

Copy, Cut, Paste, and Highlighting Text – Shortcut & Traditional Methods

The difference between cut and copy:

Copy, cut, and paste is a two-step process and takes only a few seconds – you first select text, choose copy or cut, and then paste the text somewhere else. The directions below offer shortcuts and several ways to copy, cut, and paste.

The difference between copy and paste is - if you choose **‘copy,’** the original word, sentence, or paragraph will remain, but if you choose **‘cut,’** your original text will be erased.

What is ‘selecting’ or ‘highlighting’ text?

Highlighting and selecting text means the same. Just as you select the correct key to enter through a locked door, you must select (or highlight) text before you can do anything with the text.

Methods to select text:

1. If you want to **select or highlight a single word**, double left click with your mouse.
2. If you want to **select a sentence or paragraph**, triple left click your mouse button
3. If you want to select an entire document of text go to **‘edit’** in your tool bar and choose **‘select all’** or use the keyboard shortcut - **‘Ctrl’** key on your keyboard and the letter **‘A’**
4. Drag method:
 - a. **To copy a word**, position the mouse pointer at the right of the word you want to copy. Starting at the right is easier at times than starting from the left. Make sure your cursor is blinking - if it is not, click once with your left mouse button.

Next: Hold the left mouse button down and drag the mouse across the text to highlight, or select the text – your text will change to **white on a black background**, instead of black on a white background

- b. **To copy a sentence**, position the mouse pointer at the end of the sentence that you want to copy. Make sure your cursor is blinking - if it is not, click once with your left mouse button.

Next: Hold the left mouse button down and drag the mouse across the text to highlight, or select the text – your text will change to **white on a black background**, instead of black on a white background

- c. **To copy a paragraph**, position the mouse pointer to the right of the last word in the paragraph that you want to copy. Make sure your cursor is blinking - if it is not, click once with your left mouse button.
 - d.

Next: Hold the left mouse button down and drag the mouse across the text to highlight, or select the text – your text will change to **white on a black background**, instead of black on a white background

How to copy, cut, and paste:

This is really a two step process and takes a second or two, but it is broken down into several small steps below to show you all the available methods.

1. Select your text and choose one of the following methods to **cut** or **copy**:

- a. Use your mouse and the menu tool bar - at the top of your screen, left click on the word **'Edit'** and select the word **'copy'** (or **'cut'**) from the menu
 - b. Use the keyboard shortcut – hold down the **'Ctrl' key on your keyboard**, and the letter **'C'** for 'copy' or the letter **'X'** to 'cut'
 - c. Use your mouse - hold down the **right mouse button** and choose **copy** or **cut**
2. Your copied or cut text is invisible, but exists on your computer, and will reappear when you **'paste'**.
3. Go to the new location where you want the **copied** or **cut** text to be inserted - click with your mouse exactly where you want to insert the text – make sure your cursor is blinking, if it is not blinking, click once with your left mouse button
4. Use one of the following methods to **paste** your text to the new location:
 - a. Use your mouse and the menu tool bar - at the top of your screen, left click on the word **'Edit'** and select the word **'paste'** from the menu
 - b. Use the keyboard shortcut – hold down the **'Ctrl' key on your keyboard**, and the letter **'V'** ('V' designates 'paste' because the letter **'P' is the command for 'print'**)
 - c. Use your mouse - hold down the **right mouse button** and choose **'paste'**
5. You will see your **copied** or **cut** text appear in the new area that you selected

To practice cut, copy, paste, go to: <http://www.webmasternow.com/copyandpaste.html>