

**Cut & Paste:**

*Getting the most from your computer's clipboard*

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# Introduction

The clipboard is an invisible section in your computer's memory that provides temporary storage for text or graphics. The contents of your clipboard will stay there until you use the clipboard to store something else or until you turn your computer off.

You can use the clipboard for the following activities:

**Copy** selected [highlighted] text from the screen to the clipboard

**Cut** selected text from the screen to the clipboard

**Paste** the contents of the clipboard into a document at the insertion point.

[Click in a document or text field to get a flashing cursor; this is the insertion point for paste activities].

## SPECIAL NOTE:

While text is selected, [highlighted] it is as fragile as a child's bubble-pipe bubble. If you accidentally bump a wrong key, it will disappear. If this ever happens to you while typing anything, freeze. Then quickly and carefully use the UNDO TYPING command: CONTROL-Z [COMMAND-Z for Mac users]

Your text will come right back.

## Selecting Text

*The first step in any clipboard activity is to select [highlight] the text you wish to copy, or paste. Here are the standard ways to select text, making it eligible for copying, cutting, and pasting:*

Type of Selection	Method
Mouse Click and Drag	Click at the beginning of the selection; hold down the mouse key; drag mouse to the end of the selection and release mouse key. Dragging may be done parallel to the screen, vertically, or diagonally.
Shift-Click	Click at the beginning of the selection; hold down the shift key; click at the end of the selection. The second mouse click may be in the same line or as far away as many pages. As long as the shift key is held down, everything between the two mouse clicks will be selected.
Double click	Double click on a single word and it will be selected.
Arrow keys [left, right, up, down]	Click at the beginning of the selection and hold down shift key; use arrow keys to extend the selection in any direction. This method will let you make a precise selection and extend it one character at a time. This kind of precision selection is virtually impossible with mouse click and drag.
Methods for Selecting objects	<p>Click on an individual object</p> <p>Click on the frame surrounding an object or a table such as this one.</p> <p>Select more than one object at a time by Control-clicking. [Click an object to select it; hold down Control key; click another object, etc.] Non-adjacent objects may be selected by Control-clicking.</p> <p>Click and drag mouse around a group of objects creating a lasso. Everything within the lasso will be selected.</p>

**Windows users:** You will use the CONTROL key as your action key in a keyboard shortcut for single-stroke copying, cutting, and pasting. The CONTROL key is at the lower left and right corners of the alpha section of your keyboard.

**Mac users:** You will use the COMMAND key instead of the CONTROL key. The COMMAND key is also known as the *Open-Apple* key or the *Snowflake* key and is at either end of the space bar.

The best way to copy, paste, and cut is to hold down the CONTROL/COMMAND key while you tap the appropriate action key. [See chart below] Don't try to press the CONTROL key and the Action keys simultaneously. It is nearly impossible.

## Keyboard Shortcuts

*for Copy, Cut, and Paste Routines*

To Copy selection to Clipboard:	Hold down CONTROL/COMMAND	While you press C for Copy
To Cut Selection to the Clipboard:	Hold down CONTROL/COMMAND	While you press X for Cut [with scissors]
To Paste Contents of Clipboard into Document at Insertion Point:	Hold down CONTROL/COMMAND	While you press V for insert
Cut really means Transfer or Move from the original location to the insertion point.		

If you ever forget the keyboard shortcuts shown above, they will appear in the Edit Menu of many programs you happen to be using at the time.

If you use CONTROL-C to copy, selected text is copied to the clipboard but is not moved from its original location. But, if you use CONTROL-X to Cut, selected text is moved to the clipboard and disappears from its original location in the document.

### Overview of copy, cut, and paste:

First, select [highlight] the text you want to copy or cut to the clipboard.

Second, click where you want the contents of the clipboard to go, when Pasting. Make sure you see the cursor flashing; this is your insertion point.

Third, Press CONTROL-V to paste the contents of your clipboard at the insertion point.

### Using Your Clipboard to Create a Hyperlink in an Email Message

If you are typing a message to be emailed or included in your email, a URL [Universal Resource Locator] will become a clickable Hypertext link if you click at its end and *press space bar once*. In an email message, a clickable URL usually will have a line under it. For this reason, you should never underline text for emphasis. [Use, bold, italics, or color for emphasis.]

The Internet is very unforgiving when it comes to typographical errors so it is absolutely essential that you use your clipboard when copying and pasting a URL. I am either a good or an accurate typist, but never both at the same time.

