



COPYING & PASTING

...without any glue!



Q: What does it mean to copy and paste on the computer?

A: It means that with a few clicks of the mouse, you can move text from one tab or window to another. Unfamiliar with tabs and windows? it also works to think of copying and pasting as moving text from one computer program to another.

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Q: Why copy and paste?

A: It's a huge time-saver—it reduces the amount of typing you must do. The more you practice it, the more it'll become second-nature.

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Q: What am I copying from? What am I pasting into?

A: It depends upon your needs. People often copy from their email account, from the internet, and from Microsoft Word. They often paste into those same spaces.

Examples of when COPYING & PASTING is useful:

- An online job application asks you to list your duties from past jobs.
 - Don't bother typing out the duties into the application form! Instead, COPY them from your resume and PASTE them into the online application.
- You're writing a new cover letter in Microsoft Word. Your old one is saved in your email account. You'd like to use some of the old one, but not all of it.
 - Don't bother retyping what you like from the old one. Instead, COPY the parts you like and PASTE them into your new Microsoft Word document.

COPY & PASTE EXERCISE

Pretend that you'd like to email yourself some information from the ACE website. It would be very time-consuming to type the information out. Instead, follow these steps to **COPY** the text from ACE's website and **PASTE** it into an email.

Step 1)

- Go to www.acenewyork.org
- On the upper left, click on *Who We Are*. Then click on *Our Mission and History*.

Step 2)

- Scroll down until you're under the photo.
- Move your mouse to the start of the text...just before *Our Mission and History*.

Step 3)

- Using your pointer finger, click and *hold* your left mouse button.
- Pull your mouse down until you've highlighted all of the text.
- Release the mouse button.

Step 4)

- Move your mouse till your cursor hovers anywhere over in the highlighted area.

Step 5)

- Move your pointer finger (or middle finger) to the right-hand side of the mouse.
- Click the right-hand side once—a menu will pop up.

Step 6)

- Select COPY from the menu by clicking on it with your left mouse button.
- All of the highlighted text is now temporarily “living” in your mouse!

Step 7)

- Go into your email account and start a new message.
- Click in the body of the email so you can see your cursor.

Step 8)

- In the body of the email, right-click with the mouse—a menu will pop up.
- Left-click on PASTE. This transfers the text from your mouse to your email.

COPYING VS. CUTTING

Although this handout discussed *copying and pasting*, it's also an option to **cut** and paste. If you'll no longer need the text that you plan to paste, you can cut it instead of copying it.

NOTE: Cutting can only be done in documents that are yours. You can't cut from a website—you can only copy—because the text on the website belongs to someone else.