

Cut and Paste/Copy and Paste

Definition-to move (CUT) and relocate **or** to duplicate (COPY) photos or text from one place in the computer to another.

(This could mean making a move (Pasting) on the same page or same location or making a move to another location in the computer.)

Three ways to do this:

(After you **HIGHLIGHT** the photo or text!)

1. Go to the **MENU BAR** and look for Cut, Copy, Paste choices or click the **EDIT** tab and look for them in the drop down list.
2. **RIGHT CLICK** to get a drop down list with Cut, Copy, Paste choices.
3. Use the three **keyboard shortcuts**: ctrl-X.....ctrl-C.....ctrl-V.

Good things to know:

- There is an imaginary **CLIPBOARD** in the computer that holds on to the item to be cut or copied until you **position your cursor** and paste it.
- If you **CUT** an item, it will be taken as an original to the new place and no longer remain in the spot where you had saved it.
- If you **COPY** an item, it will be duplicated in the new location and also remain in the original spot in the computer.

Where might you want to cut and paste or copy and paste?

DEMO:

Copying Photos

Copying internet URL address links

Copying on the same page

(half page notices and rearranging sentences, etc.)