

## The Clipboard

Windows has a special tool called the clipboard. The clipboard enables applications to transfer data. Because all applications have access to the clipboard, data can be easily transferred between applications or within an application. Data can be in the form of files, pictures or text.

### Select Text (Highlighting)

Before you can copy something to the clipboard you must highlight it. The methods for selecting text are outlined below. The methods for selecting files and pictures are very similar.

1. Place the I-bar mouse pointer in front of the text you want to edit. Hold down the left mouse button and drag to the right (or down) through the character, word or words, sentence or paragraph to be selected and release the mouse when you have selected the text. The text will be highlighted.
2. If a very large portion of text is to be selected, double click on the first word, and then scroll down to the end of the selection and press the **Shift** key and click on the end point.
3. If you need to select everything go to the **Edit** menu and choose **Select All** or use the keyboard shortcut **Ctrl + A**
4. There is also a cherry picking method where you hold down the **Ctrl** key and then double click on the words you want.
5. You may also use the keyboard to highlight (select) text. First click at the beginning of the desired text with your mouse button. Next, press and hold down the Shift key and move the cursor to the end of the area you want to select, either by using the cursor movement keys on the keyboard (up, down, left, right arrow keys) or by clicking at the end position with your mouse pointer ("I" bar). The area will be highlighted. Release the **Shift** key.
6. To deselect something that has been selected, click away from the selected items.

**Video:** <http://www.top-windows-tutorials.com/windows-clipboard.html>

**Hint:** Some programs such as Microsoft Word and Excel, can't paste from a clipboard that was loaded before the program was started. So open the program that is to receive the data before doing the copy procedure.

### Copy

The most common way of copying to the clipboard is to select the text to be copied, and then select **Edit->Copy** from the dropdown menu, or select the **copy** icon from the toolbar

## Paste

Click where you want the object to be pasted. You can't click past the end of the document, so you may want to hit the **Enter** key a few times to start your paste on a new line. Once you have your cursor on the document, then select **Edit->Paste** from the dropdown menu or select the **Paste** icon from the toolbar.

Since many programs don't have an Edit menu or Copy and Paste Icons, I recommend that you take the time to become familiar with the keyboard shortcuts and the right click method for copy and paste.

### Keyboard shortcuts often used with copy, cut and paste.

<b>Ctrl + A</b>	<b>Select all</b>
<b>Ctrl + C</b>	<b>Copy</b>
<b>Ctrl + V</b>	<b>Paste</b>
<b>Ctrl + X</b>	<b>Cut</b>
<b>Ctrl + Z</b>	<b>Undo</b>

### The RIGHT CLICK method

1. Highlight the text or other object to be copied.
2. Right click on the selection. With the mouse pointer positioned over the selected items, click the right mouse button.
3. Click on the **Copy** menu (using the pointer finger)
4. Right click on the destination area to bring up the options menu
5. Click on the **Paste** option

**Hint:** When copying text from the internet, you may get extra unwanted HTML formatting in your destination document. Here are three ways to fix this.

- Switch to a “print friendly” version to eliminate much of this unwanted formatting.
- Or you can do an interim paste into notepad to eliminate extra formatting, and then copy from notepad into you destination document.
- Or choose “paste special” in your destination document’s menu and paste as plain text or formatted RTF to eliminate much of the unwanted HTML fomattting.

**Hint:** When copying pictures from the internet, you may get unwanted links and such, try using the **snipping tool** instead.

### Moving items by dragging and dropping

Objects can also be moved by a technique called the drag and drop. Not all applications support drag and drop. To use **drag and drop** you need to be very comfortable with the mouse. I wouldn't even be mentioning drag and drop, except that newbies, often get into drag and drop mode by accident. If your text is rearranging itself, chances are you have accidentally entered drag and drop mode especially if your computer has a touch pad.

If text is dragged from one window to another, the **drag and drop** acts like a copy and paste. If text is dragged from one spot to another in the same window, it becomes a cut and paste.

1. Highlight the text
2. With the mouse positioned over the selected text release the mouse button and press the mouse button again and drag the text to the new destination
3. Release the mouse button

When files are the object being dragged and dropped, if the destination is on the same physical drive, the drag and drop acts as a cut and paste. If the destination is on a different physical drive, it is treated as a copy and paste.

## Selecting a File

Whether you want to cut copy and paste files you first need to select the files that you want to work with.

Although this exercise is specifically about selecting files, the technique for selecting folders is exactly the same.

### SELECT A SINGLE FILE

1. Open a folder containing the file
2. Click on the icon

### SELECT MULTIPLE FILES

1. Open the folder containing the file
2. Click on the icon of the first file you want to select.
3. Hold down the **CTRL** and click each of the other files you want to select.

### SELECTING A GROUP OF FILES

1. Open the folder containing the files.
2. Position the mouse pointer slightly above and to the left of the first file in the group.
3. Click and drag the mouse pointer down and to the right until all the files in the group are selected.

### ALTERNATE METHOD OF SELECTING A GROUP OF FILES

1. Open the folder containing the files
2. Click on the icon of the first file you want to select.
3. Hold down the **Shift** and click on the last file you want to select

### SELECT ALL THE FILES

#### In Windows Vista or Windows 7

1. Open the folder containing all the files
2. Click on Organize
3. Click Select ALL

**In Windows XP**

1. Open the folder containing the files
2. Click Edit
3. Click Select all

Note: A quick way to select all the files in a folder is to press **CTRL+ A**

Once you have the files selected you can cut or copy the files using the same methods that you used for text. Menus, Toolbar or Ribbon Icons, Ctrl+C, Ctrl+X, or Right clicking on the selection and picking copy or cut from the menu.

## Summary:

Copying and pasting is a very mechanical process.

For best results open the destination document or folder before you begin the process

Select the item to be copied

Copy it to the clipboard

Select the destination document.

Paste