How to Copy and Paste in CWRC-Writer

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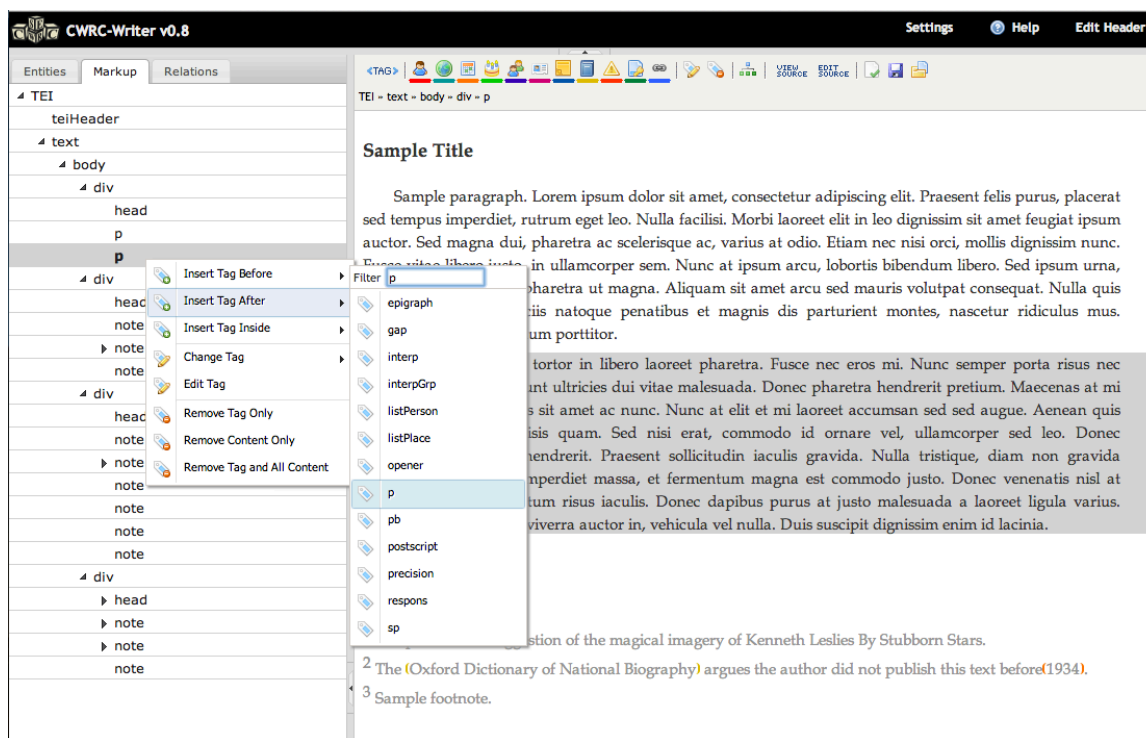
Copying and pasting in CWRC-Writer

Copying and pasting is the easiest way to build the structure of your document.

Introduction to copying and pasting

You can copy and paste in multiple ways in CWRC-Writer, this includes tags, text, and entities. There are multiple methods to copy and paste using your mouse's right-click button.

Related Links:

Copying and pasting text

Copying and pasting text into CWRC-Writer, can be achieved in two ways. The first, by highlighting text in the text area.

