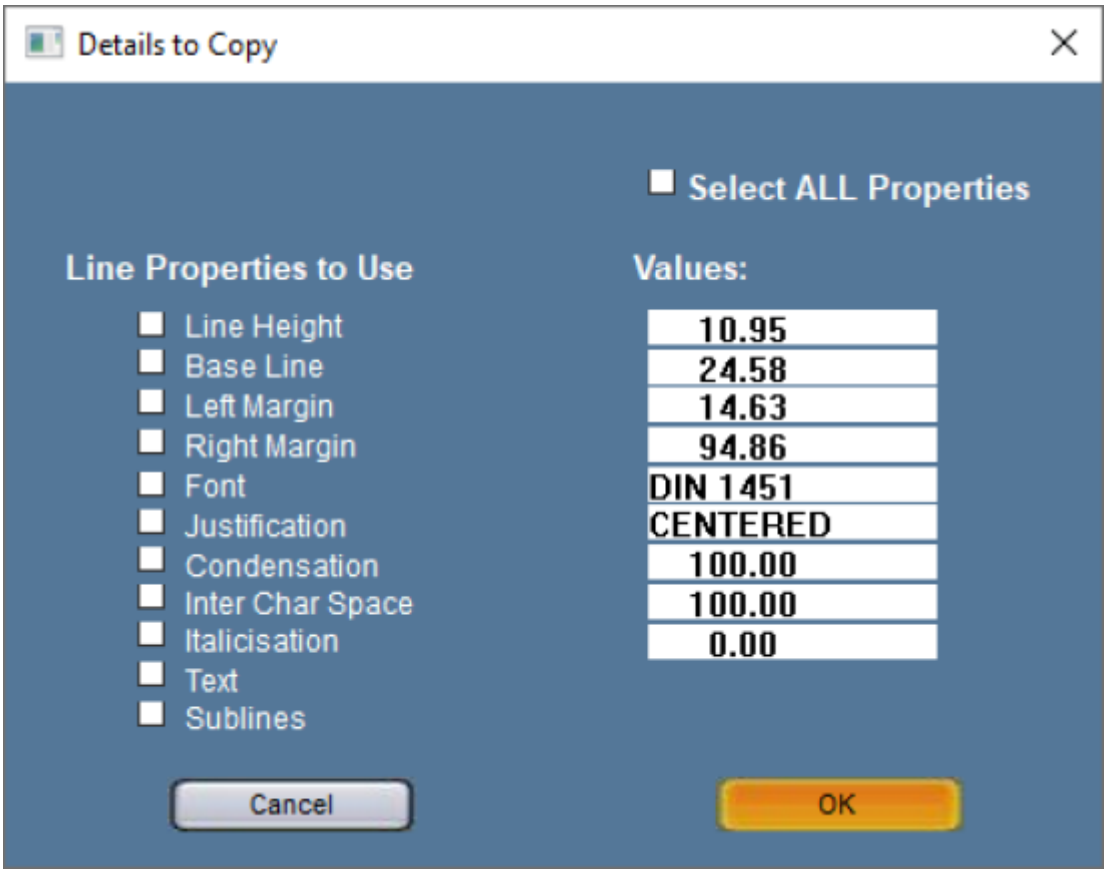
"Copy" and "Paste" menu options

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.

Copy

■ Details

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



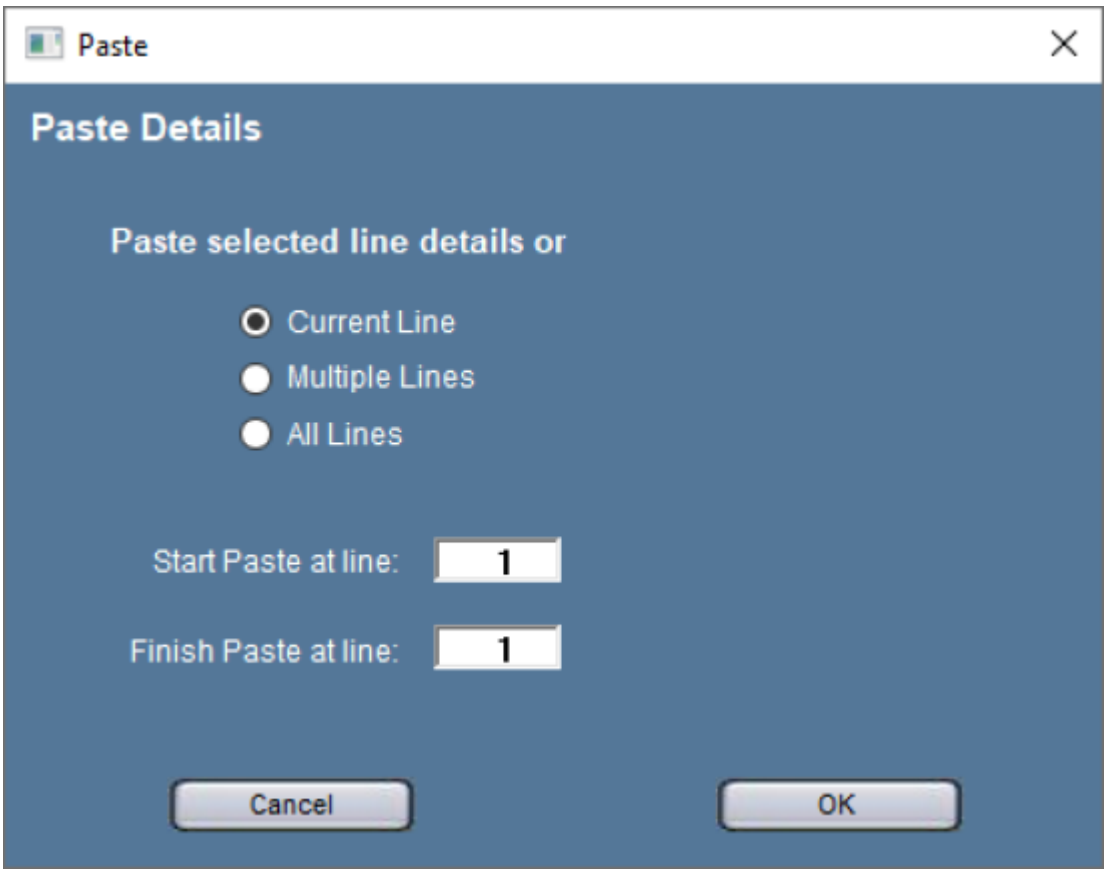
- Line Height
- Base Line
- Left Margin
- Right Margin
- Font
- Justification
- Condensation
- Inter Char Space
- Italicisation
- Text
- Sublines

■ Access

- Menu **Edit** - menu option **Copy**
- The **Copy** icon  in the main screen.

Paste

■ Details



Will paste the properties you selected in the **Copy** window. There are three available options:

- **Current Line**: Will paste the properties to the current line, i.e. the line in which your red cursor line is currently blinking.
- **Multiple Lines**: Will paste the properties to the range of lines which you specify in the **Start** and **Finish Paste at Line** boxes.
- **All Lines**: Will paste the selected properties to all of the text lines.

To confirm, press the "**OK**" button. "**Cancel**" will allow you to leave the Paste window without further consequences.

■ Access

- Menu **Edit**- menu option **Paste**
- The **Paste** icon 

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Last update: **2022/09/22 15:23**