TEXT EDITING

This section describes text editing using the RS Store Website Editor.

Basic Text Editing features grouped on the toolbar.

✂ Cut Text

To cut a text fragment, start with selecting it. When the text is selected, you can cut it using one of the following methods.

- Click the ✂ button on the toolbar.
- Open the context menu for the selected fragment by clicking the right mouse button and choose the **Cut** command.
- Use the *Ctrl+X* shortcut on your keyboard.

⧉ Copy Text

To copy a text fragment, start with selecting it. When the text is selected, you can copy it using one of the following methods.

- Click the ⧉ Copy button on the toolbar.
- Open the context menu for the selected fragment by clicking the right mouse button and choose the Copy command.
- Use the Ctrl+C shortcut on your keyboard.

📋 Paste Text

To paste a text fragment, start with cutting it or copying from another source. Depending on the security settings of your browser, you may either paste directly from the clipboard or use Editor **Paste** dialog window. When the text is in the clipboard, you can paste it using one of the following methods:

When the text is in the clipboard, you can paste it using one of the following methods:

- Click the Paste button on the toolbar.
- Open the context menu for the selected fragment by pressing the right mouse button and choose the Paste command.
- Use the Ctrl+V shortcut on your keyboard.

If direct access to clipboard is blocked, you will be asked to paste the text into the Paste dialog window using the Ctrl+V keyboard shortcut.

📋 Paste from Word

The Editor allows you to preserve basic formatting when you paste a text fragment from Microsoft Word. To achieve this, copy the text in a Word document and paste by clicking the Paste from Word button on the toolbar. A dialog window will appear to allow you to paste the text from Microsoft Word.

Paste as Plain Text

If you want to paste an already formatted text, but without preserving the formatting, you can paste it as plain text. To achieve this, copy the formatted text and click the Paste as plain text button on the toolbar. A dialog window will appear to allow you to paste the text as plain text.

Find

If you want to find a word or a phrase in your document in a quick and efficient manner, use Editor Find command. To open the appropriate dialog window, press the Find button on the main editor toolbar. Note: Checking the Match cyclic option means that after the Editor reaches the end of the document, the search continues from the beginning of the text. This option is checked by default.

Replace

If you want to find a word or a phrase in your document in a quick and efficient manner, use Editor Find command. To open the appropriate dialog window, press the Find button on the main editor toolbar. Note: Checking the Match cyclic option means that after the Editor reaches the end of the document, the search continues from the beginning of the text. This option is checked by default.

Undo and Redo

The **Undo** feature is a quick way to cancel the recently introduced change and restore the document to its previous state. To activate the Undo command, click the Undo button on the toolbar or press the Ctrl+Z combination on your keyboard.

The **Redo** feature lets you revert the last undo operation. This means that the document returns to the state it was in before you performed the undo. To activate the Redo command, click the Redo button on the toolbar or press the Ctrl+Y combination on your keyboard.

Removing Format

If you want to find a word or a phrase in your document in a quick and efficient manner, use Editor Find command. To open the appropriate dialog window, press the Find button on the main editor toolbar. Note: Checking the Match cyclic option means that after the Editor reaches the end of the document, the search continues from the beginning of the text. This option is checked by default.