The edit menu

The commands in the Edit Menu can be used when you are entering text, just the same as in a word processor.

Undo: The previous contents can be retrieved if the document has not been saved.

Cut: Deletes the currently selected text and places it on the clipboard

Copy: Copies the currently selected text and places it on the clipboard

Paste: Replaces the selected text (if there is any) with the contents of the clipboard. If there is no selected text, the clipboard contents are inserted at the insertion point (the blinking cursor)

Clear: Clears the text in the particular field.

If the Cut/Copy/Paste items are dimmed out, it is because you are not currently in a text entry field.

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