Follow these steps when creating a hyperlink in the body of an email message:

1. Make sure you have activated Rich Text Format [HTML] in your copy of your email browser. [If you're not sure how to do this, click this link to go to a tutorial.](#)
2. Get the target page [where you want your readers to go when they click the link] on the screen.
3. Select the target URL by clicking in the Address Window until the URL is highlighted.
4. Copy the URL to the clipboard.
5. Click in the message window at the point you want the new link to appear. Make sure you see a flashing cursor: this will be the insertion point for the Paste you are about to do in the next step.
6. Paste the URL from the clipboard into the message window at the insertion point.
7. Press space bar one time. Your URL will appear with a line under it and it will be a hyperlink. [See note about sending a test message in Step 13.]
8. *Or--* you can imbed a URL into the Message Window by following steps 9, 10, and 11 below:
9. Select the text you want a reader to use as a hyperlink.
- 10 Click on the *Create a Hyperlink* icon at the far right of the task bar. [This icon consists of a globe of the world and a link in a chain.]
- 10 Email browser will give you a window into which you may paste your target URL. Warning: Make sure you have erased the fragment of a URL OE thinks you need to help you get started. When you first open this window, any helper text will be selected. Just paste your new URL on top of the selected text and your text will replace the helper text.
- 11 The text selected in step 9 will now be underlined and will be a hyperlink. [Although it will be underlined, it will not act like a hyperlink until you take the following step.]
- 12 Send a test message to yourself so you can click on your new link and make sure it takes a reader where you intended.
- 13 *Hyperlinks are not activated until a message has been sent and received. You can't test it before you send it.*

# Clipboard Glossary

**Clipboard:** A portion of your computer's memory that is reserved for temporary storage of text and graphics. The contents of the clipboard remain until something is saved on top of them or the computer is shut down.

**Command:** On a Macintosh keyboard, the key that serves as the Control key on a Windows keyboard. Hold down the Command key while tapping the Action key. This key may be designated by a snowflake icon.

**Control/Command-Z:** This is the universal *undo* command. If something happens to selected data during a clipboard routine, hold your breath and don't do another thing until you press Control/Command-Z. [If you are on a Windows computer, you will use Control-Z; on a Macintosh, you will use Command-Z] Repeated use of the Control/Command-Z action can take your computer back numerous steps.

Some people don't like to learn and use keyboard shortcuts. Control/Command-Z is one keyboard shortcut you want to learn and use, even if you never learn another one. Control/Command-Z is the 9-1-1 of the computer world.

**Control:** See Command key above.

**Copy:** Storing selected data on the clipboard for future use. The copy routine does not change the data unless you accidentally press a key while data is selected. If data is accidentally lost while selected, press Control/Command-Z as described above.

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**Cut:** Moving selected data to the clipboard. When you cut selected data, it is removed from the document and stored on the clipboard.

**Highlight:** Characters that have been selected by one of the methods for selecting data; highlighted [selected] data is ready for a copy or cut command.

**I-beam:** The shape of the mouse pointer as it moves over a text field that will accept an insertion point. This term comes from steel construction because the mouse pointer looks like the end of a steel beam.

**Insertion point:** The point where the cursor is flashing. An insertion point is created by moving the mouse pointer over a document until it becomes an I-beam and then clicking the mouse button. The insertion point may be moved with the arrow keys but never beyond the last carriage return ¶ in the document.

**Open-Apple:** Apple IIe computers used the Open-Apple key. Apple Macintosh products continued that practice: an outline of an Apple to identify the Command key, located at either end of the space bar.

**Paste:** Copying the contents of the clipboard into the document at the insertion point.

**Selection:** Data that is highlighted or otherwise designated for copying or moving to the clipboard. Nothing can be copied or moved until it first has been selected. See Selecting Text grid above.

## **The author: G. Edwin Lint,**

**He has a broad knowledge base and extensive training, and experience. His formal education includes Bachelor of Science in Bible and Bachelor of Theology degrees from the Allentown, Pennsylvania campus of Houghton College; Master of Arts in educational supervision and administration from Rowan University in Glassboro, New Jersey.**



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**Throughout his secular career, he has remained active in Christian service in a variety of capacities: Sunday school teacher, Sunday school superintendent, teacher trainer, director of Christian education; choir member, choir director, orchestra member (playing trumpet and tuba), member and manager of a regional Gospel singing group, owner of a Gospel music store; representative for the Pennsylvania Council on Alcohol Problems, interim and supply pastor.**

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**Ed Lint claims that his most important credential is "a personal relationship with Jesus Christ. I have accepted Jesus Christ as my sin sacrifice. He is my Lamb of God. The Holy Spirit fills me. He gives me power to live a successful Christian life and protects me from Satan and his demons."**

**He retired in 1994 and has been an educational consultant and primary author of DiskBooks Electronic Publishing.**