1. Copy the information that you would like to paste into CWRC-Writer.
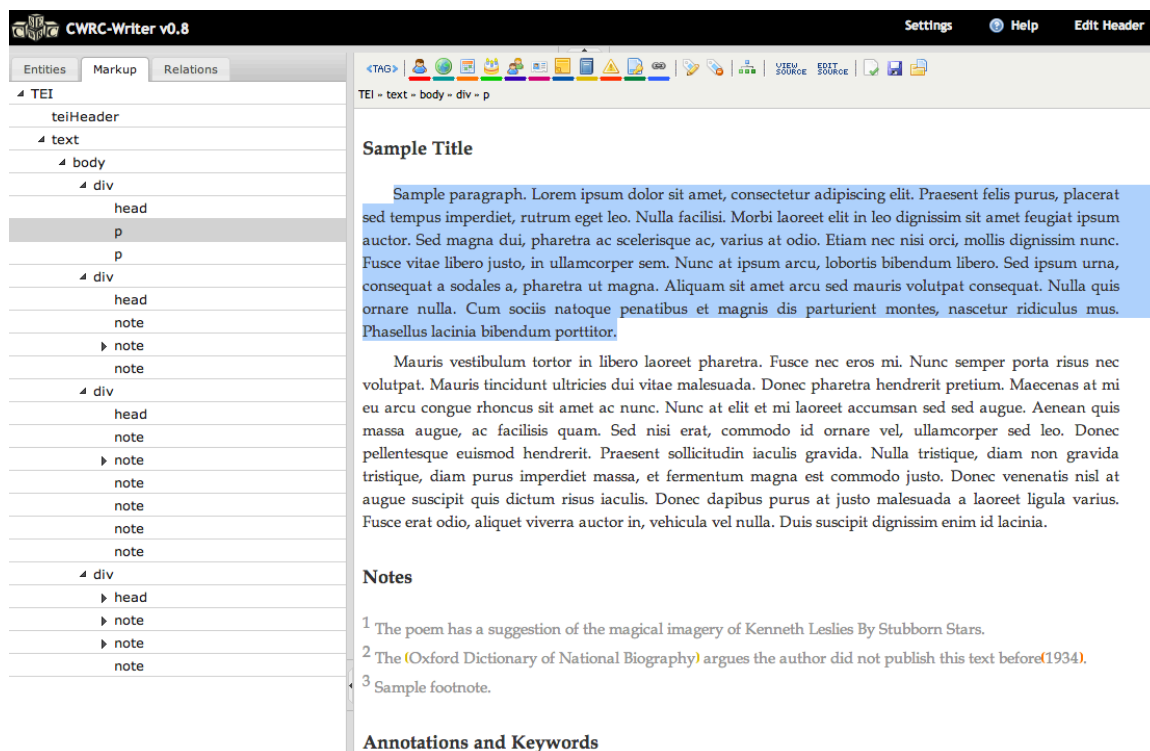
You can copy any information from inside or outside of CWRC-Writer. All existing tags will be stripped out when the text is pasted into CWRC-Writer.

> **Note:** CWRC-Writer only allows users to copy and paste using their keyboard shortcuts (Command C and V for Mac; Control C and V for P. C.s)

2. Activate the field you are pasting into.

    To do this, highlight the text you wish to paste over within the document in the editing pane.

> **Note:** Currently you cannot paste into multiple tags at once. For example, in the prose document you need to paste in paragraphs one "p" tag at a time (this is true for lines, notes, etc. as well).

3. Paste text in, using the keyboard shortcuts, Cmd V or Ctrl V

    The text will show up in to the desired field. The structure panel tags will not be affected, unless you have pasted over preexisting tags. If you do those tags will be deleted.

Related Links:

