

How to Copy and Paste

Copy and Paste is a phrase that implies copying material from one page to another. Material may include text or photographs as well as an entire page. This can be accomplished by using the left and right buttons of your mouse **or** by using your mouse and the keyboard of your computer.

Steps: Mouse Method

1. Highlight by holding down the **left** button of your mouse and gliding across the material you wish to copy.
 2. Release your hold from the **left** button of the mouse.
 3. Place the cursor over the highlighted material.
 4. Click on the **right** button of the mouse. A command box will appear.
 5. Click on Copy, with the **left** button of your mouse, to copy the highlighted material.
 6. Proceed to your **new page** where you would like to place the copy.
 7. Place the cursor over the area that needs the copied material.
 8. Click on the **right** button of the mouse. A command box will appear.
 9. Click on Paste, with the **left** button of your mouse, for the material to reappear.
-

Steps: Mouse and Keyboard Method

1. Highlight by holding down the **left** button of your mouse and gliding across the material you wish to copy.
 2. Release your hold from the **left** button of the mouse.
 3. Hold down the **Ctrl** key on your keyboard, while pressing the **C** key at the same time, to copy the highlighted material.
 4. Proceed to your **new page** where you would like to place the copy.
 5. Place the cursor over the area that needs the copied material.
 6. Hold down the **Ctrl** key on your keyboard, while pressing the **V** key at the same time, for the material to reappear.
-

Tips

- Once you have clicked on Copy, that copied material will be retained for repetitive pasting - until you copy *new* material or turn off the computer.
- To highlight: At the beginning of material, **left** click and release. While holding the **Shift** button down on the keyboard, **left** click and release at the end of the material.
- Use **Ctrl** with **Ins** to copy. Use **Shift** with **Ins** to paste.
- **Ctrl** with **A** will copy an entire page.
- **Prt Scr** will copy the entire screen of a computer.
- The command box has the option to *Select All* to copy an entire page.
- The command box has the option to *Cut* to remove highlighted material *permanently*.
- Using the mouse saves time, because you do not need to remove your hand from it; as you do when using a keyboard.
- Use Copy and Paste to transfer symbols, characters, files and folders.