

6 . Removing and moving text

In this module you will learn to:

- 1 remove a piece of text;
- 2 undo and redo actions;
- 3 replace a piece of text;
- 4 move a piece of text;
- 5 copy a piece of text.

When you are going to format or edit a piece of text, you first have to select that part of the text.

After selecting you can start formatting or editing the text, like making bold, italic, underline or change the font. But you can also move, copy or delete. We will discuss these last three skills in the following paragraphs.

6.1. Removing text

In this module, you will use the document **Dolphins** on your RedNose CD to practice with.

You have seen that with the help of the **Backspace** and **Delete** keys you can delete text. When you have to delete a very large piece of text, this is quite a cumbersome method. It is much faster and easier to first select the piece of text you want to delete. Then when you press the **Backspace** or **Delete** keys, the whole selection will be deleted at once.



Assignment 6.1 Deleting text

1. Open the file **Dolphins** on your RedNose CD.
2. Select the text you want to delete (for example: *There are many different ... up to ...the Bottlenose (Turisops Truncatus)*).
3. Press the **Delete** or **Backspace** key
The selected text has disappeared.
4. Now select the title *Dolphins* and delete it.

6.2. Undo and redo actions

It can sometimes happen that you deleted too much text or executed an action that you want to undo.

Writer can undo the last command or action that you have given the computer. For instance you have removed a word too many. You can restore such an error by clicking **Edit** in the menubar and then select the **Undo:** option.

You have just deleted the line *There are many different ... up to ...the Bottlenose (Turisops Truncatus)* and the title *Dolphins*. You are going to restore these.



Assignment 6.2 Undoing actions



1. Click **Edit** on the menubar followed by **Undo: Delete Dolphins**.
The title *Dolphins* reappears.
2. Again click **Edit, Undo**. What happened?

Under the option **Undo**, you can find the option **Redo**. With this option you can, so to speak, repair your **undo** action.




Assignment 6.3 Redoing actions

1. Click **Edit** on the menu bar followed by **Redo**.
The title *Dolphins* reappears again.
2. Again click **Edit, Redo**. What happened?

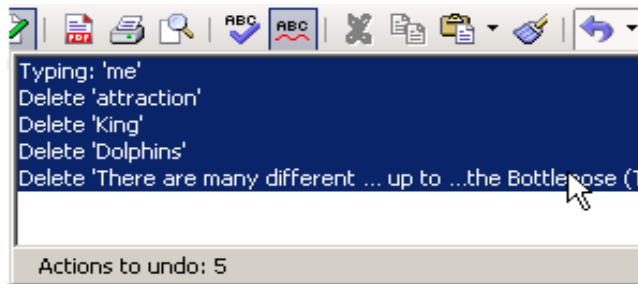
When you want to undo or redo more than one action, you can also click the little black triangle next to the **Undo**  or **Redo**  buttons.

**Assignment 6.4** *Undoing more than one action*

1. Wipe the words *king* and *attraction* in the 1st paragraph from the text .
2. Type after the sentence *Who will say* the word *me*.
3. Click on the black arrow  next to the **Undo** button.

A list of recent edits will appear. The last edit is on top of the list. Next you select which edit you want to undo.


4. Select the last five edits by clicking on the bottom word.



You have undone all actions. The words *attraction*, *King*, de title *Dolphins* and the sentence *There are many different ... up to ...the Bottlenose (Turisops Truncatus)* have reappeared in the text. The word *me* has also disappeared.


The text *There are many different ... up to ...the Bottlenose (Turisops Truncatus)* is still selected.

5. Single click somewhere in the document to dismiss the selection.

You can also undo multiple undo actions. Here you will use the **Redo**  button.

