



Cutting / Copying / Pasting information


OPAS employs the standard Cut / Copy / Paste functionality found in all Windows programs, but in slightly different ways depending upon the type of field.


General Operation

Except in the **Artistic Planning** Area, OPAS does not support the context menu you see when you right-click your mouse in other Windows programs such as Word. In OPAS you use either keystroke combinations or the Edit menu.

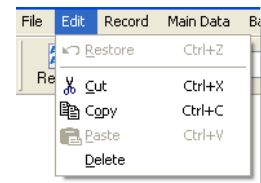
Copy text by pressing the Ctrl + c keys: 

Copy text by selecting it and dragging it to the new location: 

Cut text by pressing the Ctrl + x keys: 

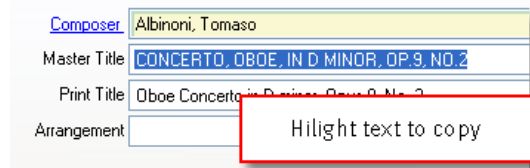
Paste text by pressing the Ctrl + v keys: 

You can also use the Edit menu found at the top left of the OPAS screen:

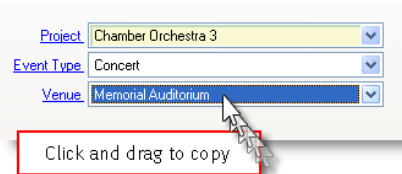


Copying text – standard fields

In any text or number field, simply swipe your mouse over the information in the field or Tab into the field to select it. Then use the copy methods above.



Copying text – drop-down fields



Text in drop-down fields can only be copied by clicking the field to select it and then dragging to the desired location.

Drop-down fields do *not* support ctrl+c to copy their contents.

Copying text – grids and List screens

Within any grid or any **List** screen, swipe your mouse over the information to be copied and then use either the Ctrl+c keyboard combination or the Edit menu.

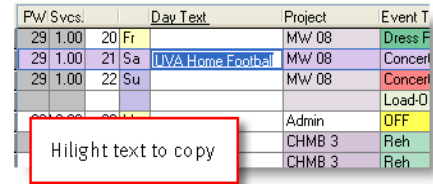
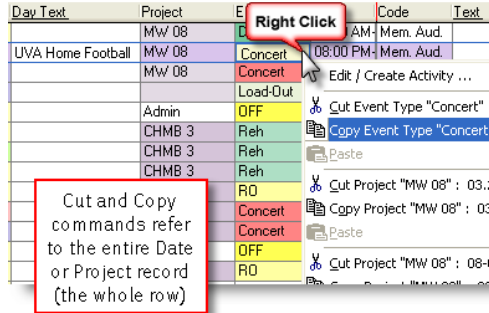
Grids and **List** screens do *not* support directly dragging information to a new location.



Copying – Artistic Planning area

In the **Artistic Planning** area, methods depend on the information you wish to copy.

When copying text in any of the text or note fields, highlight the text and use either Ctrl + c or the Edit menu to copy it. As with other grids, you cannot drag text out of the text and note fields in the **Artistic Planning** area.



The right-click functionality you see in other Windows programs like Word is available in the **Artistic Planning** area, but it refers to cutting/copying/pasting the entire Activity or Project you have selected.

Copying and Pasting to other programs

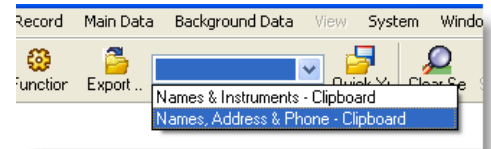
Except for the final method stated above to copy an entire Activity or Project in the **Artistic Planning** area, the techniques described here can be used to copy information from OPAS and paste it into other programs. Once the information has been copied in OPAS, just move to your other program and paste it using any of the methods supported by that program.

If the information in OPAS is not in a grid or on any **List** screen, you can even drag that information out of OPAS and 'drop' it into your other program.

Copying complex information

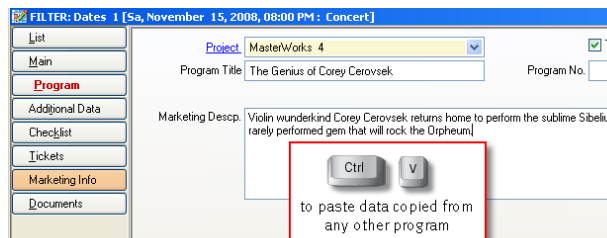
The techniques described above are designed for copying simple data – the contents of a single OPAS data field. You can also copy combinations of data fields. Rather than copy the title of a single work on a program, for example, you can copy the entire program for a concert or even many concerts at once.

This type of copying involves exporting data to your computer's clipboard (where all copied information resides). You build an export that consists of the information you want in the order you want it, and choose the "Clipboard" as the destination. When you then run that export, the information is stored in your computer's memory and you can then just paste it into any other application. These clipboard exports are especially powerful when they are part of your personal export menu (shown here).



Contact Technical Support for more information on creating and using exports.

Pasting information into OPAS



You can paste information into any OPAS text or note field, but cannot paste information into a drop-down field or any field within a grid or **List** screen. Remember to press Ctrl + v or use the Edit menu to paste.

This technique also works when pasting information copied from another program such as Word or an email message. Just click in the desired OPAS field and press Ctrl + v.

Cutting text

Text can be cut in OPAS (using the methods shown on page 1) only from text or note fields. You cannot cut text from a drop-down field nor from any field in a grid or **List** screen.