Viewing information copied from the structure panel

Writing in the text area of CWRC-Writer with your cursor

Writing in the text area of CWRC-Writer by selecting a tag

Deleting text from the structure panel

CWRC-Writer right-click menus

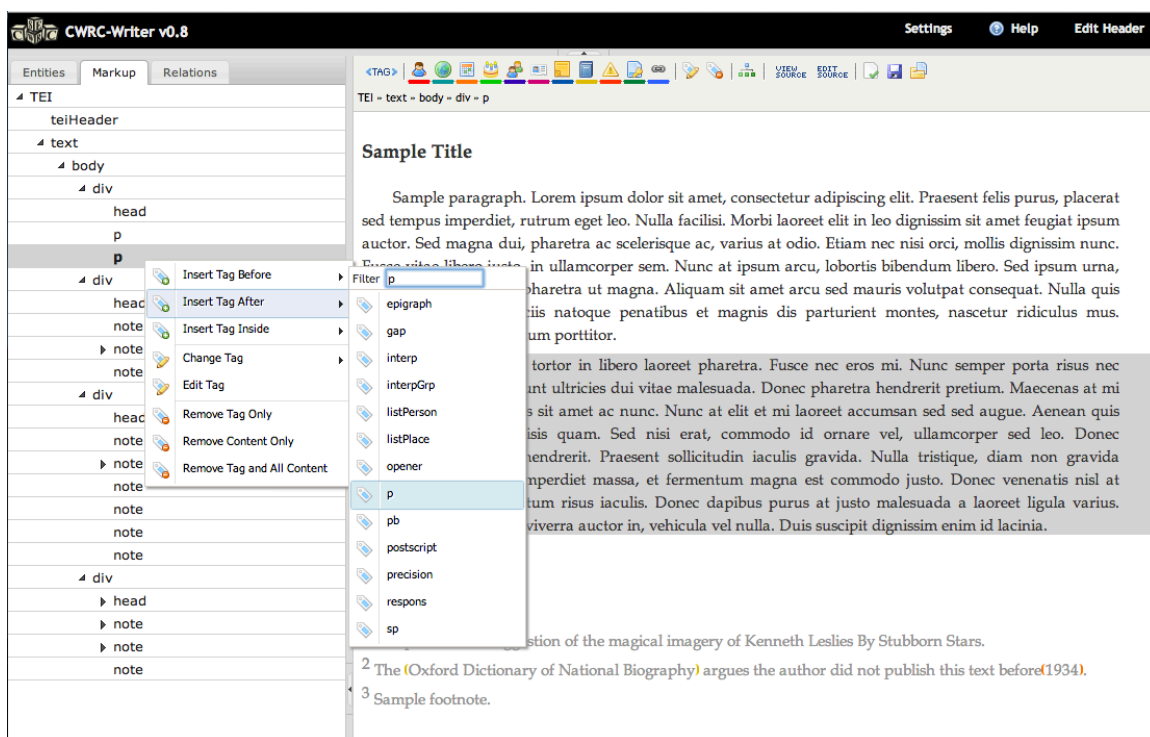# Copying and pasting a single tag

Copying and pasting a tag allow you to duplicate structure and/or content with minimal effort. This acts as a type of shortcut tor producing content in you document.

