Insert versus Overtype*

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Abstract

An explanation of how these two modes of entry effect what you see when typing. How to toggle between the two modes.

1 Insert

Insert means that you add text to the current text without replacing any single letter. For example, the original sentence is "John is a good person"; if you insert "very" between "a" and "good", the sentence will be "John is a very good person".

To insert a text:

Step 1 - Move the insertion point to the place you want to insert the text.

Step 2 - Type the text you want.

2 Overtype

Overtype means that you replace the current text with another text using the 'Insert' button on the keyboard. For example, the original sentence is "John is a very good person" and you want to replace "good" with "nice". If you put the insertion point before "good" and type "nice", the sentence will be "John is a very nice person" not "John is a very nice good person".

To overtype a text:

Step 1 - Be sure to activate the 'Overtype option'. To do that , follow the instructions:

*Version 1.1: Nov 30, 2010 2:22 am -0600

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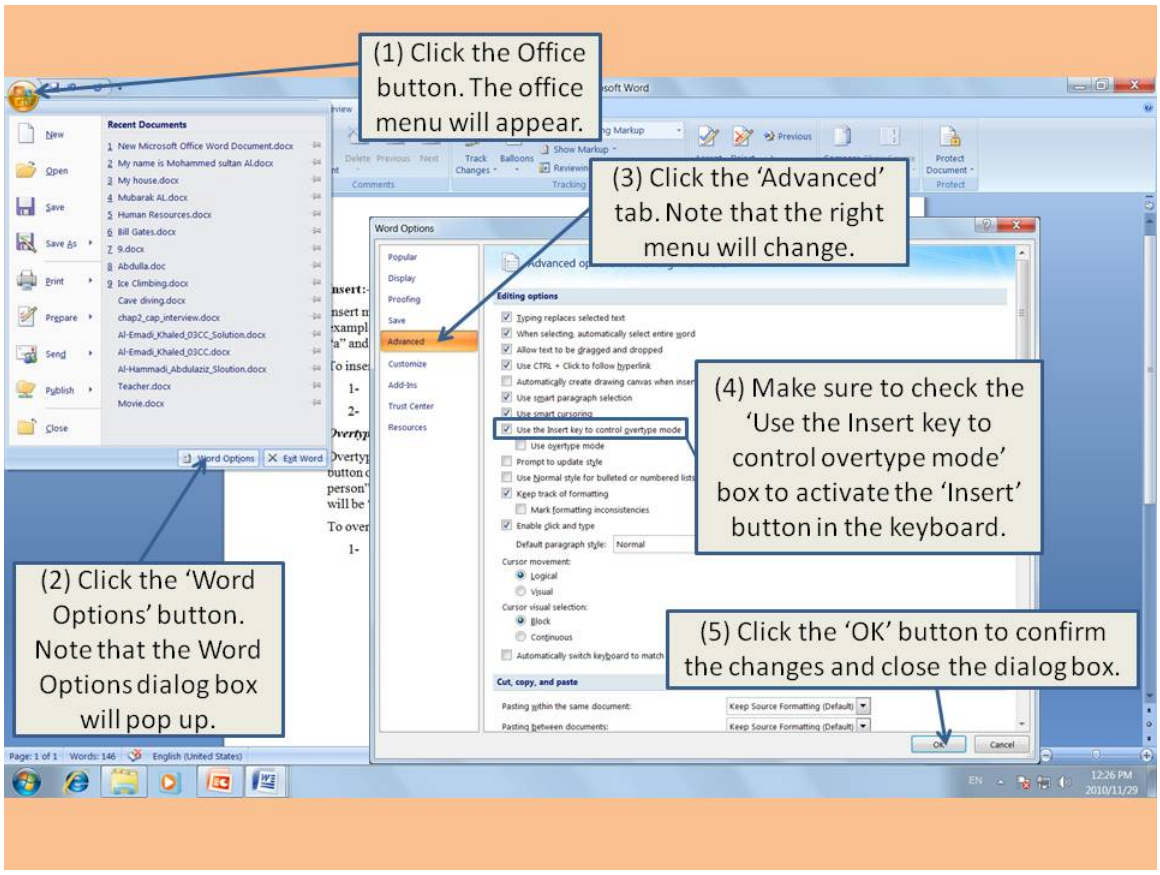

Figure 1

Step 2 - To overtype the text, move the insertion point to the place you want to replace the text (before the text); click the insert button (toggles from insert mode to overtype mode).