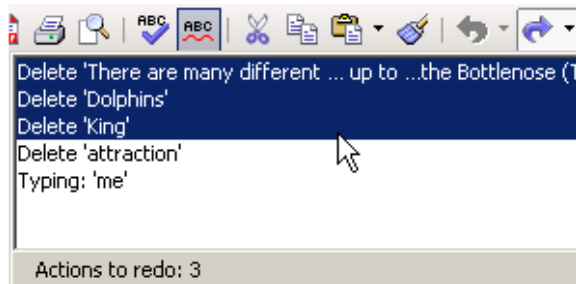



Assignment 6.5 Redoing more than one action

1. Click the little black arrow next to the **Redo**  button.

A list of recent edits will appear, the last edit is on top of the list. Next you'll select the point where you want to start your redo action.

2. Select the last three edits by clicking the last word in the list.



3. The title *Dolphins*, the sentence *There are many different ... up to ...the Bottlenose (Turisops Truncatus)* and the word *King* again will disappear.
4. Now bring the text back in the original state by undoing the last to edits.
5. Do this by clicking the **Undo**  button twice.

6.3. Replacing part of a text

When you want to replace a part of your text, you don't have to delete it first. You can immediately type over the selected text.



Assignment 6.6 replacing part of a text

1. Select the text you want to replace. In this case, the title of the text: *Dolphins*.
2. Type the new text. In this case: *Whales*.
3. See what has been changed.
4. Close the document without saving the changes.

The new text replaces the selected text. The text that is behind the selection, will get pushed forwards. This way no problems will occur when the new text is shorter or longer than the original text.

Replacement typing also comes in handy when you want to save a document under a different name. Namely when you select **File, Save as...** The name of the file is already preselected. You do not have to click anything, but you can immediately start typing to replace the previous file name. In the following assignment you will see how this works.



Assignment 6.7 *Substitute typing*

1. Make sure the file **Dolphins** is opened.
2. Select **File, Save as...**

The dialogbox **Saving** appears.

After the word filename there is the blue word *Dolphins*. The cursor is blinking after the word, this means the word is already selected. You can immediately start typing.


3. Type the word *Whales*.
The word *Dolphins* will get substituted by *Whales*.
4. Click on the lower-right side on **Cancel** to abort saving the document, and to return to *Dolphins*.
5. Close the document without saving the changes.


6.4. Moving part of a text by cutting and pasting

When you want to put a piece of text in another part of your document, you need to move it. You do this by putting the text into the **clipboard** and subsequently put it back from the **clipboard** into the correct location. Essentially the **Clipboard** is nothing more than a piece of memory where you can temporarily store a piece of text or a picture.

It sometimes happens that the clipboard-window appears into view. You can easily close it by clicking the little X in the upper right corner of the window.






Instead of the word 'replace' Writer uses the terms **Cutting** and **Pasting**.

Cutting is nothing more than: removing. A cut piece of text is temporarily moved to the memory of the computer: The **Clipboard**. Cutting to the clipboard you do by the button **Edit, Cut** or with the button **Cut**  in the standard toolbar.

By **Pasting** you put the contents of the clipboard at the location of the cursor. Pasting from the clipboard is done with the button **Paste**  or by **Edit, Paste**.





Assignment 6.8 Cutting and pasting

1. Open a new empty document by clicking on the button **New** .
2. First type the following words underneath each other: *apple, spinach, pear, chicory, courgette, banana, onion, raspberry* and *tomato*.
3. Next type the words *Vegetables:* and *Fruit:* like in the example below. Make these words **Bold** and Underlined too.
4. Now Select the word *apple*.
5. Then select **Edit, Cut** or click the **Cut**  button.
6. Next, select the location where you want to move the word apple to. In this case you click once behind the word *fruit*. The cursor is now flashing behind *fruit*.
7. Finally you select **Edit, Paste** or click the button **Paste** . The word *apple* is now behind the word *Fruit*.
8. Select the word *apple*.
9. Now remove the **Bold** and Underline formatting by clicking the buttons  and .
10. Put a space behind the word by pressing the spacebar.
11. Put all the words in the correct category in the same way.
The text now looks as follows:

Vegetables: spinach chicory courgette onion tomato



Fruit: apple pear banana raspberry

As you have seen, moving text happens in four successive steps:

1. Selecting the text you want to move.
2. Cutting the selected text with the option **Edit, Cut** or the **Cut**  button.
3. Moving the cursor to where you want to move the text to, or selecting the text you want to replace.
4. Pasting of the text, with the option **Edit, Paste** or the **Paste**  button.



