

Edit Menu

The Edit menu is a standard feature of any Macintosh application. In Imaja Reminder it provides the standard functions of Undo, Cut, Copy, Paste, Clear and Select All. The keyboard shortcuts for these commands are standard.

⌘Z - Undo
⌘X - Cut
⌘C - Copy
⌘V - Paste
⌘A - Select All

When editing text in an event, to-do item, or directory item, the keyboard commands Cut, Copy, Paste, and Select All are very useful.

»Undo ⌘Z

Use the Undo command to undo the last operation that you did with a menu command. Undo is not available for all commands.

»Cut ⌘X

To put the selected text to the Clipboard and remove it from the text you are editing, choose Cut.

»Copy ⌘C

To put the selected text to the Clipboard, choose Copy. Copy does not remove the selection from the text you are editing.

»Paste ⌘V

To put the contents of the Clipboard into the text you are editing, choose Paste. The new text will be inserted at the blinking insertion point or will replace selected text.

»Select All ⌘A

To select all of text in the current editing field, choose Select All. Once selected you can choose Cut, Copy, Paste, Clear, or you can type to replace the selected text.