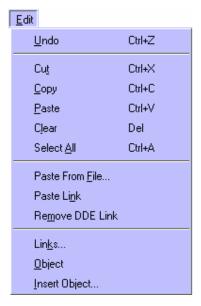# Section 5

Edit Menu:

The "Edit Menu" shows the functions that can be performed in this menu. Some functions are grey, these functions are only available when they are black. Some of these functions are not available for use in this program.

There are also some keyboard functions available, this is where the user presses, in this situation, the **"Ctrl"** key and then a letter. For example, by pressing the **"Ctrl"** key and then **"C"** this will copy the contents of the open cell into the Clipboard.

5.1   Undo – Ctrl+Z

To return data to the field if mistakenly deleted or modified in the previous action.

5.2   Cut – Ctrl+X

Allows you to delete data information out of a field. Information can then be pasted elsewhere into another area of the field or another field entirely.

5.3   Copy – Ctrl+C

Allows the user to copy the contents or portion of a cell into the **Clipboard**, this can be pasted into another field or portion of a field. Cuts down input time when you are repeating input of any similar type information.

5.4   Paste – Ctrl+V

Allows you to paste previously copied data into a new location, to use you must use the copy function first.

5.5   Clear - Del

Clears the data in the field you are working in, and should you have made a mistake you can use the "Undo" function to return the data if available.

5.6   Select All – Ctrl+A

Used mainly in the list areas of this program when you are required to select all of the items in the list.

5.7 Paste from File

Allows the user to paste from a file as the name suggests. For example, if the user has a text file that needs to be transferred into a field you can use this program to open the file and copy the entire file into a field, providing the field is of sufficient size to accommodate all of the information.

5.8 Paste Link

This function is not used in this Library.

5.9 Remove DDE Link

This function is not used in this Library.

5.10 Links

This function is not used in this Library.

5.11 Object

This function is not used in this Library.

5.12 Insert Object

This function is not used in this Library.