The text from the Clipboard is pasted at the location of the cursor. The text also stays on the Clipboard, So it's possible to paste more then once. The Clipboard is cleared when you close Writer.

6.5. Copying part of a text

Just like you can move a piece of text, you can also copy a piece of text. The selected text stays at the previous location. You follow just about the same four steps that you use when you move a piece of text. Instead of **Edit, Cut** or the **Cut**  button, this time you use **Edit, Copy** or the **Copy**  button in the standard toolbar.



Opdracht 6.9 Copying Text



1. Select the word *tomato* by doubleclicking the word.
2. Select from the menubar **Edit, Copy** or click the **Copy**  button.
3. Put the cursor at the location where you want to paste the text.
4. Select from the menubar **Edit, Paste** or click the **Paste**  button. The word *tomato* is pasted at the new location.
5. Close the document without saving the changes.

6.5.1. Copying data between files

You can also use this method to copy text or pictures from one document to the other, or even between different programs. In the following two assignments you are going to open two programs and copy some data between the two.



Opdracht 6.10 *Gegevens kopiëren tussen bestanden*

1. Open the text **Dolphins** from your RedNose CD.
2. Open **Heading Dolphins** from your RedNose CD as a second file.
3. The workspace of **Heading Dolphins** is active.
4. Select the complete text by **Edit, Select All**.
5. Select **Edit, Copy** or click the **Copy**  button.
6. Click on the **Window** menu and select **Dolphins – OpenOffice.org Writer**.
7. Select the title **Dolphins** and click the button **Paste** .

The text now looks as follows:



8. Close Writer with the  without saving the changes.

6.5.2. Copying data between programs

You have just seen how you can copy text and pictures within documents and how you can copy between documents. But the four steps we dealt with in paragraph 6.4 also work between different programs.

In the following assignment you are going to draw something in the **Paint** program, and following we are going to copy the drawing to **OpenOffice.org Writer**.



Assignment 6.11 *Copy a drawing between Paint and Writer*


1. Open the text **Dolphins** from your RedNose CD in **Writer**.
2. Next, open via the start-menu (**Start, Programs, Desktop-accessories**) the program **Paint**.
3. In the program **Paint** draw a large fish.
4. Select the drawing by **Edit, Select all**.
5. Copy the drawing by **Edit, Copy**.




Assignment 6.11 Copy a drawing between Paint and Writer (continued)

6. Go back to the **Dolphins** text by clicking **Dolphins** down below in the taskbar.
7. Select the diving dolphin picture underneath the *Dolphins Looks* header by single-clicking it. A number of green squares appear round the picture.

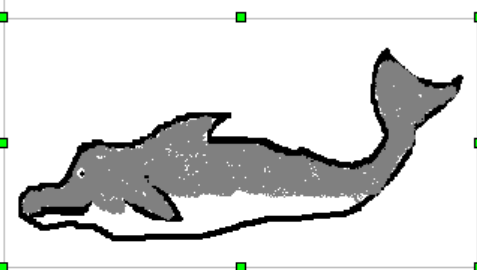
DOLPHINS APPEARANCE




A dolphin and for instance a dowg look very different. Take for instance the nose of a dog and that of a dolphin.
 A dog has it's nose in front of it's head. A dolphin doesn't, it has it on top of it's head.
 The nose onf a dolphin isn't called a nose, but a blowhole. There is a reason a dolphin has it's blowhole on top of it's head, and not on the tip of it's snout.
 Because the blowhole is on top of the dolphin's head it doesn't have ot lift it's head out of the whater to take a breath. Just a quick skim of the water surface, ex- and inhale, then dive under again.

8. Now select **Edit, Paste** or click the **Paste**  button.
 Your text should now look somewhat as follows::
9. Save the text in the **My Documents** folder, under the filename *Dolphins changed*.

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10. Close Writer by clicking the .