

Computer Skills: Copy and Paste Tutorial

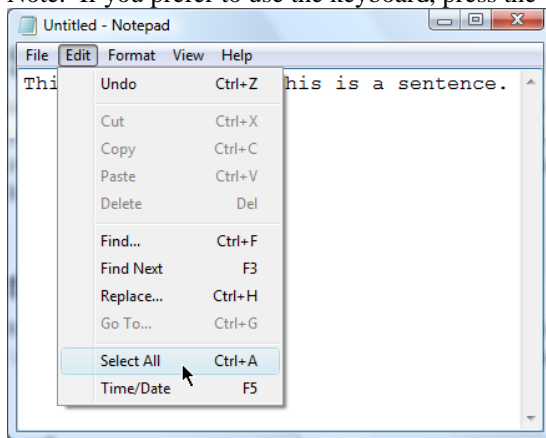
Copy and Paste is the selecting, copying, and transferring (pasting) text from one location to another. It is a fast and efficient way to transfer text typed in an application like Notepad or Word into a text box in your e-mail message or online course discussion board. This tutorial shows the process of using Notepad as a text editor, typing text into Notepad, and copying the text from Notepad to a message text box in the Blackboard course management system.

Getting Started

1. Launch Notepad (Select Start > All Programs > Accessories > Notepad).
2. Type a few sentences such as "This is a sentence. This is a sentence. "

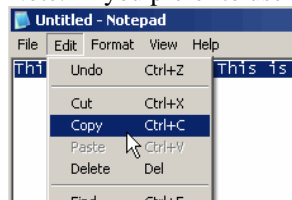
Select the Text

To choose ALL the text, select Edit > Select All on the menu bar as shown below.
Note: If you prefer to use the keyboard, press the Ctrl+A keys to select all the text.



Copy the Text

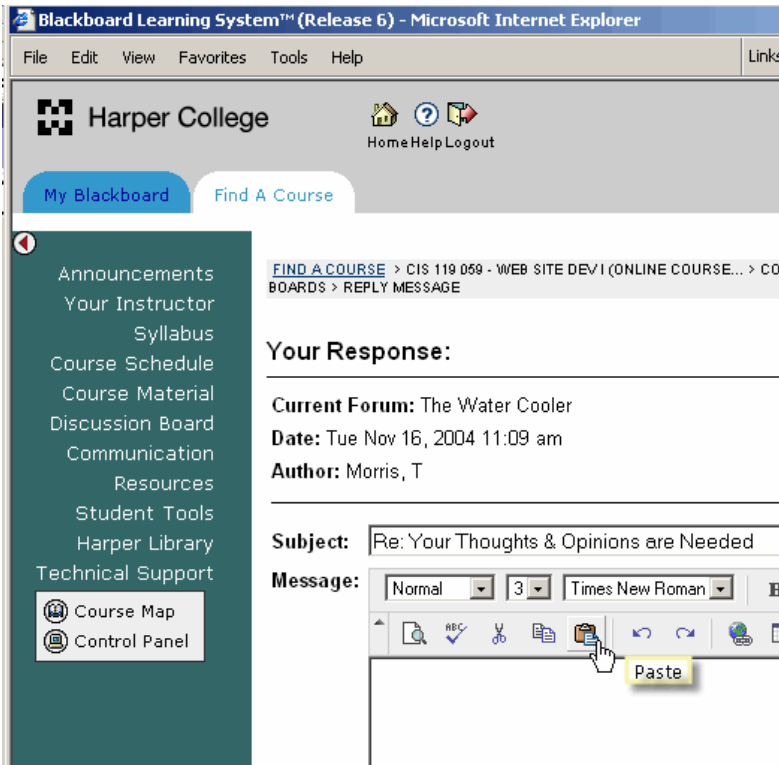
Select Edit > Copy on the menu bar to place the text in the Clipboard.
Note: If you prefer to use the keyboard, press the Ctrl+C keys to copy the selected text.



Paste Text into the Text Box

1. Locate the e-mail message or course discussion message textbox where you would like to paste your text.
2. Click in the text box where the text should be inserted.
3. Paste your text into the textbox in one of the following methods:
 - a. Use the CTRL+V keys on the keyboard
 - b. Use the Edit > Paste command from the Menu Bar
 - c. If you are pasting text into a discussion board message on the Blackboard course management

system, select the Paste icon  to paste the text. See the figure below.



The screenshot shows a web browser window titled "Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header includes the Harper College logo and navigation links like "Home", "Help", and "Logout". Below the header, there are buttons for "My Blackboard" and "Find A Course". A left-hand navigation menu lists various course-related options such as "Announcements", "Your Instructor", "Syllabus", "Course Schedule", "Course Material", "Discussion Board", "Communication", "Resources", "Student Tools", "Harper Library", and "Technical Support". At the bottom of this menu are "Course Map" and "Control Panel". The main content area shows a breadcrumb trail: "FIND A COURSE > CIS 119 059 - WEB SITE DEV I (ONLINE COURSE... > CO BOARDS > REPLY MESSAGE". Below this, the section "Your Response:" is displayed. It includes the following information: "Current Forum: The Water Cooler", "Date: Tue Nov 16, 2004 11:09 am", and "Author: Morris, T". The "Subject:" field contains the text "Re: Your Thoughts & Opinions are Needed". The "Message:" field is partially visible, showing a rich text editor toolbar with options for font style (Normal), size (3), and font face (Times New Roman). A mouse cursor is hovering over the "Paste" button in the toolbar.

To Copy Just a Portion of Text

Select the words or sentences you want to copy using one of the methods below.

- **Using the mouse:** Position the mouse cursor at the beginning of the text, press and hold down the left mouse button, then slide your mouse across to the end of the text. The text to be copied is now highlighted.
- **Using the keyboard:** Use the tab key to position the cursor at the beginning of the text. Press the Shift+End keys to highlight the rest of the line OR press the Shift+Right Arrow key to select the portion of text to copy.

Select Edit > Copy (or press the CTRL+C Keys) to place the text in the Clipboard.