



Coffee Break

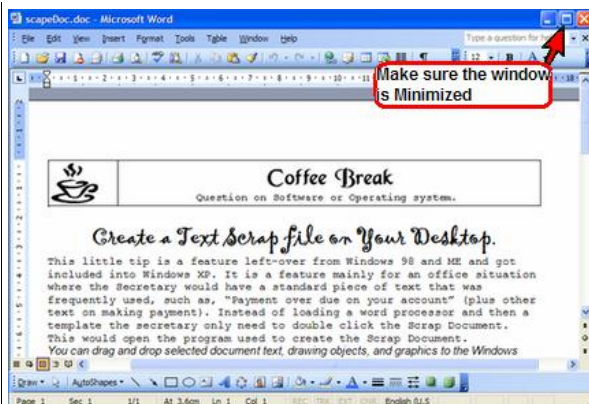
Question on Software or Operating system.

Create a Text Scrap file on Your Desktop.

This little tip is a feature left-over from Windows 98 and ME and got included into Windows XP. It is a feature mainly for an office situation where the Secretary would have a standard piece of text that was frequently used, such as, "Payment over due on your account" (plus other text on making payment). Instead of loading a word processor and then a template the secretary only need to double click the Scrap Document. This would open the program used to create the Scrap Document.

You can drag and drop selected document text, drawing objects, and graphics to the Windows desktop. Only using Microsoft Word, Microsoft Excel and WordPad. Will not work in Notepad or OpenOffice software.

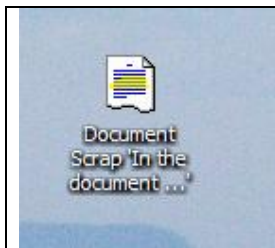
How to create this quick launch 'Scrap Document'?



Make sure that Word is not maximized (click the middle button in the upper-right corner).

You must see some 'Desktop'.

In the document place the cursor at the start of the text to copy. Hold down the [Shift] key and move to the end of the required text and click the left mouse button.



Drag the selection to the desktop. A scrap Document is created as shown in the image on the left.

To place your Document scrap back into Word, WordPad or Excel you must drag the Document Scrap back in.

NOTE: The scrap file is a special OLE object and is not a readable file. You cannot open an .shs file nor can you insert it into another document (for example, you cannot insert an .shs file by using the File command on the Insert menu in Word). To place a scrap into a document or workbook, you must drag it to the document. However; you can rename the scrap object or move it from one directory to another just as you can rename or move an ordinary file.

Drag the Document Scrap back into Word, WordPad or Excel, does not remove the Document Scrap folder from the Desktop. To remove select the file and press the [Delete] key.

You can see its contents by double clicking the folder and it opens in WordPad, From there you can select part or all the text and drag it back into Word, WordPad or Excel. (Both need to be maximized).