

## 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.

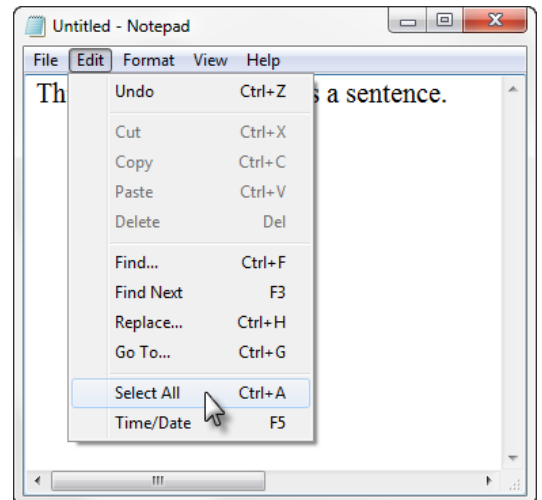
### Getting Started

1. Launch Notepad (Select the Start Button > 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 at the right.

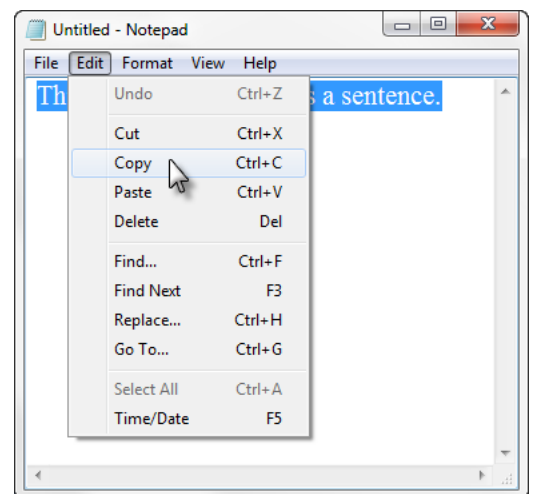
*Note: If you prefer to use the keyboard, press the CTRL+A keys to select all the text.*




### Copy the Text

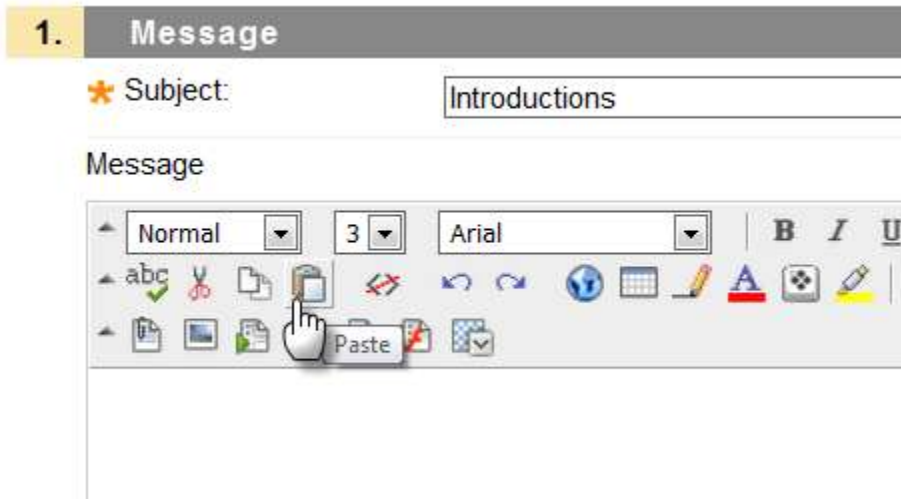
Select Edit > Copy on the Menu Bar to place the text in the Clipboard.

*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.



## 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.