

Cut, Copy & Paste



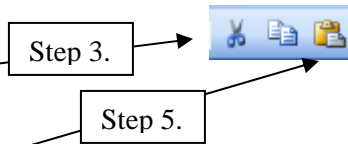
You may want to move or duplicate information. The tools for doing these actions are **cut** (for moving) and **copy** (for duplicating).

Both tools use the **clipboard** to hold the information you are cutting or copying. The clipboard is a temporary holding area of RAM (if the power goes off the information is lost!). After you have put the information on the clipboard you may **paste** it somewhere else.

The most common **information** people cut and copy is words, pictures and files and folders. In order to specify what you want to cut or copy you must **select** the item then choose to cut or copy it.

The steps to move text (cut/paste) are as follows:

1. Open the document
2. Select the text to be moved
3. Click the Cut icon (scissors)
4. Move where you want the text to be (click to drop the insertion point there)
5. Click the Paste icon (clipboard)



Step 1.

Title of Document

Paragraph 1

Paragraph 2

Paragraph 3

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Step 2.

Title of Document

Paragraph 1

Paragraph 2

Paragraph 3

Step 4.

Title of Document

Paragraph 2

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Paragraph 3

Step 5.

Title of Document

Paragraph 2

Paragraph 1|

Paragraph 3

Note: in Step 3 the text disappears as it has been moved to the Clipboard.