

TAG AND DROP

Tag and Drop is a **CopyPaste** feature which lets you copy or cut selected text and paste it to a different location with a single mouseclick+hot key combination.

To avoid any conflict with hot keys that may already be predefined in Pagemaker, QuarkXPress and other programs, **CopyPaste** comes with Tag and Drop turned off. You must select an acceptable hot key when you turn Tag and Drop on in the preferences. You can choose the default hot key to be the command key, the control key, or both (remember Mac OS 8.X uses the control key for contextual menus).

The shift and the option keys serve as modifier keys to enhance the Tag and Drop hot key functionality. In the following section explaining the Tag and Drop features we assume the command key is the default hot key.

1. 'â€œ Click' copies a selection and pastes it where you click. To use, select the text to be copied, then hold down the command key and click where you want the copy to go.
2. 'Shift â€œ Click' copies a selection and replaces whatever object you click on (by simulating a double click where you want the copy to go). To use, select the text to be copied, then hold down the shift+command keys and click on the object (word, etc.) to be replaced.
3. 'Option â€œ Click' cuts a selection and pastes it where you click. To use, select the text to be cut, then hold down the option+command keys and click where you want the selection to go.
4. 'Shift Option â€œ Click' cuts a selection and replaces whatever object you click on (by simulating a double click where you want the selection to go). To use, select the text to be cut, then hold down the shift+option+command keys and click on the object (word, etc.) to be replaced.

Caution: When using feature 3. or 4. above, please note that cut and paste are two operations which can affect each other. If the cut operation moves the intended destination, the paste operation will put the text in the wrong place. Two operations cannot be undone by programs having only one level of undo, so plan carefully before using this feature, and/or save your file first and revert to the saved copy if things don't go as planned.

Using any of the above four features without having selected anything will insert the last clip used.

5. 'Ctrl Option ⌘ Click' reverses the order of two adjacent text characters. To use, hold down the control+option+command keys and click between the characters you want to interchange. They will switch places when the keys are released. This is intended as a fast way to correct common typing errors. This feature may not work in some programs, so experiment with it at your own.