

Cut, Copy and Paste  
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By Roger Gagon

One thing WP 5.1 has never been able to do efficiently is cut, copy and paste. It takes too many keystrokes to use the (Ctrl-F4) method. A better way in WP 5.1 is to delete, then restore using Cancel (F1), (1) Restore. Although shorter, this method is so unconventional that it's often overlooked.

Three macros using this method are included as follows:

- CTRLZ.WPM cuts a block of text to the clipboard.
- CTRLC.WPM copies a block of text to the clipboard.
- CTRLP.WPM pastes a block of text from the clipboard to the cursor location.

To be able to use Ctrl-letter macros, you must add them to a keyboard file. To do so, press Setup (Shift-F1), (5) Keyboard Layout. Highlight an existing keyboard (such as your default) and press (7) Edit. To create a new keyboard for this purpose, press (4) Create, type a name, such as *cutpaste*, then press (Enter) and (7) Edit.

Press (7) Retrieve, and at the Key: prompt, press (Ctrl-Z). At the Macro: prompt, type "ctrlz." This will add that macro to the keyboard. Follow the same steps for (Ctrl-C) and (Ctrl-P).

When finished, press Exit (F7) until you're at the Setup: Keyboard Layout screen and press (1) Select, Exit (F7).

With the appropriate keyboard selected, block any text using Block (Alt-F4), then press (Ctrl-Z) to cut the text and save it to the Clipboard. Press (Ctrl-C) to copy the text (without cutting it) to the Clipboard. To paste the text somewhere else, move your cursor to the desired location and press (Ctrl-P).