Copy and Paste Operations
(including "cut", "crop", "select", and more)

For most of these operations, you must first "select" a region. This is done either through "highlighting" (for TEXT selection) or plotting a rectangle around the desired region (GRAPHICS selection). Here is how to highlight or "select" a region:

HIGHLIGHTING A REGION

For TEXT:

1. SINGLE-click and HOLD DOWN (LEFT button) just before the first character or immediately after the last character (one end or the other).
2. WHILE HOLDING DOWN THE LEFT MOUSE BUTTON, move your pointer to the other end of the section that you want to highlight. If you started at the beginning in step 1, then you'll want to go to the end. By contrast, if you started at the end in step 1, then you'll need to go to the beginning. Please note that if you have the mouse pointer "too far" to the top, the text will usually automatically scroll down so that "earlier" sections will become viewable. If you go too far, DO NOT LET UP, for we can also go back down. Likewise, if you have your pointer around the bottom of the text area, the text will start moving up, so that "later" parts will become viewable. If this happens, it may take some getting used to. If you find this very inconvenience, then you'll want to try the procedure below for highlighting large areas of text.
3. Let up on the left mouse button. The desired region is now highlighted (USUALLY dark blue or black, but may be different if you have an unusual color scheme).

If you mess up here and more or less than the region gets highlighted than what want, then just single-click (LEFT mouse button) anywhere outside of the highlighted region. This will kill the highlight and allow you to repeat the above procedure.

If you need to highlight a very large region, you'll probably want to use the following procedure:

1. SINGLE-click (LEFT button) just before the first character or immediately after the last character (one end or the other). DO NOT hold down on the mouse button. You should see a TEXT cursor flashing in this spot after clicking here. Most text programs use a short flashing vertical line for the text cursor.
2. Move your pointer to the other end of the section that you want to highlight. If you started at the beginning in step 1, then you'll want to go to the end. By contrast, if you started at the end in step 1, then you'll need to go to the beginning. You may use the scroll bar(s) if necessary to get to the other end.

3. Hold down on either SHIFT key and single-click (LEFT) at this point.

Likewise, if you mess up here, just single-click (LEFT) somewhere outside of the highlighted region and start the above procedure over.

WARNING: Some programs like to highlight WHOLE WORDS at a time. You may have problems if you are wanting to highlight a section that includes PART of a word. Sometimes, doing multiple clicks (LEFT) here might allow you to get past this problem.

For GRAPHICS:

1. SINGLE-click and HOLD DOWN (LEFT button) at the upper left-hand corner or the lower right-hand corner of the area that you want.
2. Move the pointer toward the opposite corner. For example, if you started at the upper left-hand corner, then you'll need to move toward the lower right-hand corner. Likewise, if you started at the lower right-hand corner, then you'll need to move toward the upper left-hand corner.
3. Let up on the left mouse button. You should now see a rectangle surrounding the desired region. WARNING: Whatever pixels (dots of light used to form the picture that you see) is UNDERNEATH the lines forming the rectangle WILL BE INCLUDED in the selection.

If you mess up on a graphics selection, you can single-click (LEFT mouse button) anywhere outside of the rectangle. In most programs, this should kill the rectangle. If you are "almost" happy, but not quite (needing to change the area selected slightly), most programs will allow you to move the rectangle lines inward or outward. If this happens, use the following procedure (available in MOST graphics programs).

1. CAREFULLY move your mouse pointer over the rectangle line that you want to move. You should see a horizontal or vertical double arrow.
2. SINGLE-click and HOLD DOWN (LEFT button) and move the line inward or outward.
3. Let up on the left mouse button.
4. Repeat the above procedure for any other rectangle lines that you need move inward or outward.

Please note that some graphics programs have corner gadgets when this rectangular selection process is used. This will allow you to resize the rectangle using two sides at once.