You can copy any single tag of your document, and paste it where ever you need to replicate that tag and/or information that tag contains.
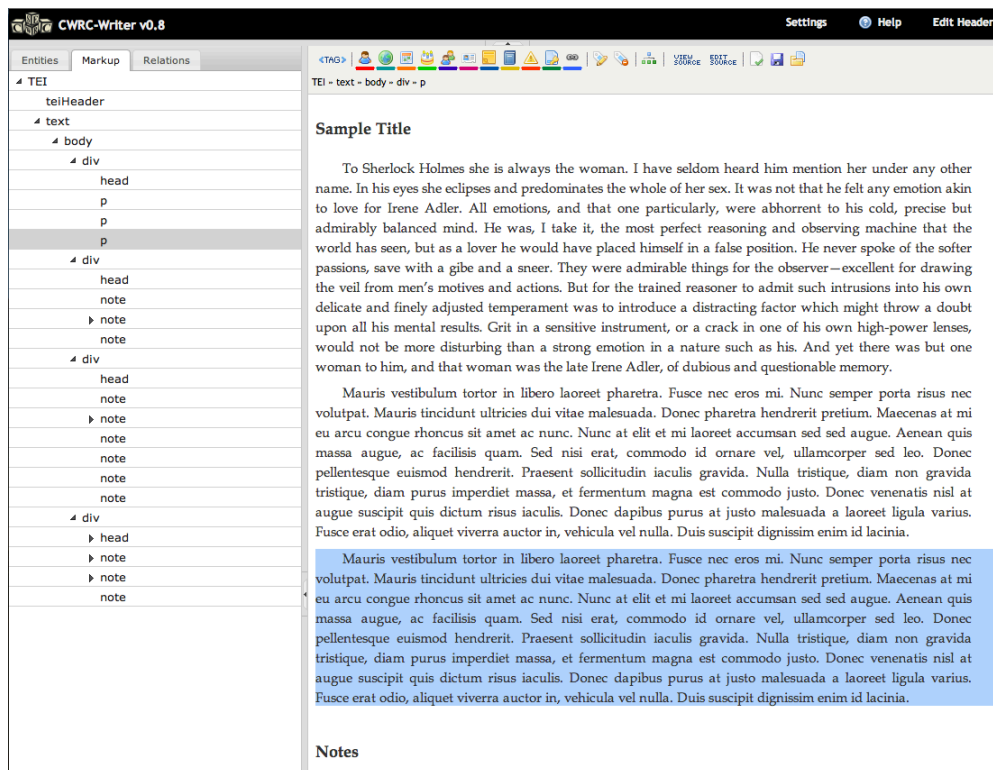
1. To copy and paste one tag (and its content in the document) click on the tag (until the tag is bolded but not italicized) and use the keyboard shortcut to copy (Ctrl C / Cmd C).

