Cut - Copy - Paste

Text and pictures can easily be moved or copied from one application to another for versions of Windows 95 and greater.   When you copy or cut text or a picture from an application it is moved to a Windows clipboard, and will remain there until your computer is shut down or something else replaces it through another copy or cut activity.

Selecting Text Blocking is a term used to describe selecting a section of text. Move the cursor to the beginning of the text that you want to select.   Holding the left mouse button down, drag the mouse from the beginning to the end of the selection. Let go of the left mouse button. The selected text will be highlighted, or selected. You are now ready to Cut (move) or Copy the selected text.

This is the same process you would use if you wanted to change the font of the text within a word-processing document that you are creating.   Once it is selected you can change any characteristics of the font.

This will work for just about anywhere that you will find text (words and numbers).

- A word-processing document that you created
- Text on an internet page
- A definition from an encyclopedia
- A recipe (internet or program)
- E-Mail

*NOTE: Just because something looks like text (words and numbers) does not always mean that it is - especially on the internet. If it is decorative text, it could be a picture. An example of this would be Activities for Kids.com at the top of this page. This is a picture and would not work with the block feature.

Selecting an image To select a picture or image, simply left click the image.   Refer to the Copy section of this page for selecting an image that is from an Internet page.

Cut After the text or an image has been selected simply press the Crtl key, and while it is pressed, also press the X key.

Cut only works on documents that you have created. You can not cut text or images from a web page, you can only copy them.

Copy After the text or an image has been selected simply press the Crtl key, and while it is pressed, also press the C key.
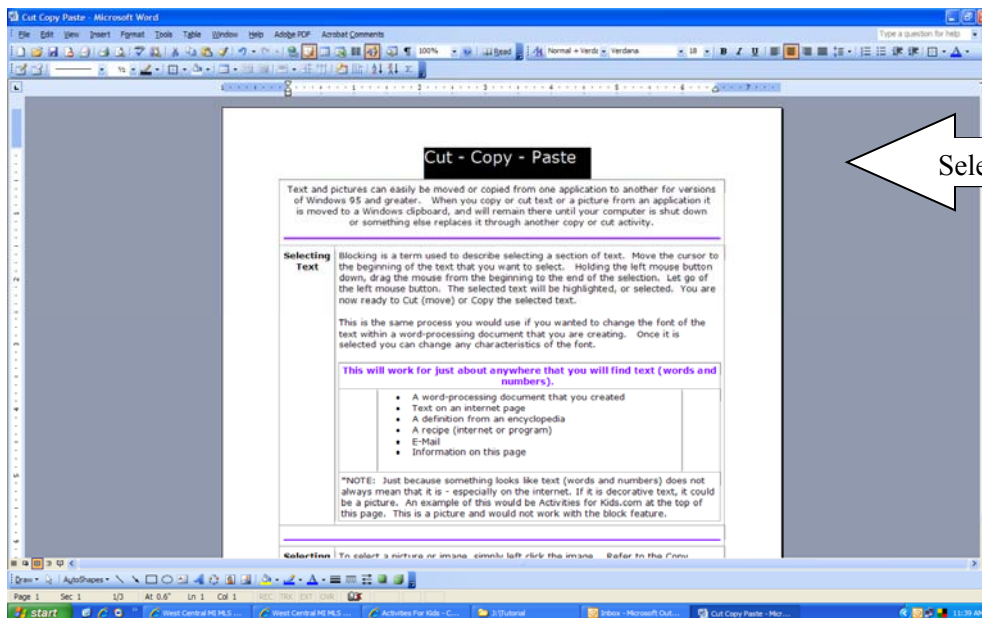
To copy an image from the Internet web site, select the image by moving your cursor over the image and right click your mouse button. A drop down menu will appear. Select copy, and the image will be copied to the clipboard.
Note - this does not work for all browsers

