

To select non-contiguous items using the keyboard in *Adding selection* mode:

- 1) Select the first piece of text. (For more information about keyboard selection of text, see the topic “Navigating and Selecting with the Keyboard” in the LibreOffice Help (F1).)
- 2) Press *Shift+F8* to enable *Adding selection* mode.
- 3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
- 4) Repeat as often as required.

Now you can work with the selected text. After finishing your work with the selected text, press *Esc* to exit *Adding selection* mode.

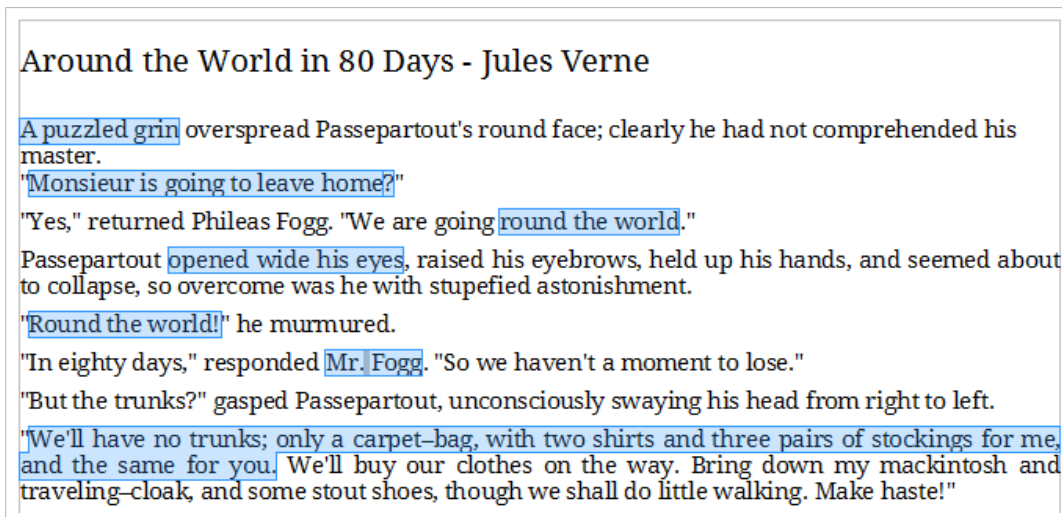


Figure 19: Selecting non-consecutive pieces of text

Selecting a vertical block of text

You can select a block text that spans through multiple rows using Writer's *Block selection* mode. To change to Block selection mode, use **Edit > Selection Mode > Block Area**, or press *Ctrl+F8*, or click the **Selection** icon in the status bar and select **Block selection** in the list. Now you can highlight the selection, using mouse or keyboard, as shown in Figure 20.

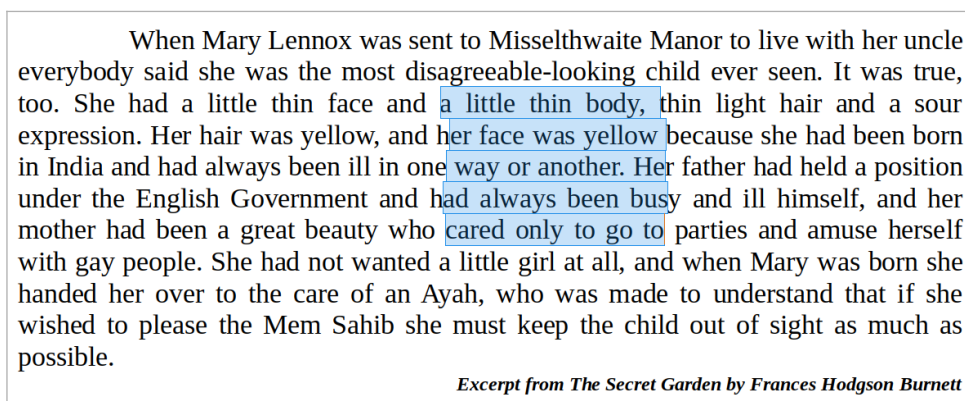


Figure 20: Selecting a block of text

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.