2. Then select another tag or insert (using the right click menu) a tag in the structure panel, bolding the tag.

3. Then use Ctrl V or Cmd V to paste the single tag in.

Related Links:

Copying and pasting multiple tags on page 9

CWRC-Writer right-click menus

Copying and pasting multiple tags

Copying and pasting multiple tags within CWRC-Writer is the fastest way to build up a document. Whether you are adding poem lines or more notes, you can create entire sections of structure in a few easy steps.

You can copy any tag that exists in the document and the tags that are nested below it.

1. To copy and paste a parent tag and all the tags nested within it, the user needs to click twice on a tag (until it is bolded and italicized) and use your keyboard shortcut to copy.

   📝 **Note:** CWRC-Writer only allows users to copy and paste using their keyboard shortcuts (Command C and V for Macs; Control C and V for P. C.s)

2. Right-click on a tag in the structure panel and choose one of the `Insert Options`. Depending on which option you chose this will insert a tag, before, after, or inside the tag you have selected.
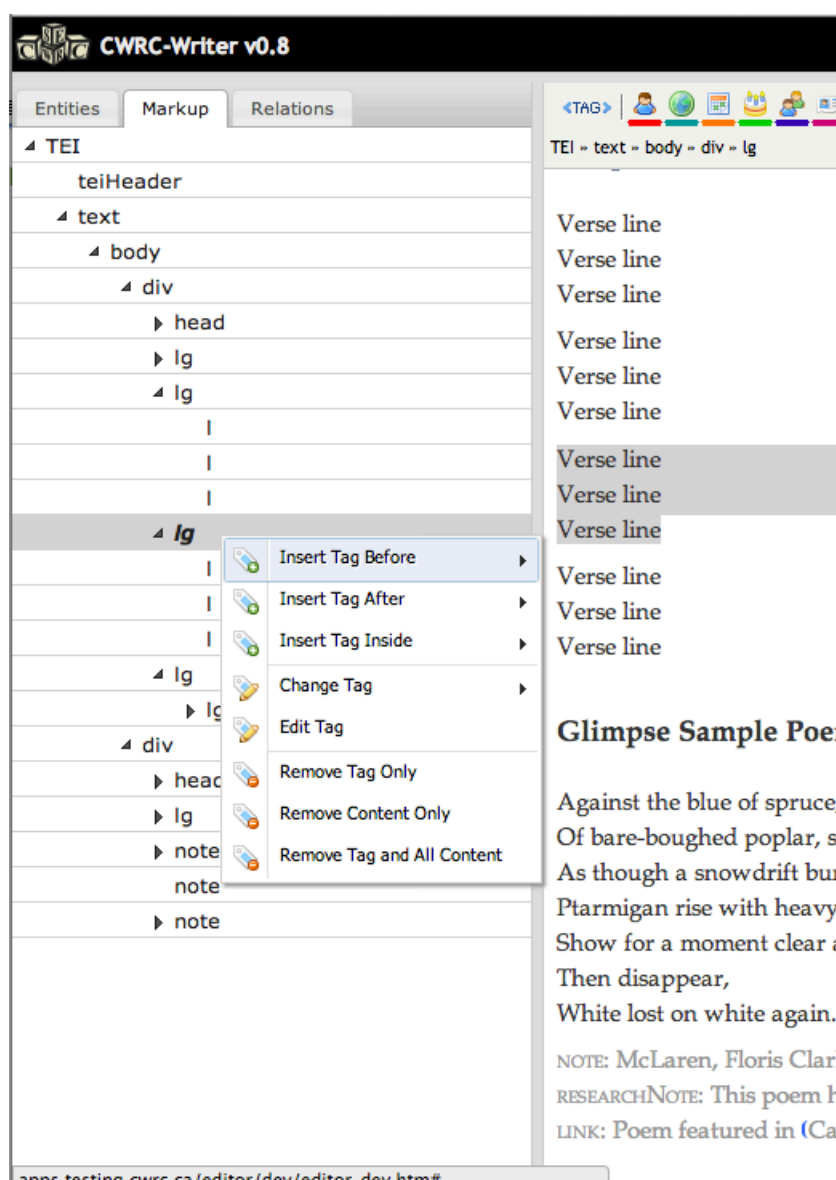