Paste After the text or image has been copied or cut, you can move to the application that you want the information to be pasted to. Move the cursor to the spot where you want the information to appear and press the Crtl key and the V key.
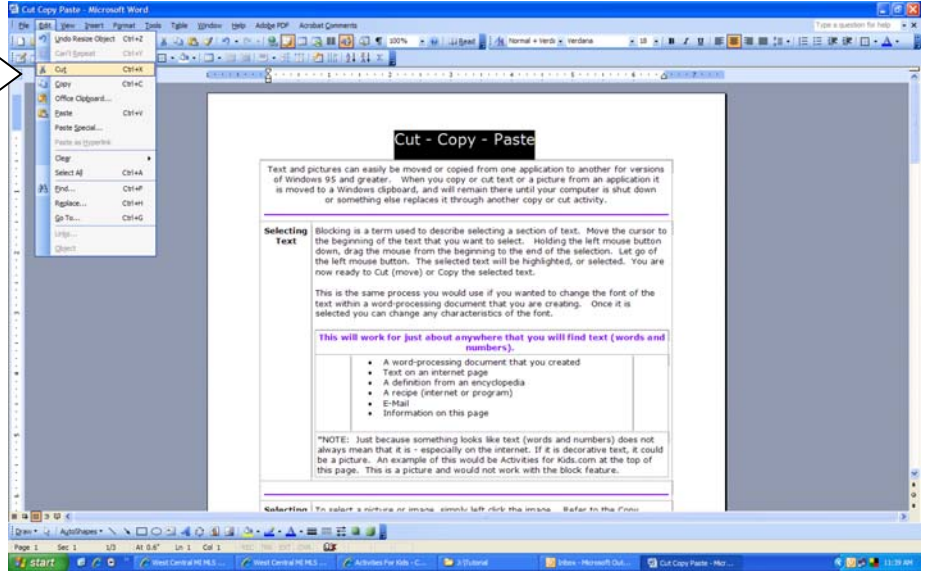
Here are some examples of how to use copy and paste.

