

# The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

## Text Editing

Text editing functions are similar across most Windows 95 applications. To start editing or formatting text, you usually must first select the text. To do this, move the mouse to the front of your desired text, then click with the left button, hold the left button down and drag the mouse to the end of your selection. Release the mouse button and the text will be highlighted.

To copy the highlighted text, choose **Copy (2)** from the Edit menu. Then, put your cursor to the desired location of your copied text and select **Paste (3)** from the Edit menu.

If you want to cut the selected text rather than copying it, highlight the text you wish to Cut; choose the Edit menu, and select **Cut (1)**.

	<u>U</u> ndo	Ctrl+Z
1	C <u>u</u> t	Ctrl+X
2	<u>C</u> opy	Ctrl+C
3	<u>P</u> aste	Ctrl+V
	Paste <u>S</u> pecial...	
	C <u>l</u> ear	Del
4	S <u>e</u> lect All	Ctrl+A
	<u>F</u> ind...	Ctrl+F
	F <u>i</u> nd <u>N</u> ext	F3
	R <u>e</u> place...	Ctrl+H

If your document has already been named and you want to update it, select **Save (5)** from the File Menu. If your document has not yet been named, or you would like to save your new additions to a document with a different name, choose **Save As (6)**. Type in the new name you wish to save it as and press the Enter key or the Save button.

	<u>N</u> ew...	Ctrl+N
	<u>O</u> pen...	Ctrl+O
5	<u>S</u> ave	Ctrl+S
6	S <u>a</u> ve <u>A</u> s...	
	<u>P</u> rint...	Ctrl+P
	Print Preview	
	Page S <u>e</u> tup...	
	<u>1</u>	
	<u>2</u>	
	<u>3</u>	
	<u>4</u>	
	S <u>e</u> nd...	
	E <u>x</u> it	

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