To paste the tags in the document, we suggest first inserting a new tag into which you can paste.

3. Select the tag you have just added to the document until it is bolded and italicized. Use your keyboard shortcut to paste.

In the poem document you can click on a "lg" tag (until it is bolded and italicized) and use your keyboard shortcut (Command or Control C) to copy that tag.
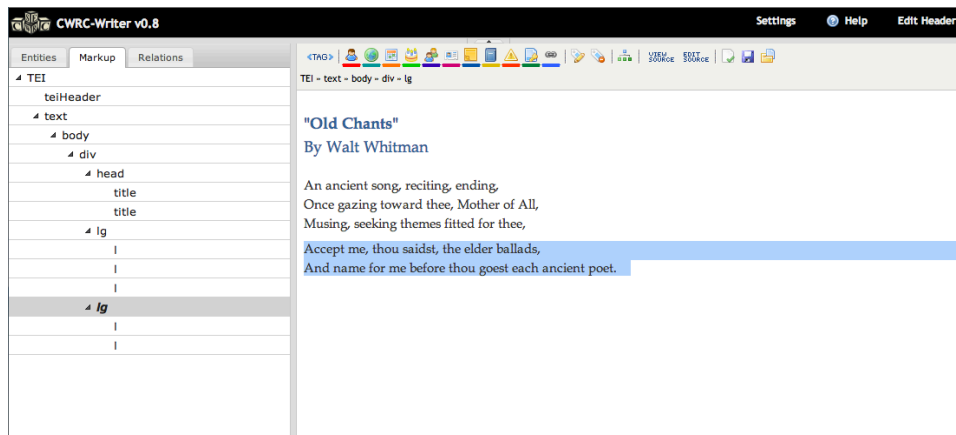
Then insert a new "lg" tag by bolding the last one in the list and choosing the right-click option `Insert Tag After` (in this case choosing to insert a new "lg" tag).
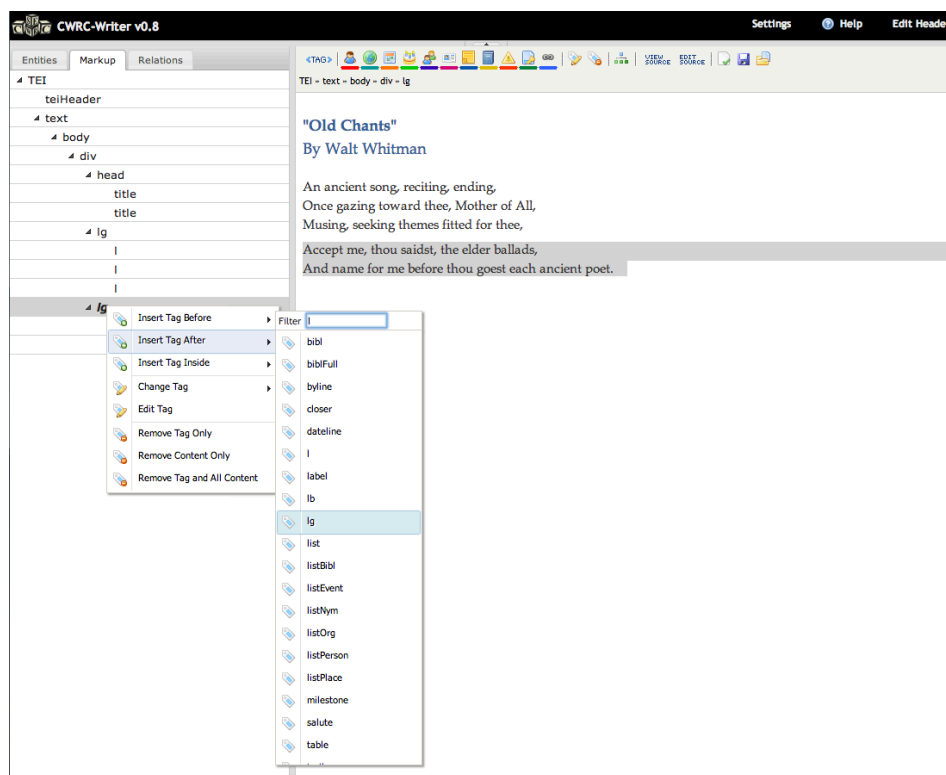
When you choose to add a "lg" tag, this will create an empty tag that you can then paste the structure into; click on the tag (until it is bolded) and paste the information in.
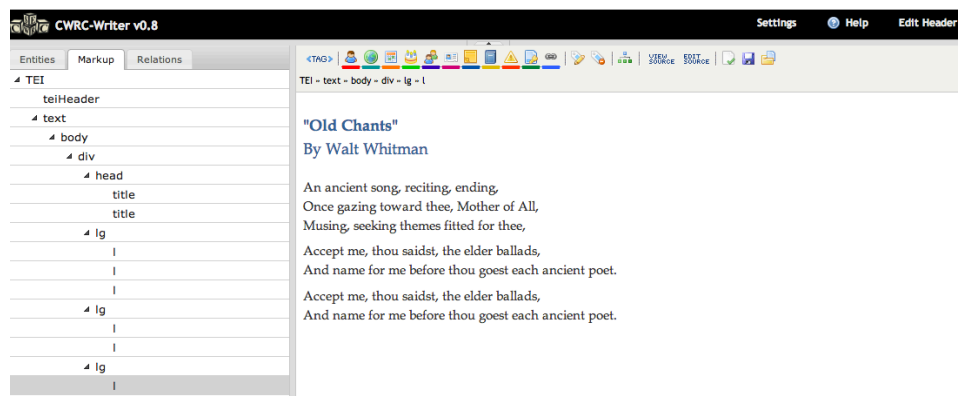
Success! You have pasted tags and text in the structure, creating a new "lg" tag with nested "l" tags.