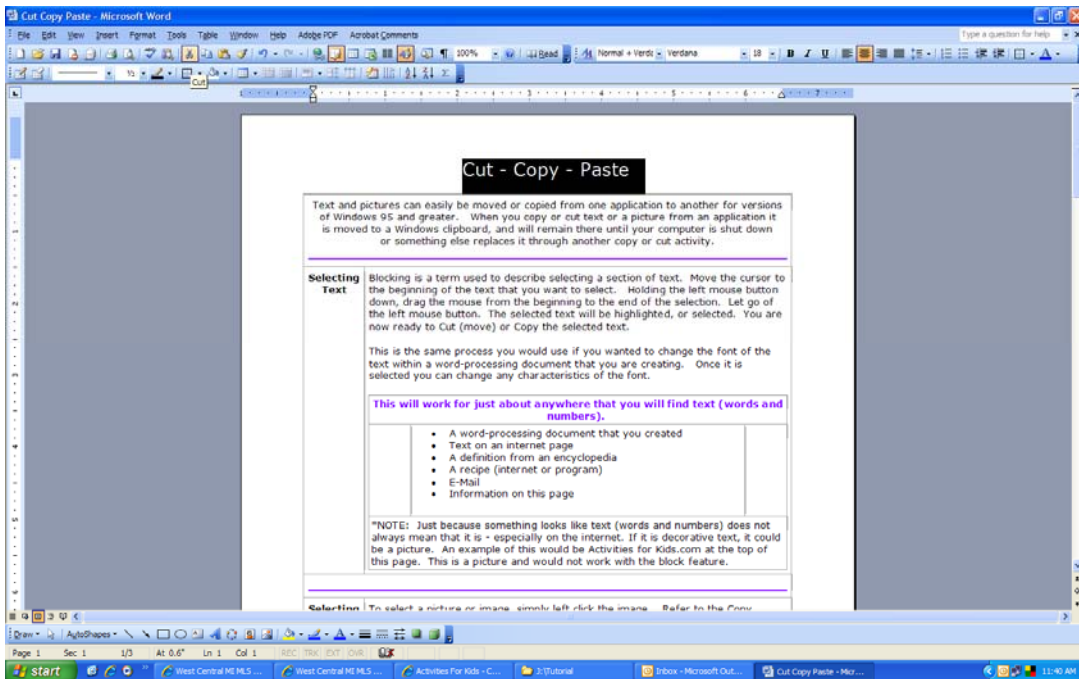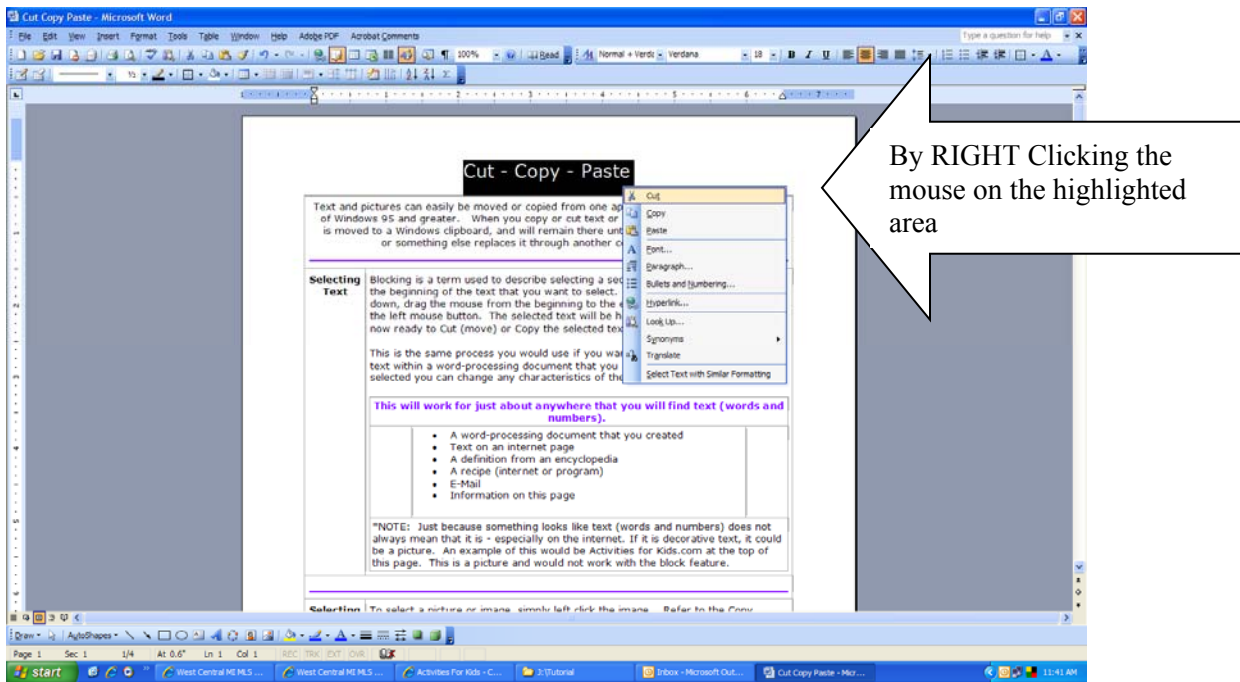| Problem	Solution
You are typing a word processing document and you would like to rearrange the information in the document.	Select the text that you would like to move. Press Ctrl X, move the cursor to where you would like the text to start, and press Ctrl V to paste.
You would like to include a picture from Print Shop into your Word document.	Either have both applications open at the same time, or first open Print Shop. With the picture displayed on the screen, select it by clicking your left mouse button. Press Ctrl C, to copy it to the clipboard. Open the Word document and move your cursor where you would like the picture to appear, and press Ctrl V to paste.
An internet page is very long. You would like to print some information from the page, but not the whole thing. Or the page contains many pictures and advertisements, that you don't want to waste your printer ink on.	Select the text that you would like to print and press Ctrl C. Open a word processing document (Notepad or Wordpad from Accessories works well). Press Ctrl V to paste to the document. Then print the document.
Your son wants to print one new Nintendo Cheat that is listed on the web page with the 5000 that he already has printed.	Same process as above.
Your son wants to e-mail a Nintendo Cheat to his friend.	Select the text that you would like to send and press Ctrl C. Open an e-mail and press Ctrl V to paste the cheat in the text portion of the e-mail.
You want all of your friends to find the useful information at www.activitiesforkids.com.	If you are on a site, and you would like to e-mail the site's address to a friend, go to the top of the screen where the site's URL (web site address) is listed and select the address. Press Ctrl C to copy the address to the clipboard. Open an e-mail and press Ctrl V to paste the URL address.
Your child likes a Pooh Bear printable coloring page that she found on the internet, but wants to color it using the computer.	The printable coloring page is nothing more than one large image or picture. Position your mouse over the image and right click your mouse. When the drop down menu appears, select copy. From Start - Programs - Accessories, select Paint. Once the Paint program is open, Press Ctrl V to paste the picture. Then use the paint tools from the Paint application to color in the picture.

Select the text

There are multiple ways to do the same thing in Windows. Besides CTRL X, here are the alternate ways to perform a CUT. There is no wrong way, it is a matter of personal choice and what is comfortable to you.

By clicking on Edit and then Cut

By Clicking on the little scissors icon

By RIGHT Clicking the mouse on the highlighted area

Once you have CUT the text you'd like to move, simply go to where you want to PASTE it, even if it is in another program, making sure you click on the page where you want the text. This is called the insertion point. Then click PASTE. Paste is the little clipboard icon next to the scissors on your toolbar or it can accessed all the same ways we showed you for CUT, either with Edit or right clicking. You can also use CTRL V to paste. Some programs ONLY allow the CTRL V, so if none of the other ways work, try it!