

## Short Cuts & Tips:

- When creating new scrap files, place them in the System Folder (or the ScrapIt Folder within the System Folder for System 7 users) so the files can be accessed through the "Scrap Files" hierarchical menu in the "File" menu.
- If you are editing text, you can save any changes and move to the next (or previous) scrap item by holding down the Option key while pressing the left, right, up or down arrow key.
- You can close all open scrap files by holding down the Option key while clicking in a windows close box.
- If you are in list or thumbnail mode and the sorting option is not on, you can re-order items in the scrap file by option-clicking an item in the list to move the selected item before the item you clicked on.

Example, you have a scrap file with three scrap items, to move the last item into the first item position try the following:

1. Select the last item by clicking on it.
  2. Click the first item while holding down the Option key.
  3. That's it, the last item should have moved into the spot before the first item.
- If you are going to be dealing with large pictures, it would be a good idea to increase the preferred memory for ScrapIt Pro by using the Get Info command from the Finder.
  - When a PICTure is the current item, you can toggle between the lasso and the selection tool by pressing the Command key.
  - Hold down the Option key while selecting a file to open from the Scrap Files menu (in the File menu) or from the pop-up Scrap Files menu in a window to close the topmost window before opening the selected file