printing characters** . **None of the steps below will replace** the the  with the OpenOffice **Non-printing characters** .
  - ◆ Format > Default Formatting
  - ◆ Clicking on  in the Apply Styles > Clear Formatting
  - ◆ Saving the document in OpenOffice format

#### **Note**

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