

Copying & Pasting, and Cut & Pasting

Imagine you're writing a ransom note and to stop people recognising your handwriting, you use old newspaper text for the note.

To do that, you *cut* out words from the newspapers and *paste* them onto a new document.

That's what you are doing on a computer when you *cut & paste*.

The only real difference is that in real life, you probably paste the clipping in immediately, whereas on your computer, the clipping gets put on its *clipboard*¹ while you find the destination document.

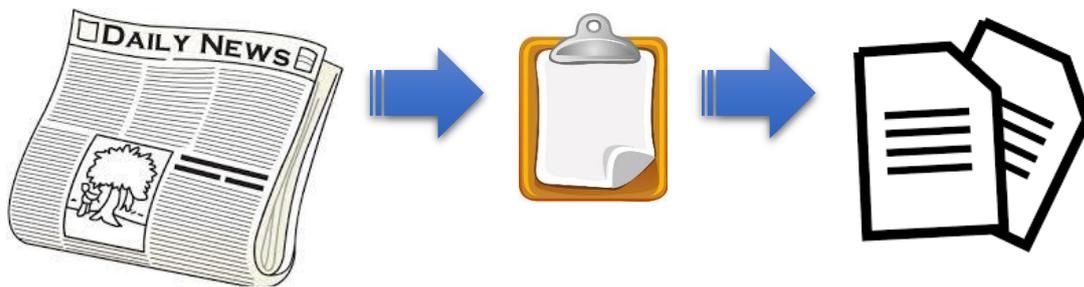


Figure 1 - The Cut/Copy & Paste Workflow

Copy & Paste vs Cut & Paste

Both do exactly what they say on the tin™ - Copy & Paste takes a *copy* of the text or graphic that you select, whereas Cut & Paste *moves* the text or graphic that you select *and deletes the original*.

For beginners, Copy & Paste is safer because it leaves the original intact. You can always delete the original once you are happy that the destination document is correct.

Also, Copy & Paste leaves a copy on the clipboard so you can paste it multiple times. In most apps, Cut & Paste only allows you to paste it once.

Methods

Application Menus (Copy & Paste), deprecated

Using your mouse, select the text or graphic that you wish to paste into your document. This can come from another document, a web page, or just about anywhere. It can be a file on your computer in File Explorer that you select. Figure 2, Figure 3 & Figure 4 show different examples of what can be selected.

¹ Windows 10 (Win10™) has a more sophisticated clipboard than previous versions of Windows, but we won't be covering those features here.

it includes details such as a forensic expert, part of a team sent to allegedly referring to the journalist as an "animal to be sacrificed" p

The Sabah report says Khashoggi, once inside in the consulate, he suspicious and was told he had to return to Riyadh because of an I

The journalist allegedly refused to comply with the group's request

Figure 2 - Text selection example

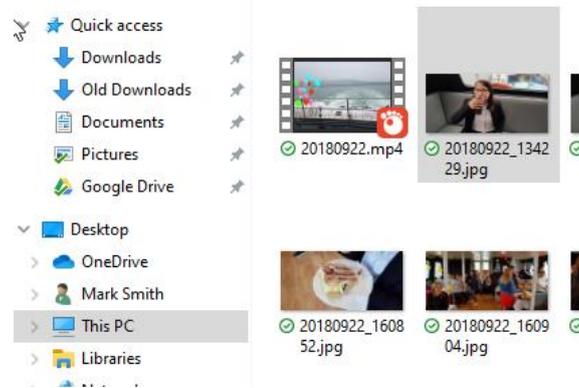
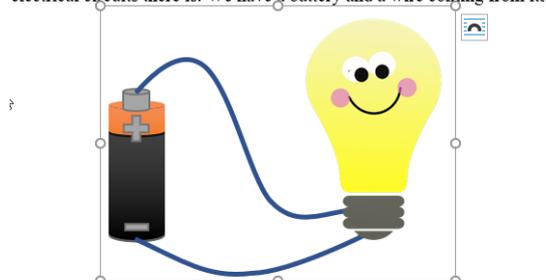


Figure 3 - File selection example from File Explorer

current to flow, it's the same – we need to have a circuit. Figure 4 shows electrical circuits there is. We have a battery and a wire coming from its



to a lightbulb, and then out of the lamp we have another wire, completing the circuit to the negative (-) terminal of the battery.

Remember we said that you cannot create or destroy matter or energy? The

Figure 4 - Image selection from another document

The reason that this method is deprecated is that every application (app) is different and they put their Copy & Paste buttons in different places, so you must learn where it is for each app.

In our Chrome browser example in Figure 2, we make sure we are showing the **Home** menu at the top.

Then go to the **three vertical dots** (ellipses) in the top right corner and then click on **copy**.

