

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

Week of April 28, 2014

Cut, Copy, and Paste

Copy and Paste are probably two of the most commonly used features of the Windows environment. One reason for this is that these features (along with Cut) are also available in most Windows applications.

The first thing to mention about Cut, Copy, and Paste is the Clipboard. The Clipboard is a location in memory where items can be stored for later use. This memory is cleared when you log off or exit out of Windows. Some programs (such as Paint Shop Pro) will ask you if you would like to clear the memory when you exit out of them.

A definition of each command:

Cut - makes a copy of whatever has been selected when the Cut command is executed and marks the selection for deletion when the Paste command is executed.

Copy - makes a copy of whatever has been selected when the Copy command is executed and leaves the original selection in place.

Paste - places a copy of whatever has been selected when the Paste command is executed at the current point of the cursor.

How to execute each command:

Once a selection has been made...

Cut - [CTRL]+[X] or [CTRL]+[DELETE] or right-click the selection with the mouse and select Cut from the menu. Cut can also usually be found in the menu or icon bar of most Windows applications.

Copy - [CTRL]+[C] or [CTRL]+[INSERT] or right-click the selection with the mouse and select

Copy from the menu. Copy can also usually be found in the menu or icon bar of most Windows applications.

Paste - [CTRL]+[V] or [SHIFT]+[INSERT] or right-click at the desired location to place the selection and select Paste from the menu. Paste can also usually be found in the menu or icon bar of most Windows applications.

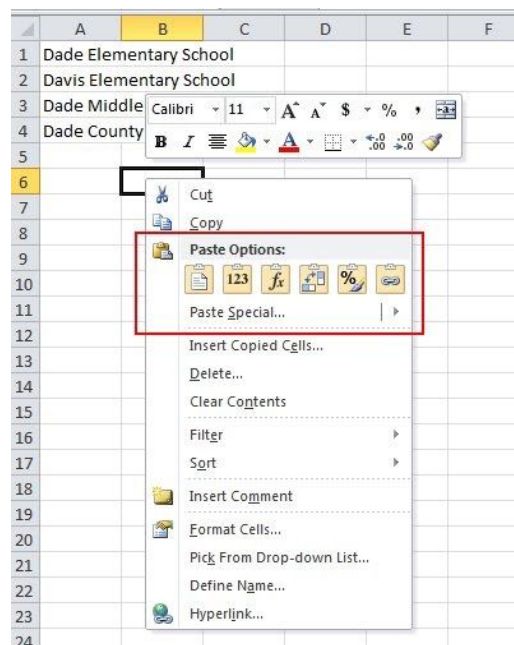
NOTE: [CTRL]+[P] would make more sense for Paste but that is reserved for the Print command.

Q: *“WAIT!!! I’m trying to paste and that item is not available in the menu when I right-click!!!”*

A: The Paste feature is only available if something has been Cut or Copied to the computer’s Clipboard.

If there is ever something that you want to copy from the screen but can’t get the basic keys or the mouse to invoke the Copy command, you can use the [PrintScreen] button located at the top right of your keyboard. Pressing this key will take a screenshot of the entire screen and place it on the Clipboard. You can then paste it into a paint program, a word processing program, etc...

In the newer versions of Microsoft Office (*2010 and newer*) there are “Paste Options” available when you right-click to choose Paste... (see image below)



As you move your mouse cursor across each possible “Paste Option” a preview will appear on the screen along with a pop-up describing each option.

Q: "Hey!!! Can I copy and paste between applications?"

A: Sure. In most cases that should work fine. However, sometimes you may not get the results you are looking for. For example, if you are copying and pasting between Microsoft Word and Microsoft Excel... the cells may cause some issues when you paste. Best way to see this is to just try it.

One Extra Note:

As mentioned above, pressing the [PrintScreen] button on the keyboard takes a screenshot of the entire screen that can later be pasted into your application (see image on the left below). But you can use the following command to take a screenshot of only the currently selected window - [ALT]+[PrintScreen]



Let us know if you have any Cut, Copy, and Paste questions for any specific applications.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.