

## ScrapIt Pro Menus:

### Apple menu:

#### About ScrapIt Pro:

- Shows the ScrapIt Pro About window

#### Help:

- Brings up the online help (which acts just like a scrap file, but items cannot be added or removed from the help file as it is locked)

#### How to Register:

- Explains how to register ScrapIt Pro

### File menu:

#### New:

- Create a new scrap file

NOTE: To create a System 7 style Scrapbook file (255 items per file), hold down the option key when selecting this menu option. Use this feature if you have other utilities that access the Scrapbook file and don't know the ScrapIt Pro format.

NOTE: System 7 users: You can store scrap files in a folder anywhere you like by making an alias of the folder, name the alias "ScrapIt Folder Alias" and put the alias inside the ScrapIt Folder. The names of all files contained in this folder will be added to the end of the Scrap Files popup menu. You can also put aliases to any files within the ScrapIt Folder if you like.

#### Open:

- Open an existing scrap file

#### Scrap Files:

- Shows a list of all scrap files that are in the System Folder and the ScrapIt Folder within the System Folder. Choose an item to open that file.

#### Import/Export:

- Access all import/export options available (see below).

#### Close:

- Close frontmost window

#### Save Text Changes:

- Save any changes made to the text item being edited

#### Revert:

- Revert the text item to the way it was before any changes were made

#### Page Setup:

- Standard set up for printing

#### Print Item:

- Print the current Text, PICT, GIF or JPEG item

Print List:

- Print a catalog of all items in scrap file (will print name list, thumbnail list or gallery list depending on the current display mode).

Play QuickTime™ Movie:

- Play any QuickTime™ Movie File if QuickTime™ is installed.

Quit:

- Exit from ScrapIt Pro

Import/Export menu:

Import:

- Import an item (see the Importing/Exporting chapter above)

Import Multiple Files:

- Select multiple files to import at one time. (see the Importing/Exporting chapter above)

Export <Text, Sound, Pict, GIF, TIFF, JPEG or QuickDraw 3D> File:

- Export the current scrap item to a file.

Export as PICT:

- If the current item is a GIF or JPEG item, you can convert it to a PICT and export it.

Edit menu:

Undo:

- Undo last text change

Cut:

- Cut current item (or selection) to clipboard

Copy:

- Copy current item (or selection) to clipboard

Paste:

- Paste data from clipboard to the scrap file

Clear:

- Clear current item (or selection)

Copy As PICT:

- Copy the current item as a PICT to clipboard (only available if the current item is a GIF or JPEG)

Select All:

- Select all text of the current scrap item

Unselect:

- Unselect any text or picture selection

Application Preferences:

- Set application specific preferences (see Application Preferences)

#### File Settings:

- Set application specific preferences (see File Settings)

#### Items menu:

##### Add New Text Item:

- This option allows you to add a new blank TEXT item to the scrap file (if the Allow Text Edit option is checked in the File Settings dialog).

##### Word Count:

- Show how many words and characters are in the current TEXT item.

##### Voices:

- If you have the Speech Manager installed, you can select which voice to use for speaking text.

##### Speak Text:

- If you have the Speech Manager installed and the current item is TEXT select this option to speak the entire text of the current item.

##### Speak Selected Text:

- If you have the Speech Manager installed and you have any text selected, select this option to speak the currently selected text.

##### Play Sound:

- Play the current sound.

##### Record Sound:

- If you have the ability to record sound, select this option to record and place the item in the scrap file.

##### Reduce Pictures to Fit:

- If this option is checked and the current picture is too big to display, it will be shrunk to display the entire picture, otherwise the picture will be centered.

##### Rename:

- Rename the current scrap item.

##### Get Info:

- Display/Edit information about the current scrap item. You can add/edit comments for any scrap item here. The comments can also be searched.

##### Display Hexadecimal Info:

- Display information about the current scrap type such as size and display the data of the current item in hexadecimal form (this will probably be useful to programmers).

##### Start Slide Show:

- A simple slide show feature, selecting this option will start a slide show for the frontmost window. Hit the Command- keys to stop the slide show. A slide show will continue while ScrapIt Pro is in the background. You can set the time interval (in seconds) between each time an item is displayed by selecting the "Application Preferences..." option from the "Edit" menu (see the Application Preferences chapter).

Search menu:  
(see the Searching/Replacing chapter for more information)

Find:  
- Search for text in any scrap item (starting from the first item). You can also define a replacement string for text item searching.

Find Again:  
- Search for next occurrence of the last text searched for.

Replace:  
- Replace the selected text with the string defined in the Find Dialog.

Replace & Find Again:  
- Replace the selected text with the string defined in the Find Dialog and search for next occurrence of the last text searched for.

Replace All:  
- Search for each occurrence of the text defined in the Find Dialog and replace with the replacement string. This option works on the current text item only (it will not work globally).

Font, Style and Color menus:  
(these menus will only be available while editing a text item)

The standard Font, Style and Color menus are used for changing the currently selected text.

View menu:

This menu will have a list of all open scrap files, you can select the name of a window to bring it to the front of all windows.

List View:  
Thumbnail View:  
Gallery View:  
No List View:  
- Change the current view mode for the topmost window.

Previous Window:  
- Brings the previous window to the front (in the order listed in the menu).

Next Window:  
- Brings the next window to the front (in the order listed in the menu).