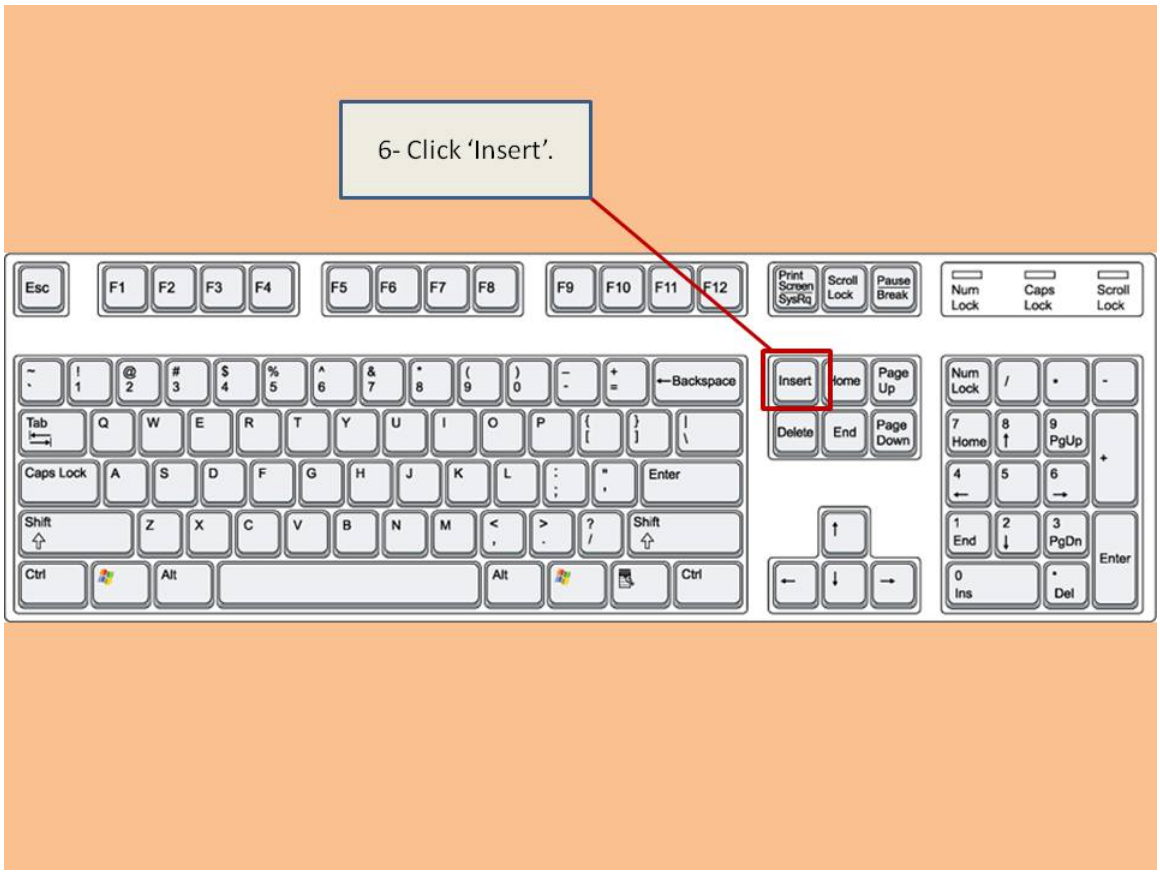

Figure 2

Step 3 - Type the new text that will overtype the existing text. Hit the insert key to toggle off the overtype and return to the insert mode.