COPYing a selected (highlighted) region (TEXT OR GRAPHICS)

MOST programs will allow you to RIGHT-click on the selected region. If this is the case, you should see a small menu pop up. Just click on "Copy". If the program does not seem to bring up a menu when right-clicking, then you'll need to do the following:

1. Go to the program's EDIT menu and single-click (LEFT) on it.
2. Go down and select "Copy". (single-click with LEFT button).

With either method (by right-clicking or going to the program's Edit menu), it WILL appear as if nothing happened. DO NOT be alarmed. This is normal. It is merely going onto the "clipboard", which is a section of memory or hard-drive space that is normally not readily viewable.

PASTEing (REQUIRES "COPY" OPERATION TO BE DONE FIRST!!!)

1. If you are doing a TEXT paste operation (DOES NOT APPLY to graphics pasting), single-click (LEFT) at the point where you want the copied section to appear.
2. RIGHT-click in this exact spot. A menu should pop up. If it does, then select "Paste" for its menu (LEFT-click). If this program does not bring up a small menu when right-clicking, then you'll need to do the following:
   a. Go to the program's Edit menu and single-click (LEFT) on it.
   b. Go down and select "Paste" (LEFT-click).

At this point, you should see the copied section. It may or may not be highlighted. If it is not positioned where you want it, you may have to click IMMEDIATELY to the left (single-click with LEFT button) of this copied region and then use the space bar, backspace, and/or ENTER key to position it to where you want it.

Alternatively, you can just RIGHT-click where you want the copied section to appear and select "Paste" from the popup menu (if the program supports this, and most of them do).

GRAPHICS PASTEing

This procedure is not as standardized. However, here is how to do it with most graphics programs.

1. Go to the program's Edit menu and single-click (LEFT) on it.
2. Go do to Paste and click on it (LEFT).
3. At this point, some programs may just paste it into the picture area while others may bring up another menu where it says "Paste As New" or "Paste As Selection". If you paste as "new", a new picture will be created based on the paste operation. If you select "Paste As Selection", then you'll be able to place this into the pre-existing picture.
4. By clicking on the LEFT mouse button and HOLDING DOWN on it, you can move this pasted area around. When you let up on the left mouse button, then it "drops" it into that location (hence "drag and drop"). Some programs will have the pasted area in the upper left-hand corner, while others will have it positioned in the center.

WARNING: If you intentionally or accidentally paste a selection that is bigger than the "canvas", you may get a warning asking you if you want the canvas or picture area enlarged. Usually, you'll answer "Yes" to this.

ISSUES RELATED TO PASTING (GRAPHICS OR TEXT)

WARNING: If you do NOT see anything come up when you do this paste operation OR if you see "old" stuff coming up, this means that you did not do the COPY operation properly and/or there is a bug in the program.

Also please note that you can even copy and paste across programs! For example, you can highlight (select) and copy contents from an email and then fire up Microsoft Word and paste it into there! Here is how to copy and paste across programs:

1. Get the first program up and running and get your text or graphics showing.
2. Highlight (select) the section that you want to copy (see above).
3. Copy this section (see above procedure)
4. Now fire up the second program and get it to where you want to paste to.
5. Use the paste operation (see above procedure).

CUTting

MOST programs will allow you to RIGHT-click on the selected region. If this is the case, you should see a small menu pop up. Just click on "Cut". If the program does not seem to bring up a menu when right-clicking, then you'll need to do the following:

1. Go to the program's EDIT menu and single-click (LEFT) on it.
2. Go down and select "CUT". (single-click with LEFT button).

Alternatively, you can hit the DELETE key on your keyboard.

CROPping (GRAPHICS ONLY)

Cropping is a graphics operation where you ISOLATE and KEEP only the section that is selected (opposite of "cut"). Here is how to do a CROP operation (assuming that you highlighted the area to be kept).

1. Go to the program's Edit or Picture menu and click on it (LEFT).
2. Look for "Crop" or "Keep Selection" or something to that effect and click on it (LEFT).

