The Edit Menu

The Edit Menu provides functions to cut, copy, and paste text to and from the <u>Clipboard</u>, as well as functions to search for text.

Related Topics

<u>Cut</u>
<u>Copy</u>
<u>Paste</u>
<u>Find</u>
<u>Find Next</u>

Clipboard

The Clipboard is a Windows utility that stores text or graphics that is cut or copied from an application running under Windows.

Cutting Text

Select the text to be cut by holding the left mouse button and dragging over the text. Then select Cut from the Edit Menu or press Shift Del. The text is cut to the Windows Clipboard.

Copying Text

Select the text to be cut by holding the left mouse button and dragging over the text. Then select copy from the Edit Menu or press Ctrl Ins. The text is copied to the Windows Clipboard.

Pasting Text

Place the cursor in the text where the text is to be inserted. Then select Paste from the Edit Menu or press Shift Ins. The text is copied from the Windows Clipboard   into the text.

Note that, if text is highlighted during a paste operation, it will be replaced by the pasted text.

Find Text

Select Find from the Edit Menu to search for text in the current help file. There are options to search the current topic or all topics. The search can be case sensitive or case insensitive and can be limited to whole word.

Find Next

Select Find Next from the Edit Menu, or press F3, to find the next occurence of the search text in the current help file.