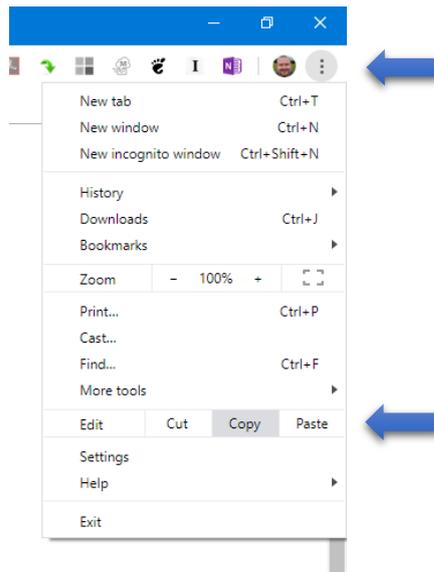


Figure 5 - Copying using Chrome

That has now put the text that we selected in Figure 2, “The Sabah report says Khashoggi” onto the clipboard.

If we wanted to paste that text into a form on a web page that we were using in Chrome, we would paste it in by clicking in the field where we want the text and selecting the **three vertical dots** again and clicking on **Paste**.

(That’s one of the harder ones to find)

In File Explorer, it’s a little easier. So, we have selected the file as shown in Figure 3. Make sure we are on the **Home** menu. Then click **Copy** as shown in Figure 6.

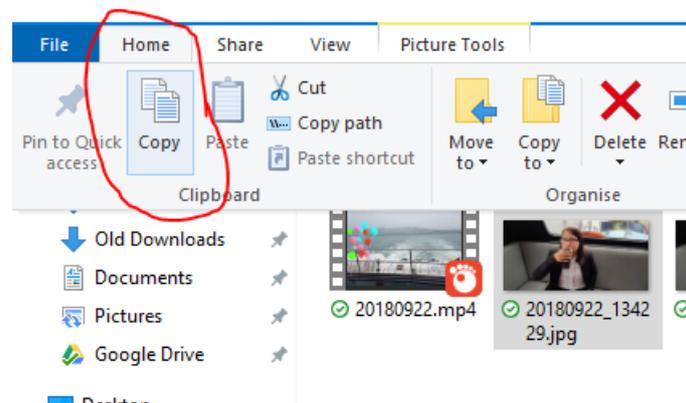


Figure 6 - Copying in File Explorer

Then, to paste it, we go to the folder where we want the file to be copied and again making sure we are in the **home** menu, simply select **Paste** and your file will be copied there as shown in Figure 7.

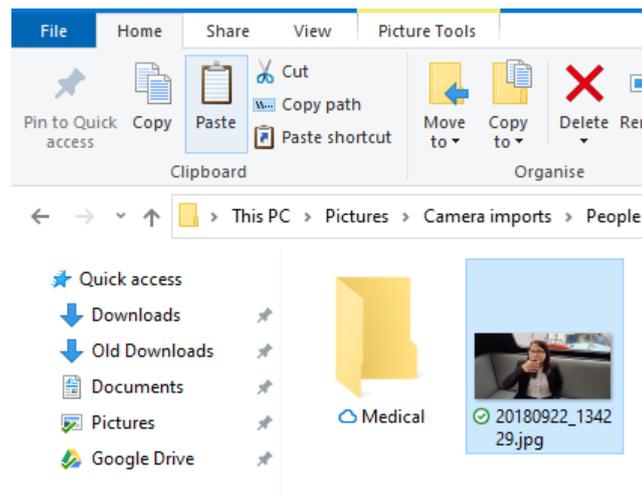


Figure 7 - Pasting a file in File Explorer

For the diagram in Word™, we select it as shown in Figure 4. The making sure we are in the **Home** menu, we select **Copy**.

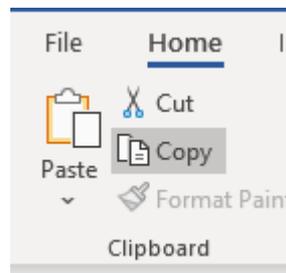


Figure 8 - Copying in Word

Then we go to the place in the document where we want the item to be copied to, click to put the cursor there and then select **Paste** from next to the Copy button shown in Figure 8.

For all the examples above, to Cut & Paste, you would just replace the **Copy** buttons with the **Cut** buttons. They should be in the same place in the menus.

Context (Right-Click) Menu (Copy & Paste)

Rather than trying to find your way around each application you use and remembering where they all are, once you have selected your text/file/picture as in Figure 2, Figure 3 & Figure 4, you can right-click to bring up the *Context Menu*.

So, for our text in Chrome (as in Figure 2), right-clicking brings up a menu and the top item (for me – yours may look slightly different) is **Copy**.