Related Links:

Copying and pasting a single tag on page 6

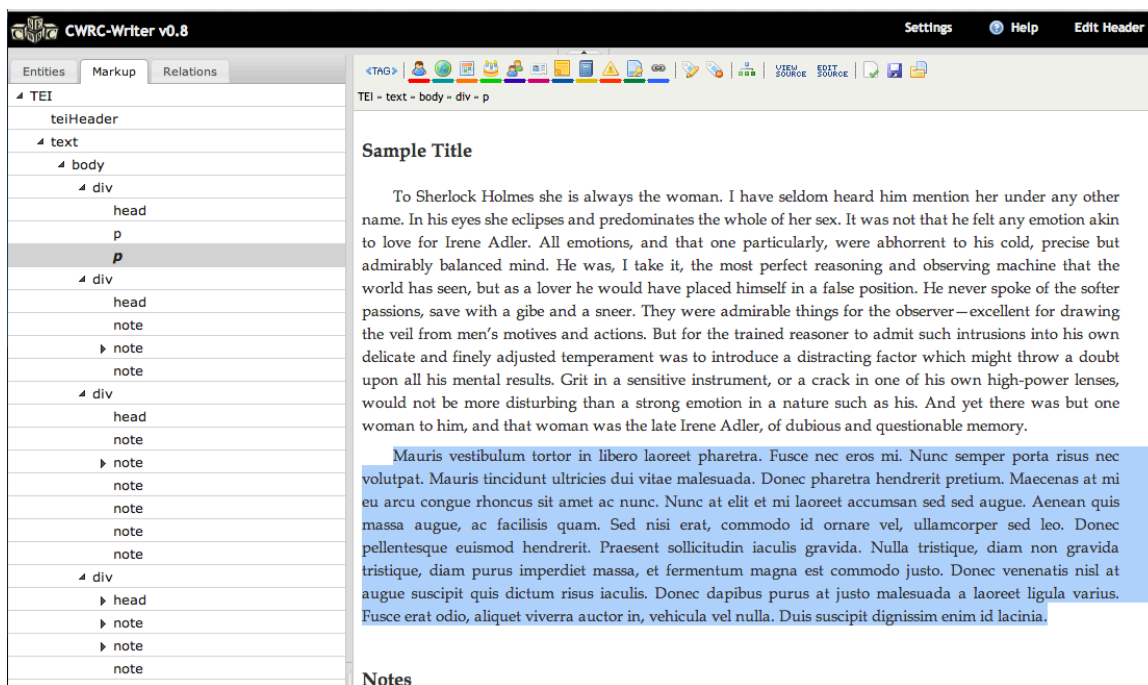*Copying and pasting text in the structure panel* on page 12

Copying and pasting entities in the editor on page 14

CWRC-Writer right-click menus

Copying and pasting text in the structure panel

This is how users can copy and paste text into CWRC-Writer by selecting a tag in the structure panel.

1. Copy the information that you would like to paste into CWRC-Writer.
2. Double click on the tag you wish to paste into in the structure panel until it is bolded and italicized.

> **Note:** If you use this method, you will delete all content currently in the tag that you are pasting into.

3. With the tag you selected highlighted, use your keyboard shortcut to paste in the copied text.

   Related Links:

   Copying and pasting a single tag on page 6

   Copying and pasting multiple tags on page 9

   Copying and pasting text in the structure panel on page 12

   *Copying and pasting entities in the editor* on page 14

Viewing information copied from the structure panel

CWRC-Writer provides the option of looking at what you have copied in the structure panel before you need to paste it in. This allows you to make sure you have selected exactly what you wanted to work with.

Copying information in CWRC-Writer can at times be a daunting task, but we provide the option to make sure you know exactly what you have copied before you paste it.

Copy a portion of text in CWRC-Writer (see instructions at:)

- *Copying and pasting text* on page 4
- *Copying and pasting multiple tags* on page 9

