

# 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.