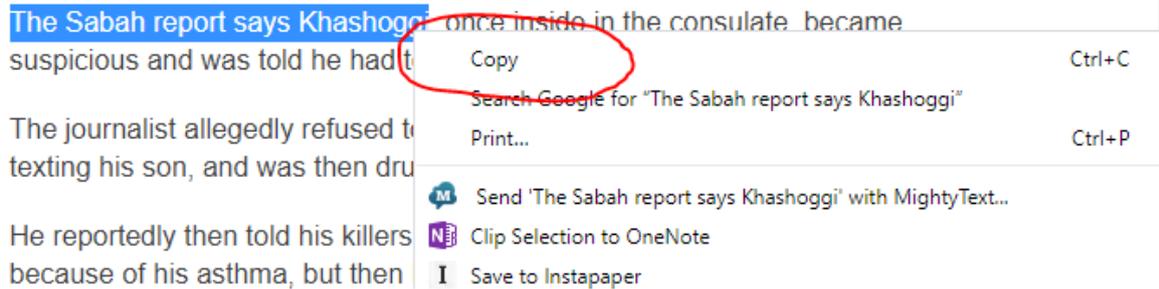


Figure 9 - Copying using Context Menu in Chrome

Click on **Copy**.

If we wanted to paste something from my Clipboard into Chrome (Into the Google search field, for example), we click in the field to put the cursor in there, then right-click to bring up the Context Menu. Then select **Paste**.

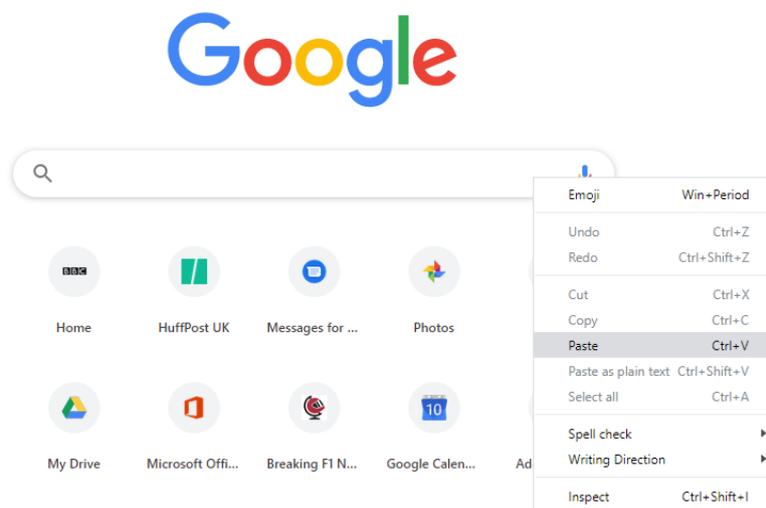


Figure 10 - Pasting into Chrome using the Context Menu

All applications have a Context Menu² which you can access by right-clicking – There’s no need to demonstrate them all here - and they all have a Cut, Copy and Paste menu item. Sometimes the Paste menu item will not show up until you have Cut or Copied something onto the clipboard.

NOTE: Web pages do not have a **Cut** option (as shown in Figure 9) otherwise the internet would have whole swathes of information missing where people had cut bits out for themselves. You can only **Copy** from web pages.

Keyboard Shortcuts (Copy & Paste)

² That’s a lie, but 99.9999% of the apps you are likely to use have a Context Menu.

Until Graphical User Interfaces (GUIs) such as Windows™ came along in the late 1980s, computer users *only* had keyboard commands – there were no menus.

Those commands have remained in use and for most users are a *much* faster way of Copying & Pasting.

The commands for **Cut**, **Copy** & **Paste** all use the **Control (Ctrl)** key. So, when you see, for example, the term **Ctrl+C**, you hold down the **Ctrl** key and then press **C**.

The easiest one to remember, and use as a datum point, is **Ctrl+C** which conveniently stands for **Copy**.

Ctrl+X stands for **Cut** – The **X** is next to **C** on the left, and kind of makes sense as it eXterminates the original item.

Ctrl+V stands for **Paste**. This makes no logical sense at all except that it's next to the **C** key and therefore your fingers need to move the minimum distance to do a **Copy & Paste** quickly.

So, for our web page text in Figure 2, we select the text we want and to *copy* it (remember that you can't *cut* from a web page) we press **Ctrl+C**. That's put a copy of it onto the clipboard.

Then we go to where we want to paste the text, click in the area so that the cursor is there and press **Ctrl+V** to *paste* the text just as I have done here: The Sabah report says Khashoggi

The same process is applied for files and diagrams/pictures – select the one you want, press **Ctrl+C**, then go to where you want it and click to place the cursor, and press **Ctrl+V**.

And if you're feeling brave, **Ctrl+X** cuts the original text/diagram/picture out of the original document/folder and then **Ctrl+V** pastes it.

Advanced: Paste Special

Using the menus, there are usually **Paste Options**. Normal pasting as above puts the item in the destination in the same format as it was in the original document, for example from my web page it looks like: The Sabah report says Khashoggi. However, I may want it to look like the rest of my document. Under the **Paste** button, there usually are some options that you can play with to see what they do, but one of the more common ones is **Keep Text Only** – this pastes the text into your document in the same format as the rest of your document, for example: The Sabah report says Khashoggi.

The Paste Options are something that you should play with to find out what they do – and remember Google is your friend!