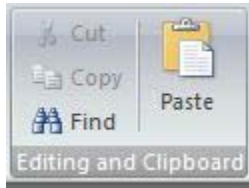

Editing & Clipboard

The Editing and Clipboard Group looks the same as the basic Word functions. The key difference is that the Paste Function will bring in copied text as unformatted text which will help eliminate bringing new styles into the document.



Cut will cut the selected text and place it in the clipboard for pasting later.

Copy will copy the selected text to the clipboard for pasting later, as well as leaving the original text in place.

Find opens the search dialog box which will let you Find, Replace, or Go To specific text or locations in your document.

Paste will paste the contents of the clipboard into your document at the location of your cursor.

NOTE: The Desktop Publishing team can assist you if you need to insert text with its formatting intact.