

Cut and Paste

Cut and paste can be done successfully in 4 easy steps:

1. Highlight
2. Cut
3. Click on new location
4. Paste.

To Highlight, means to select text, pictures, or icons so your computer knows what you want to be affected by your commands.

Steps to Highlight.

1. Click to the left of the section you want to cut
2. Press and hold the Shift Key on your computer.
3. Click the end of the section.

The entire section should change color. It is now “Highlighted”.

If you hit a key on your keyboard while your text is highlighted it will may be deleted. If you click your mouse key (left button) your highlight will be undone.

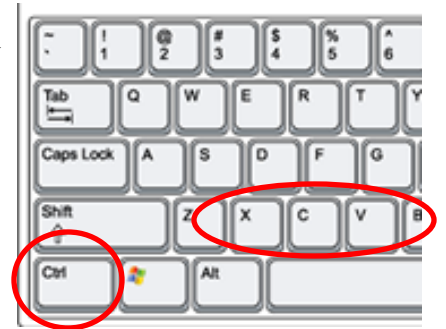
To Cut:

1. While your text is highlighted, press and hold the “Ctrl” Key of your keyboard usually found in one of the bottom corners of your keyboard.
2. While holding the “cntrl” key press “x” your text will vanish. (it is still safe in the computer memory)

If you want to copy your text instead of cut it: press “cntrl” and “c” your text will remain intact and a copy will be saved in your computers short term memory.

Next, Click with your mouse, the location where you want your text to be moved to.

Notice the blinking vertical line. Everything will move to the right to make room for you pasted text.



To Paste:

1. Once your curser (blinking vertical line) is in place, press and hold the “Ctrl” Key of your keyboard.
2. While holding the “cntrl” key press “v” Your text will be retrieved from memory and placed in its new location.



Computer Assistance

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