Chapter 18

Edit

The Edit menu provides some basic tools for manipulating your documents, such as Cut, Copy, Paste, Delete, Undo and Redo. It also contains commands you can use to check and correct spelling, and the Link, Find, Insert Token, and Select submenus.

Cut (x), Copy (c), Paste (v), And Delete

These are the standard editing commands used to move and remove objects in your documents. Selected text, topics, slides, attachments, and graphical objects, all can be manipulated with these commands. Cut and copied items are stored on the Pasteboard, from which they may be pasted into other views, documents or even other programs.

The *Delete* command removes the selected item or items from your document.

Shortcut

Pressing the Backspace key is the same as choosing the Delete command.

Link

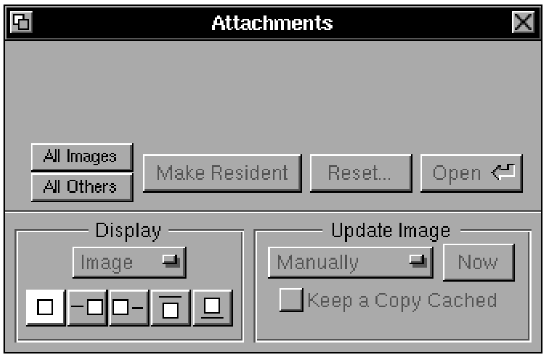
The commands found in the *Link* submenu relate to linked attachments in your document.

Use the *Paste and Link (V)* command if you want to link an image from the pasteboard into your document. In an application that supports NEXTSTEP Object Links, make a selection and choose *Copy*, then select *Paste and Link* or press Command-V.

Selecting the *Paste Link Button* links a copies image into your document as described above, but displays the image as a button .

Selecting *Show Links* draws a chain link border around any linked attachment in your document. Select *Hide Links* to turn off this link pattern.

Selecting *Link Inspector...* raises the *Attachments* panel.



This panel, and how to work with and add linked attachments to your document, is more fully explained in Chapter 13.

Undo (z) and Redo (Z)

Use the *Undo* and *Redo* commands to reverse the effect of commands invoked in Concurrence. Concurrence remembers all of your actions (new view, outline change, etc.) since the last time you saved. Please note that each time you save your document, this queue of past actions, the Undo queue, is cleared.

Selecting *Undo*, reverses the last change you made to your document. Each time you choose *Undo*, you reverse the last change made to your document, undoing them back to the point at which the document was last saved.

The *Redo* command sequentially retrieves changes that were undone. *Redo* is only available as an option if the last change you made to your document was an *Undo* (or a *Redo* after two or more *Undo*'s).

Note that the names of the *Undo* and *Redo* commands change to describe the next action that will be undone or redone. When you create a new view of a document, for example, the *Undo* command changes to read *Undo Create View.* Choose *Undo*, and then the *Redo* command changes to read *Redo Create View.*

Insert Token and Find

Insert Token and Find are submenus of Edit, and are described in Chapters 19 and 20, respectively.

Spelling (:) And Check Spelling (;)

These are the standard spell checking commands. Choose the *Spelling* command to raise the *Spelling* panel, which lists possible alternative spellings for unrecognized words. To find the next suspect word, click this panel's *Find Next* button, or choose the *Check Spelling* command.

To teach the dictionary new words, click *Learn* on the Spelling panel, or delete a word that you've added by clicking *Forget*.

Select

Select is a submenu of Edit, and is described in Chapter 21.