NOTES ON COPY / PASTE AND USE OF "CLIPBOARD"

First of all, the "clipboard" is CLEARED when you shut down or restart your computer. This means that no paste operations are possible until you select (highlight) something first and select Copy.

The "Paste" function in most program menus WILL BE GHOSTED OUT when there is nothing on the clipboard or if the program is for graphics only and you previously selected text (and usually vice versa).

The "Copy" function in most program menus WILL BE GHOSTED OUT if no region is selected previously.

You can paste again and again and again in different locations and programs as long as the item remains on the clipboard. The item will remain on the clip board usually until it is either cleared due to shutting down or restarting or is replaced with something else.

Please note that some text programs will copy and paste STRICTLY text, while others will also copy and paste embedded control characters, which result in font, size, style, and/or color changes. Microsoft Word and Netscape (in Composer section only) are two examples of programs that will copy and paste these embedded control characters.

IF (USUALLY WHEN) YOU SCREW UP

If you screw up, MOST programs support the use of CTRL-Z (hold down CTRL and hit 'Z') for undoing the last operation. Please note that in successive uses of this key combination, the most recent operations are undone first, and then it progresses toward older operations. Some programs may allow you to undo the last 1-5 operations, while others may allow you to undo 20-30 of them or more.

KEYBOARD SHORTCUTS APPLICABLE HERE

Below are some keyboard shortcuts that you may find handy. They are about 85-90 percent universally effective (meaning that these work with 85-90 percent of Windows based programs out there).

CTRL-A – Select All (highlights EVERYTHING)
CTRL-C – Copy
CTRL-F – Finds desired text (Most programs will highlight the
desired text in order to point it out to you).
CTRL-G – Find Next occurrence (will not require you to re-enter
the desired text to search for) – NOT AS UNIVERSALLY
EFFECTIVE
CTRL-V – Paste
CTRL-X – Cut
CTRL-Z – Undo last operation

COPYING FROM SCREEN

This procedure allows you to copy ANYTHING from the screen. It is like taking a picture of your screen. Here is how you do it.

1. Get whatever you want on your screen (web browser or whatever). The main requirement is that it is a Windows-based program. Many, if not most, DOS programs will also allow you to do this as long as Windows is also running.

2. When you get to where you want to be on the screen, hit the PRINT SCRN key (no shift or CTRL). This is like hitting the shutter button on a camera.

3. At this point, it appears that nothing has happened. This is normal. You can now fire up a paint program or something and PASTE it in there (using the above procedure for graphics paste). In many graphics programs, you can now save, print, or do other operations on this screen snapshot that you just took.

Please note that with screen captures, you'll very often want to do a CROP operation. This is also described above. Many graphics programs allow you to do crop operations.

LEFT, RIGHT, AND DOUBLE-CLICK
(what this all means)

A LOT of people get confused on the use of "left-click", "single-click", "double-click", and right-click. I have debunked all of these, and here is the STRAIGHT-SCOOP on all of this.

- "Single-click" (usually done with the LEFT mouse button and is hit just once). This performs a selection or "choosing", but does not open any files or whatever. This is also usually used for clicking on "hyperlinks" within a web page.
- "Double-click" Two-clicks of the LEFT mouse button in rapid succession (usually within ¼ - ½ second). Please note that if this interval is too long for the setting that you have, then it will register as a single-click. The easiest way to remember whether if a single or double click is used is to remember that a single-click does a SELECTION or "choosing" process, while double-clicking does this plus performs the "default" action. For example, double-clicking on a picture file normally SHOWS it. Double-clicking on an MP3 file (song) will PLAY it. Double-clicking on a text file will open it so that you can read and possibly print it. Double-clicking is almost exclusively used for file or folder opening.
- LEFT-click – The LEFT mouse button is used probably about 98% of the time or more. It is probably ALWAYS used for "double-clicking".
- RIGHT-click – This of this as an "OPTIONS" button. Clicking on the RIGHT mouse button usually brings up a small popup menu next to where your pointer is.

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