

# Case CATalyst

## How to mark or highlight text

Position the cursor on or immediately before the block of text you want to highlight. Press and hold the [Shift] key. Press an arrow key (→) to the place where you want to quit marking.

If you mark too much: To unmark one word at a time, press [Ctrl] or [Shift] + ← . To unmark all the text and start over, click anywhere on the screen.

## How to copy text

### Standard Windows Keys: CTRL + C

When copying and pasting, unconfirmed EZ Choice conflicts will appear in the original conflict form. Once you confirm an EZ Choice selected conflict, it will be pasted as normal text.

To confirm all the EZ Choice selected conflicts at one time, use Resolve All Chosen Conflicts from the Special Edit menu.