

How To Copy/Paste Data in the Hosted Environment

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Question:

Users in the Hosted Environment are unable to copy and paste data in or out of SedonaOffice. This is usually needed in order to verify that there are no typing mistakes in fields, such as email addresses or other sensitive customer information.

Resolution:

In order to copy and paste data in the hosted environment, you can use the method of highlighting the information for the field needed. Once highlighted, use the keyboard commands for Copy and Paste.

In Windows PC:

To Copy: CTRL + C (tap the Ctrl key and C key at the same time)

To Paste: CTRL + V (tap the Ctrl key and V key at the same time)

In Mac:

To Copy: ⌘ + C (tap ⌘ key and C key at the same time)

To Paste: ⌘ + V (tap ⌘ key and V key at the same time)

Sometimes, those commands may not work so if they don't or if users are unfamiliar or uncomfortable with using keyboard commands. In that case, there is a clipboard available to copy and paste data into.

At the top of the hosted environment window, there is a small tab in the center of the screen.

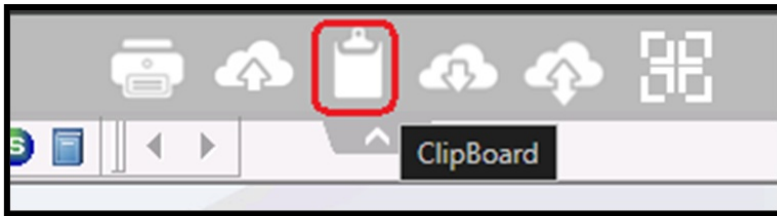


or



Click on the tab and it will expand to show 6 icons.

The icon that looks like a clip board is the ClipBoard application icon.



When the Clipboard icon is selected, a new semi-transparent window will appear. This window stays on the forefront of all other applications and can be dragged using the compass icon in the top left of the window.