1. Click on the small arrow at the bottom of the CWRC-Writer window/frame.
   This will bring up the `Validation` and `Selection` Tabs.
2. Click on the `Selection` tab.
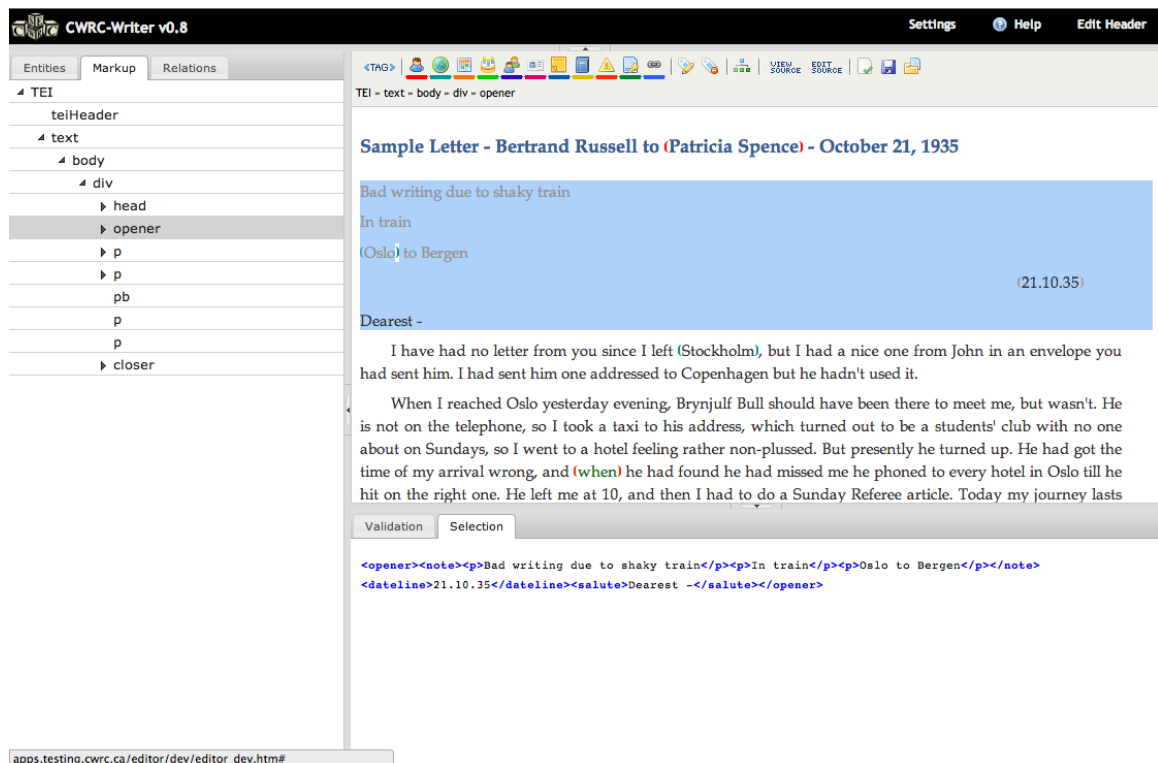
You will be able to see what you have copied, included the tags and text.

Related Links:

Copying and pasting text on page 4

Copying and pasting a single tag on page 6

Copying and pasting multiple tags on page 9

Copying and pasting text in the structure panel on page 12

*Copying and pasting entities in the editor* on page 14

Copying and pasting entities in the editor

You can copy and paste entities in CWRC-Writer. This will let you replicate annotations entities, so that you can have multiple instances of that tag in the document (with the same contextual information).

1. Right-click on the entity that you wish to copy, either in the entities column or within the document.
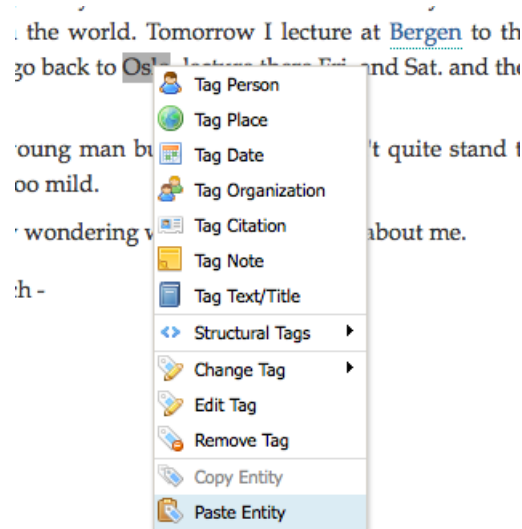
2. Place your cursor in the text editor (wherever you would like the new entity to go) and right-click. Select the option to `Paste Entity`.
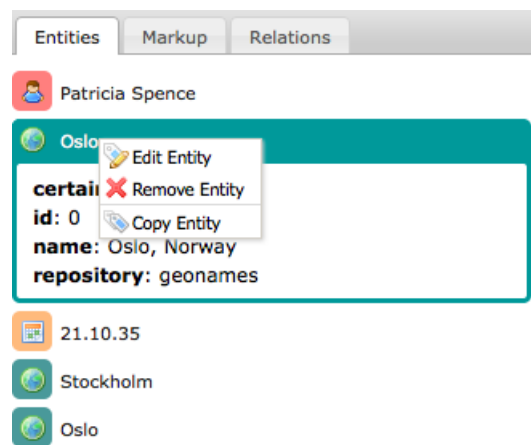
This will add a new entity in the document (you may have to delete texts as the new entity inserts beside any selected text).

Related Links:

CWRC-Writer right-click menus