

## A.5 MOVING AND COPYING TEXT

You can copy:

- text from the entry field in the editor or search window, which can be selected by dragging the mouse over it
- text in the browser, viewer or search window, which cannot be selected by dragging the mouse over it

You can copy text by using the clipboard. The clipboard is a temporary storage area where the selected text is stored. The clipboard holds the text until you copy or transfer another text to the clipboard.


Highlight the text you wish to copy in the entry field of the editor or search window by dragging the mouse over it and press the key combination <Ctrl> + <C>. The text will be copied to the clipboard but will also remain visible in the entry field. To *move* the highlighted text, press the key combination <Ctrl> + <X>. In this case, the text will be removed from the entry field and will be copied to the clipboard.

To copy the text to the clipboard, which cannot be highlighted by dragging the mouse over it, press the <Alt> key. Hold the key down and then double-click the selected text.

Select the position where you would like to insert the text from the clipboard (e.g. entry field in COBISS3 software, Word-file, etc.), press the key combination <Ctrl> + <V> and insert the text in the desired place. The copied text will remain on the clipboard, so the procedure can be repeated.



Note:

*When using the programme "Reflection", you can insert text from the clipboard by clicking  (Paste).*

*When using the programme "COBISS/Connect", you can insert text from the clipboard by clicking  (Paste).*