

CUTTING AND PASTING TEXT and COPYING GRAPHICS

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How do I “cut and paste” text?

1. Highlight the text you want to transfer with the left button of your mouse. If you want to transfer the entire document then hit “Ctrl” and the “A” keys at the same time and the entire text you have typed will be highlighted.
2. Go to the top of the screen and click on the word “Edit” (with your left mouse button) which will pull down a menu. One of the options will be “copy” Highlight copy and click on it with your left mouse button. Doing so will transfer all the text you have chosen into the “Clipboard”
3. Go to the place where you want this text to appear. It can be in another part of your word processor document or into another program altogether. For example, you may enter the Web Campus discussion board and open the “Reply” window (or the ‘New Thread’ window) as though you were going to post a comment. Now instead of typing, you simply place your message you place the cursor at top of the window and you right click the mouse. A menu will pop-up again. This time you choose “paste” and your text will appear directly in the window without your having to type anything

How long does the material I copied stay in the “clipboard?”

It stays in the clipboard until you either highlight and copy some other text (which replaces the original text with the new text) or until you shut off your computer. Exiting the program does not remove it.

How many times can I “paste” the same text?

As many times as you wish. The material stays in the clipboard until you replace it with some other text or until you shut off your computer. Anytime you right click and select “paste” the text will appear in the new place

Can I cut and paste across programs?

You may cut and paste across programs or within the same document

Can I copy and paste graphics?

Yes, follow the same procedures

What is the difference between copying and cutting?

Both processes transfer the text (or graphic) to a new site. Copying leaves the text in the original location and copies it into a new location i.e. it duplicates text. Cutting removes the text from the original location and transfers it to a new location i.e. it moves text

Can I “copy and paste” from the internet?

Absolutely, you may do so. Just follow the same procedure of highlighting the text, then right click choosing “copy” and then - when your cursor is in the program where you want to copied material to appear - right click once again, this time choosing “paste.” Be sure you attribute (give credit to) the source of materials you have borrowed in your writings or postings.

Can I copy pictures I find on the internet?

You may transfer images to your hard disk as follows:

1. Place your cursor over the image you want to transfer
2. Right click on the image and chose “save image as” from the menu which pops up
3. Use your “browse” button to chose where (on your disk) you want to save the image

You may save the image anywhere you would like to do so but it is recommended that you have an orderly system of directories (folders) and sub-directories (sub-folders) so as to organize your images in a meaningful way where you will later find them. Make as many directories and subdirectories as you need to be organized. Everyone will do it differently just as everyone will arrange their drawers and cabinets differently but each person will have a system which makes sense to that person. Always be organized. It will save you much time later when you are looking for these files.

4. Give the image a name you will remember by typing it in

Alternatively you may choose the name which automatically comes with the image but often this name is meaningless to you. For example, 1476.jpg may mean nothing to you whereas sunflower.jpg may well be more useful in the future if you are transferring a picture of a sunflower. Perhaps 1476.jpg is meaningful to the person who put up the picture of the sunflower but it is likely not meaningful to you. You may name a file anything you wish but keep the extension (.jpg or .gif) the same - do not rename extensions.

5. Choose “Enter” and the picture will transfer to your hard disk in the place you have chosen
6. When it is time to use the image you have saved do the following
 1. Chose “Insert” from the top of the screen then choose “file”
 2. Browse to where you saved the file
 3. Highlight the file you want to use
 4. Hit “Enter” the file will appear in your document (you may need to resize it)

NOTE: If you want to use the file as an attachment, follow the same procedures except this time you need not go to the insert menu - simple browse in the “attachment” window to located the file then hit “Enter” Doing so will “upload” the file to the discussion board when you hit the submit button and everyone can see your photo as an attachment

How can I copy a picture from one document to another or from one program to another?

1. Open document A and put your cursor on the image then right click the mouse. Ignore the black boxes which will appear - they are for resizing (see below)
2. Choose “copy” from the menu which pops up after right clicking the mouse
3. Open document B where you want the picture to appear
4. Place your cursor in the spot where you want to place the image to appear
5. Right click the mouse and a menu will pop up
6. Chose “paste” from the menu and the image will appear in the second document

NOTE: you may copy images across programs. For example, you may copy an image which is in a newsletter you have just created in your word processor and place that image in any other program e.g. PowerPoint, your spreadsheet, (etc) - whatever you would like

How can I resize my image. It is too big (or too small) for where I want to put it?

1. Place your cursor over the image and right click the mouse - black squares will appear
2. Put your cursor on one of the 4 corner squares
3. Hold your left mouse button down and “drag” the image until you get the size you want

NOTE: By dragging, you can make the image bigger or smaller as you desire. If you use one of the squares which are not in the corners e.g. if you use one of the squares in the middle, you will distort your image. These are used when people purposely want to make the image fatter or thinner and don't mind the distortion which occurs in the process

4. Release the cursor when you get the desired size (the black squares will disappear)

NOTE: after resizing you may need to move the object to bring it back into the proper place. Resizing will frequently change the location of the object such that it is no longer exactly centered in the area where you want the image to appear. This step takes some practice and may require a few times to achieve the effect you want.

How can I relocate my image? It moved after I resized it.

1. Place your cursor on the image and left click the mouse and do not remove your finger. Ignore any black boxes which will appear - you will not use them this time
2. Holding your finger down, move the mouse until the cursor is over the place where you want the image to appear
3. Release your finger when the image is in the location where you want it to be.

NOTE: This step may take a bit of practice and manual dexterity