

Adding an item to the scrap file:

If there is any data on the clipboard, you can place it into a scrap file by selecting "Paste" from the Edit menu. The item will be placed in the current position in the scrap file (if sorting is on for this file, the item will be placed in its proper position). You can also add items by importing them or dragging files onto a ScrapIt Pro window if you have drag & drop capabilities.

You can also add a new blank Text Item by using the "Add New Text Item" option from the "Items" menu or create and add a new sound by using the "Record Sound" option from the "Items" menu.

Removing an item from the scrap file:

If you no longer want a certain scrap item in the scrap file, you can remove it by selecting "Cut" or "Clear" from the edit menu (unless a portion of a picture, GIF, JPEG or TEXT is selected).

**WARNING:** Clearing an item cannot be undone!

Copying portions of text:

When the current scrap item is of the type "TEXT", portions of the text can be copied to the clipboard. You select portions of text as you normally would with any word or text processor. You cannot clear or cut portions of text unless you have allowed text edit from the File Settings dialog for that file, it can only be copied while any text is selected.

Copying portions of a picture:

When the current scrap item is of type "PICT", "GIF" or "JPEG", portions of the picture can be copied to the clipboard. You select portions of a picture as you normally would with a selection rectangle (or lasso) in a graphic type program (MacPaint, MacDraw, etc...). Click on any part of the picture and drag a rectangle over the area you wish to copy, then release the mouse button. You cannot clear or cut portions of a picture, it can only be copied while any portion of the picture is selected.

**NOTE:** You can unselect any selected portion of a picture by moving to another scrap item or by selecting the "Unselect" option from the "Edit" menu.

Editing text:

To edit text you must have the "Allow Text Edit" option checked in the File Settings dialog. If the option is checked, you can select text with the mouse and edit it in the standard way (Cut, Copy, Clear, Paste or by typing). After moving to another Text Item, you must click in the text to start editing.

Use the Font, Style and Color menus to change the font, style and color characteristics of text.

NOTE: (This only applies to System 6 users) If the current Text Item is larger than 32000 characters, it cannot be edited. If the Text Item cannot be edited, there will be a • character after the word "TEXT" in the Scrap Type menu in the windows tool bar.

Renaming scrap items:

If you are in list, thumbnail or gallery mode you can rename an item by double-clicking it's name. After double-clicking the name, you can edit the name right in the list. If you click anywhere other than within the name being edited or you hit the Return or Enter key, the item will be renamed (and moved within the list if sorting is on).

Moving to different scrap items:

You can move to different scrap items (if there is more than one item in the file) by:

- Using the scroll bar at the bottom of the window.
- Clicking on a name (or thumbnail icon) in the list on the left side of the window, if a list view is on.
- Clicking on an icon in gallery mode.
- Using the arrow keys.
- Searching for characters in a TEXT item, name or comment.
- Typing the first characters of the item's name if in List, Thumbnail or gallery mode and "sorting by name" is selected in the File Settings dialog.