SECRETS OF COPY AND PASTE

Copying and pasting is easy. You can copy and paste just about anything—text, web pages, files, pictures, you name it. The idea behind the process is to take information from one place and deposit a copy of it to another. Cut and paste is similar except that you are removing information from one location and placing it in another.

Vital First Step: Select (highlight) the text of a document

In every instance, you'll need to select the text you wish to copy. In word processing, put your mouse cursor in front of the first character you want to copy and, holding down the left mouse button, drag the cursor to the last character you want to copy. As you drag, you'll notice everything is highlighted (selected). You can also reverse the procedure, i.e., drag from right to left and from bottom to top.

A great alternative (and a super-secret that many people don't know about) is to place (click) your cursor directly in front of the first character you want to select and while holding down the SHIFT key, click to the immediate right of the last character you want to select. This action will highlight everything between your two clicks. This is much easier to execute than to make selections by dragging, especially when you are wrestling with a lengthy document.

Another technique for highlighting text which is also very precise is to place the cursor in front of the first character, hold down on the SHIFT key, and execute the highlighting by using the arrow keys on the keyboard. You can go forward, backward, up, or down, which adds greatly to your precision in selecting text.

The second step is to COPY (here are three ways)

1. Right-click on the highlighted text or the selected file/picture. From the context menu that pops up, choose Copy. This action will place the highlighted text or selected file/picture on the clipboard.

2. As an alternative, once you have highlighted a text area or clicked on a file/picture, you can use CTRL-C if you like keyboard shortcuts. This action is another approach to placing the selected (highlighted) text or file on the clipboard.

3. With the text area or file selected, you can select Edit on the Menu Bar and click on COPY. As with the other two approaches, the selected text will be placed on the clipboard. (A Menu Bar must be in view in order for this approach to work.)

The final step is to PASTE (here are three ways)

1. Right-click the area in your target document where you would like to insert the copy. Click Paste from the context menu that pops up. This action will insert the selected copy from the original source to the new location in the target document.
   If you are copying an entire file, simply right-click on the target folder and click Paste. This action will copy the entire file from the source location to the new location.

2. Click the area in your target document where you would like to insert the source material, then use CTRL-V as your keyboard shortcut.
   If you are copying a file, simply select (highlight) the target folder and then use CTRL-V. This action will copy the entire file from the source location to the new location.

3. With the target folder selected, you can select Edit on the Menu Bar and click on PASTE. As with the other approaches, the selected file will be placed in the target folder. (A Menu Bar must be in view in order for this approach to work.)

That's it. The steps are basically the same for any copy and paste procedure you need to do. You can copy and paste text, photographs, music files, folders, virtually any item that is located on your internal or external hard drive, a thumb drive, a CD, a DVD, or a digital camera.