



# GeekSpeak

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### Be a Drag!

The GeekSpeak column has two goals: to inform the community about technological advances and at the same time encourage the use and appreciation of technology among translation professionals. Jost also publishes a free technical newsletter for translators ([www.internationalwriters.com/toolkit](http://www.internationalwriters.com/toolkit)).

**Though the** following shortcuts for moving files have been available since Windows 3.1 (for those who have never worked with Windows 3.1, this is the version of the operating system where you actually worked in “windows”), many users have quite successfully ignored them.

There are various ways to move a file—that is, to change the location of a file and/or to copy a file within Windows with the help of a mouse.

When you select a file within Windows Explorer or any other file display within Windows and drag that file with your left mouse button while pressing Ctrl+Shift, the operation creates a shortcut. For instance, this is helpful if you would like to create a shortcut to a document or a program on your desktop, within your Start menu, or in the Quick Launch area (the links to the right of the Windows Start button/Windows logo). Windows will show you where you are allowed to create a shortcut by displaying a little shortcut symbol alongside your cursor. As soon as a stop sign appears instead, you will know that you cannot create a shortcut in that particular area. As you play around with it,

you will be surprised at how much you can do.

These shortcuts even work within Microsoft Word. You can highlight a section (several words, a paragraph, or a graphic) within Word, drag that section using the same Ctrl+Shift method, and create a shortcut (a cross-reference) within your document or even in a separate document. Clicking on that shortcut will make you jump back to the original text. (It works the same if you drag your selection to your desktop.) Windows creates a little “scrap” link that opens your document to the section you highlighted in the original text when you click it. This is a great trick if you are tired after a long day of translating or editing and want to jump right back with fresh eyes the next morning to the place where you left off. (Note: Since these “scrap” files were prone to infections, you will have no luck with the above process with Windows Vista—Vista simply does not support scrap files.)

Of course, all this can also be done with just the Ctrl key rather than Ctrl+Shift. The difference is that in this case a copy is generated rather

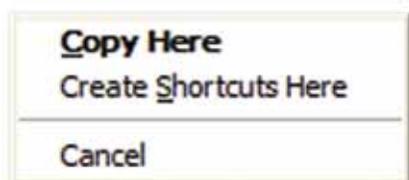
than a shortcut of the file. As soon as you start to drag your file, you can see a little plus icon appear beside your cursor, indicating that Windows will copy that item rather than just move it.

This procedure works not only within Windows Explorer to make copies of files or folders (if you move a file or folder within the same folder, Windows will make a copy of that file or folder and rename it “Copy of <OldName>”), but also with text, graphics, or pretty much anything else within most Windows applications. (I do not have to tell you that this is extremely helpful when translating in a bilingual environment to copy some source text over to the target side quickly within a translation environment tool.)

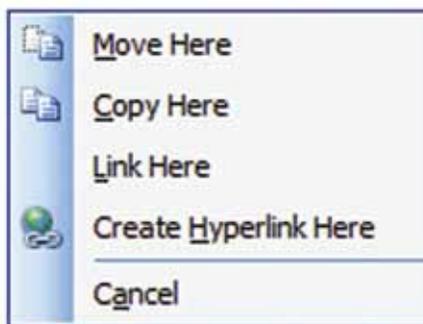
Also, if you forget which keyboard shortcut is used for what—Ctrl or Ctrl+Shift—you can drag a file or a text fragment by holding the right mouse button down. As soon as you drop the dragged content, you will see your choices in a context menu, as shown in the images below.

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In Windows Explorer:



Within Word:



From Word to Desktop:

