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## Blind Mellon Software



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## **Edit Commands**

#### Cut

Deletes text from a document and places it onto the Clipboard replacing the previous Clipboard contents.

### Copy

Copies text from a document onto the Clipboard leaving the original intact and replacing the previous Clipboard contents.

#### Paste

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a document.

#### Delete

Deletes selected text from a document but does not place the text onto the Clipboard. Use Delete when you want to delete text from the current document but you have text on the Clipboard that you want to keep.

### Select All

Selects all the text in a document at once. You can copy the selected text onto the Clipboard delete it or perform other editing actions.

### **Deleting Text**

Use the BACKSPACE or DEL key or the Delete command when you want to delete text from the current Notepad document but you have text on the Clipboard that you want to keep.

To delete one character at a time pess BACKSPACE to delete the character to the left of the insertion point. Press DEL to delete the character to the right of the insertion point.

### To delete more than one character

- 1 Select the text you want to delete.
- 2 Press BACKSPACE or DEL.

Or choose Delete from the Edit menu. To place the text onto the Clipboard choose Cut from the Edit menu.

# **Drag and Drop**

### Drag and drop

Drag and drop values from the editor to the calculator and back. You may also drag and drop in the calculator from the display to the memory box and back.

## **Options**

You may choose to go from SuperEdit to the Notes Cabinet or directly to the note pad. You can change the size of the or shape with your mouse. Make the Note pad stay on top of other windows. You may elect to have the note pad start first rather that SuperEdit. You may use your right mouse button to pick up objects and drop them elsewhere. Pick up a value in calculator and drop into a note or into SuperEdit. If you want to insert a value into a document, make sure that you click with your mouse at the point in the document that the object should go.

# **Multiple Document Editor**

SuperEdit is a multiple document editor, this means that you can open several documents at once, close the one at a time, use the Edit menu to merge them, using the window menu if you tile the display you may display all documents at once.

You may resize superedit or notepad using your mouse or maximize them to a full screen size.

Large document support, SuperEdit will buffer input to the disk, to move from page to page you must do a next page from the edit menu. Improved calendar, try it. Wordwrap for documents from the options menu.

# Note pad

Place the note pad any place on the screen and SuperEdit will remember its size and position. You may start the notepad first instead of SuprEdit look under the options section.

## pop up menus

Right click with the mouse to get a popup menu in Superedit, Cabinet or the Notepad. Right click the status bar date or time to change the contents of that field.