

#### Importing files:

You can import files by selecting an option from “Import” menu.

- A TEXT file can be imported into the current scrap items position by selecting “Import TEXT file...” from the “Import” menu. (Note: the TEXT file must be 32,000 characters or less).
  - Import a MacPaint or PICT file by using the appropriate menu items.
  - Import a “PICT” resource from any application or any file. If there is more than one “PICT” resource in the file, they will all be displayed in a list so you may choose which one to import.
  - Import a “snd” resource from a “snd” file created by ScrapIt Pro or any file; hold down the option key when choosing “Import Sound...” to get a list of all files. If there is more than one “snd” resource in the file, they will all be displayed in a list so you may choose which one to import.
  - Import a QuickTime™ Movie by using the appropriate menu item.
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- Select multiple files (PICT, TEXT or Sound files) by selecting the “Import Selected Files” option from the Import menu. You can then select many files (from any folder) by double clicking the filename, or selecting a file name and clicking the “Add” button. The files you select will be added to the list on the bottom of the window. You can select any of these files and remove it from the list if you make a mistake. After you select all the files you want to import, click the “Import” button to begin, or click “Cancel” to cancel the import.

#### Exporting:

You can export files by selecting the “Export” option from “Import” menu.

- A TEXT file can be created if the current scrap item is of type “TEXT”.
- A PICT file can be created if the current scrap item is of type “PICT”.
- A Sound file can be created if the current scrap item is of type “snd”.