

How to - Cut, Copy & Paste

Definitions

Cut - Takes a copy of the selection and places it into the clipboard and then deletes the original.

Copy - Takes a copy of the selection and places it into the clipboard. The original is left in place.




Paste - Takes whatever is in the clipboard (the last copy or paste operation) and puts it at the current cursor position.

Methods

Selection - Before a Cut or a Copy operation is performed, the item (picture or text) has to be selected.

- For a picture this means clicking on it so that the handles are displayed.
- For text this will mean dragging the mouse over the required text or using the methods described in "Vol 2 How to Word".

Cut, Copy and Paste methods

| Operation | Toolbar | Menu | Hotkeys | Right Click |
|-----------|---|--------------|----------|----------------|
| Cut |  | Edit > Cut | Ctrl + X | Rt Clk > Cut |
| Copy |  | Edit > Copy | Ctrl + C | Rt Clk > Copy |
| Paste |  | Edit > Paste | Ctrl + V | Rt Clk > Paste |

Example 1

Copying a picture from A to B

- Click on the picture (at A) that you want to copy. (Select it)
- Use one of the methods above for the Copy Command
- Position the cursor where you want the copy to appear (B)
- Use one of the methods above for the Paste Command

Example 2

Copying a picture from the internet to a Publisher document.

- To find a picture on the Internet.
 - Search, using the address bar, by entering a word or two that describe the picture you want. Press the Enter key
 - When the search results appear, select Images at the top.
 - Left click on the picture that you want to copy.
 - You should then be able to click on "show full size image"
 - When you see the full Image - right click on it and select copy
 - Switch back to Publisher by clicking on the task on the task bar
 - Point with the mouse where you want the image to go and right click, and then select paste.