Hadley

Selecting Text Sample

Presented by Vikki Vaughan

Hello, my name is Vikki Vaughan. Today we will discuss using shortcut commands to select text. Word processing applications like Microsoft Word are some of the most frequently used applications in our daily lives.

In the writing process, we often find that we need to move, delete, or rearrange a word or phrase. One of the advantages to using a word processing application like Word is that we can easily edit blocks of text with simple keyboard commands.

The first step in the editing process is selecting the text. Once it is selected, we can store it on the clipboard. The clipboard is a short-term storage area of all kinds of information that you've copied from one place and you plan to use in another place. We can store copied text as well as images, videos, files, and folders.

- [Ed] Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?