

# Copy & Paste – Cut & Paste

## Concept

The point of **Cut/Copy & Paste** is to move something (a word, a block of text, a picture) from one place to another. **Cut** removes the item from where it is originally (called the **Source**), and **Copy** leaves the item intact in the source (chances are, you will **Copy** more often than **Cut**.) When you cut or copy an item, it is placed on the **Windows Clipboard**. Then, if you use the **Paste** command, that item is placed in a new location (called the **Destination**). The clipboard operates in the background — it's not something you need to see to be able to use. Once you've cut or copied something, you can paste it again and again as long as it remains on the clipboard. A cut/copied item will remain on the clipboard until your computer is shut down or restarted, or until something else is cut or copied.

## Examples

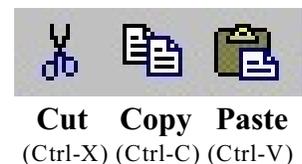
- Copy from a web page and paste into a word processor document or email message.
- Copy a URL (web address) from an email into the address box of a web browser.
- Copy from one email message and paste into another email message.

## Method

<u>Action</u>	<u>Explanation</u>
1. <b>Go to the source</b>	Go to where you want to copy from – be looking at the part you want.
2. <b>Select (highlight)</b>	Highlight (select) what you want to copy. (E.g., position the mouse at the upper left of the desired part, click & drag down and right to the end of the desired part, then release the mouse button.)
3. <b>Copy (or Cut)</b>	<u>Menu method:</u> Click the <b>Edit</b> menu and click <b>Copy</b> (or <b>Cut</b> ). <u>Toolbar method:</u> Click the <b>Copy</b> button on the toolbar. <u>Right-click method:</u> Right-click inside the selected material, then click <b>Copy</b> .  (Nothing visibly changes if you <b>Copy</b> ; the material will vanish if you <b>Cut</b> .)
4. <b>Go to the destination</b>	Go to where you want to put what you've copied. Click to place the blinking cursor (insertion point) exactly where you want to place the copied part.
5. <b>Paste</b>	<u>Menu method:</u> Click the <b>Edit</b> menu and click <b>Paste</b> . <u>Toolbar method:</u> Click the <b>Paste</b> button on the toolbar. <u>Right-click method:</u> Right-click, then click <b>Paste</b> .

## Options

**Cut/Copy/Paste** commands are grouped together in the **Edit** menu (and elsewhere) in that order. You might also have a **toolbar** with **Cut/Copy/Paste buttons** on it, and they might look like these pictured here.



There are also corresponding **key commands: Ctrl-X, Ctrl-C, Ctrl-V.**

**Press the Ctrl key first, and hold it while you tap the other key (X, C, or V), then release the Ctrl key.**

(It's the same method you'd otherwise use with the Shift key to get a capital letter X, C or V.)

Key commands & right-click can often be used even where there are no toolbars or menus visible.

To select everything in the source (the whole document), use **Select All (Edit > Select All or Ctrl-A).**

To select something like a picture, click it once (or right-click it), instead of using click-and-drag.

Paste Special: E.g., when you want to paste text copied from a web page, without all the formatting.

When you're ready to paste, look in your Edit menu for a "Paste Special" command. After you choose that, you'll have the opportunity to choose "Plain Text" or "Unformatted Text."