

"Copy" menu option

The **Copy** and **Paste** options work so closely together that you could consider them as being one single function in two stages. The idea is to use a text line as the model or "source" for specific characteristics and copy those characteristics to one or more other text lines within the same job.

Details

With your cursor in a specific text line, you can select the



- Line Height
- Base Line
- Left Margin
- Right Margin
- Font
- Justification
- Condensation
- Inter Char Space
- Italicisation
- Text
- Sublines

Access

- Menu **Edit** - menu option **Copy**
- (shortcut? [Ctrl] + [C])

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Last update: **2023/06/16 09:42**

