

## Quick-Start Tutorial for using ScrapIt Pro

- 1: Open ScrapIt Pro (SIP) by double-clicking the ScrapIt Pro icon.
- 2: If a scrap file window opens and it contains any items, skip to #6. If a window opens and does not contain any items, skip to #4. If no windows open, continue with #3.
- 3: If there are no scrap files open after starting SIP, go to the "File" menu and select the "New..." item. You'll be presented with the standard 'Save As' dialog. Type a name for this scrap file (give it a name that identifies what you'll store in it such as "Note File" or "Clip-art File"). Save the file to the System Folder (or in the ScrapIt Folder if using System 7) if you'd like the scrap file to show up in the "Scrap Files" list in the "File" menu for easy access later. After creating the file, a new scrap window should open.

NOTE: (See below for a description of a ScrapIt Pro Window)

4: There are no items yet in the file, so we'll have to Copy something from your favorite word processor or drawing program. If you don't already have an application running that you can Copy data from, please go to the Finder and open an application. Once in the application, open a document and copy some text, a picture or whatever you like. Now, return to ScrapIt Pro by either clicking on the window you just created (if you can see it) or going to the Application menu in the upper right of the menu bar and selecting ScrapIt Pro from that menu.

5: Now, select "Paste" from the "Edit" menu (or hit Command-V) and whatever you had copied from the application should now be placed into the open scrap file. You can also drag files to the scrap file window if you have Drag & Drop installed. Add several items to the scrap file.

6: Move around the scrap file by using the scroll bar on the bottom of the scrap file window or clicking an item in the list. You can select portions of a TEXT item using the standard text editing techniques. If the current item is a PICT type, you can select a portion of it by clicking anywhere on the picture and dragging a selection rectangle (or a lasso) over the area you wish to select.

7. Select the "Copy" option from the "Edit" menu to copy the current item or the current selection if anything is selected. This will put the data on the clipboard so it may be used by another application.

That should get you started. To learn more about ScrapIt Pro, please read (or at least scan :-) through this manual.