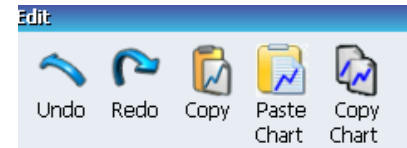


## 10 EDIT TAB FUNCTIONALITY

The Edit area holds features allowing you to make amendments as well as copy charts into a document format and overwrite current charts with new charts.

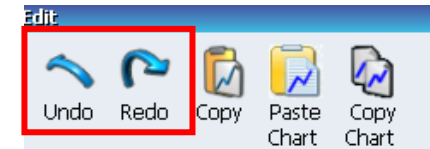


### 10.1 UNDO AND REDO

Undo and Redo allows you to undo a majority of actions applied to an active chart, e.g. a line removed can be restored by selecting undo. If later decide the line restored is no longer required select redo and the line will be removed.

To undo or redo functionality follow the steps below:

Go to **Edit** Tab & select the required command

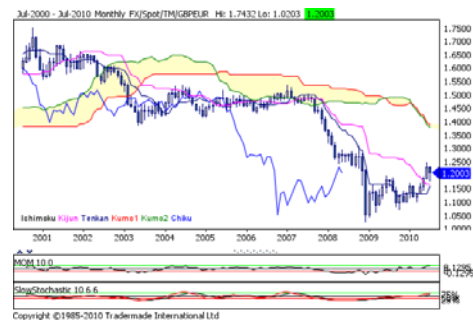


### 10.2 COPY

Copy allows a user to copy the current/active chart and paste it into a word document, select the chart you wish to copy (Screenshot below)

Select Copy, right click in a word document & select paste or simply press Ctrl + V

How the image will appear (displayed below)



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## 10.3 PASTE CHART

Paste chart allows you to copy the chart you have chosen to copy via the feature *Copy Chart* located in the **Edit** Tab.

The feature will overwrite the current chart selected when selected.

(Example is shown in the *Copy Chart* section below)

## 10.4 COPY CHART

Copy Chart function allows you to copy any chart within the application, when you then select *Paste Chart* it will then paste the chart you would like to copy and overwrite the existing/active chart within the application.

Example shown below:

