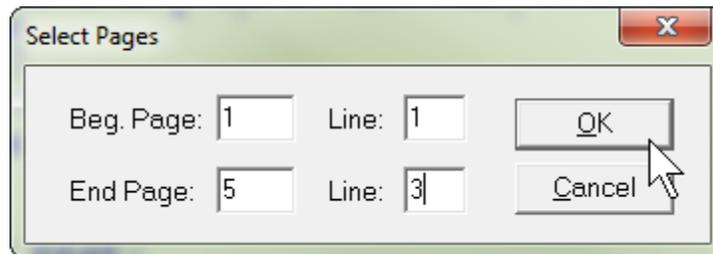


Copying and Pasting Text

There are a number of ways to copy and paste text from the AristoCAT Edit program to another Windows program. The following is the easiest method since you don't have to highlight any text first:

1. Determine the beginning and ending page and line numbers of the text you wish to paste to another program.
2. Type the command Ctrl+KC or Shft+F12 and you will see:



3. Type in the desired beginning and ending page and line numbers and press the Enter key or click the OK button. This will copy the text indicated into the Windows clipboard.
4. You can now save out of Edit and open the program you wish to paste into. Saving out of Edit will still leave the text in the clipboard. You can use the command Ctrl+V to paste the text or use the program's paste command.

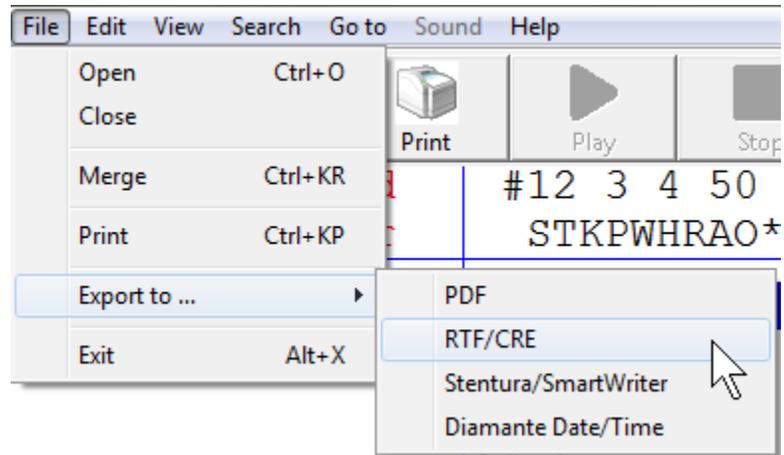
Hint: You can practice this by doing the above command in Edit and then opening any Windows program such as Word, WordPad, NotePad, an e-mail, etc. and pasting into it.

Sending Note Files

Most recipients requesting a note file will probably want it in either RTF/CRE or PDF format. To accomplish this do the following:

1. Start the View Notes program and open the applicable note file.

2. After opening the note file, click on the File menu in the upper left corner, click on the 'Export to ...' menu and then click either 'PDF' or 'RTF/CRE':



3. The exported file will be saved in your user folder along with all of your other AristoCATfiles. The file name will be the name of the job with either a 'PDF' or 'RTF' extension.