





# Working with Portions of Text

## Spellchecker

Launches the SpellChecker dialog.

The spellchecker is a tool for checking spelling of the written text.



The dialog spellchecker works the same way as in Microsoft Word™. When launched, a dialog appears and the check starts automatically from the beginning of the document. The misspelled words appear in the spellchecker dialog where you can either **Ignore** the suggestion or **Change** the word with the one suggested.



## Cut

Cuts the selected content and copies it to the clipboard.

This button works on the selected text, image and/or table. Select some content and click **Cut**. The selected text or image is removed from the page and is stored in the clipboard for later use. Please note that only the last cut (or copied) item is stored in the clipboard. This tool is very helpful when you need to relocate a word/text within



**Ctrl+X**

the page: just select the text, click , place the cursor on the new place, and click  (see below).

## Copy


Copies the selected content to the clipboard.

This button works on the selected text, image and/or table. Select some content and click **Copy**. The content is stored in the clipboard for later use. Note that only the last copied (or cut) item is stored in the clipboard. This tool is very helpful when you need



**Ctrl+C**

to type the same text many times: just select the text, click , place the cursor on

the new place and click  (see below). This way you do not have to type the text over and over. This procedure works for images and/or tables as well.


## Paste

Pastes copied content from the clipboard into the editor.

After you have either **Cut** or **Copied** an item (text, image, etc.), you can **Paste** it using



**Ctrl+V**


this button. Place the cursor where you want the item to appear and click .

## Paste From Word™

Pastes copied content from the clipboard with "clean" Word™ formatting.

After you have either **Cut** or **Copied** an item (text, image, etc.), you can **Paste** it using this button. The r.a.d.editor cleans all unnecessary Microsoft Office™ related tags.



Place the cursor where you want the item to appear and click .


For convenience, if you try to paste Word™ content with the regular **Paste** button or **Ctrl+V**, a dialog will appear asking whether to clean the Word™ markup. If the Clipboard content does not come from Word™, the dialog does not show.

## Paste From Word™ Cleaning Fonts & Sizes

Pastes copied content from the clipboard into the editor without font formatting.

After you have either **Cut** or **Copied** an item (text, image, etc.) in Microsoft Word™, you can **Paste** it using this button. The r.a.d.editor cleans unnecessary Microsoft Office™ related tags plus font formatting. Place the cursor where you want the item to



appear and click .



## Paste As Plain Text

Pastes copied content from the clipboard into the editor as plain text.

After you have either **Cut** or **Copied** an item (text, image, etc.), you can **Paste** it using



**Ctrl+V**

this button. The  **Paste Plain Text** button works similarly to  **Paste from Word™**, but removes all HTML formatting and pastes only text, while preserving the line breaks.

## Paste As HTML

Pastes copied content from the clipboard into the editor.

After you have either **Cut** or **Copied** an item (text, image, etc.), you can **Paste** it using this button. This new tool allows you to paste the HTML content of the Clipboard as code, which may be convenient for developer-oriented applications (e.g. support systems, forums, etc.) The pasted text will look something like this:



**Ctrl+V**

```
<IMG src="Image_example.gif"><BR><BR><FONT face="Arial"><STRONG>What's new in version 6.0</STRONG></FONT>
```

## Format Stripper

Strips (removes) the formatting from the selected or the whole text.



Removes Word™, custom or all formatting.