

Cutting, Copying, and Pasting Text

Cut, Copy, and Paste are tools used to control text. When you cut or copy text, it is automatically saved to the Clipboard. To paste cut or copied text, use the Paste option, located in the Home tab Clipboard group or select the text from the Clipboard. The following instructions will show you how to cut, copy, and paste text using the Home tab and the Clipboard.

Cutting, Copying, and Pasting

The Cut, Copy, and Paste tools are used to rearrange text within your document. Text must be selected before you can cut, copy, or paste it. For information on how to select text, see Editing a Document. Cut or copied text is automatically saved to the Clipboard (a special storage area).

NOTES:

Cutting text will remove it from the document and place it on the Clipboard.

Copying text will allow it to remain in the document unchanged while a duplicate copy is placed on the Clipboard.


HINTS:

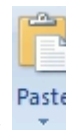
Text can be pasted within the same document or into different documents.

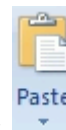
You may cut, copy, or paste as little as one character of text or as much as an entire document.

Cutting and Pasting

Cut text is removed from its original location and placed on the Clipboard. Up to 24 items can be stored on the Clipboard. For instructions on how to use the Clipboard, see Using the Clipboard.

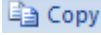
1. Select the text you wish to move.
2. In the Home tab, from the Clipboard group, click **CUT**  **Cut**
OR Press [Ctrl] + [X]
The text is removed from your document and placed on the Clipboard.
3. Place the insertion point where you would like to move the text to by moving the cursor to the desired location.

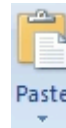


4. In the Home tab, from the Clipboard group, click **PASTE**  **Paste**
OR Press [Ctrl] + [V] **OR** From the Clipboard task pane, click the item you want to paste the desired text is pasted to the selected location.

Copying and Pasting

Copied text is left unaltered in its original position and a duplicate copy of the text is placed on the Clipboard. Up to 24 items can be temporarily saved onto the Clipboard. For instructions on how to use the Clipboard, see Using the Clipboard.

1. Select the text you wish to copy.
2. In the Home tab, from the Clipboard group, click **COPY**  **OR** Press [Ctrl] + [C] the text is copied to the Clipboard.
3. Place the insertion point where you would like to insert the copied text by moving the cursor to the desired location.




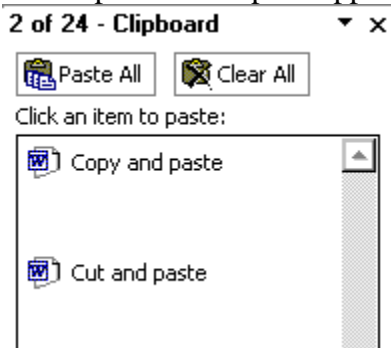
4. In the Home tab, from the Clipboard group, click **PASTE** **OR** Press [Ctrl] + [V] **OR** From the Clipboard task pane, click the item you want to paste the desired text is pasted to the selected location.

Using the Clipboard

Once items are cut or copied, they are automatically saved to the Clipboard. The Clipboard can hold up to 24 items. When the 24-item threshold has been reached, the oldest item is deleted every time a new item is added. Office 2007 programs share the same Clipboard.

Viewing the Clipboard

1. In the Home tab, from the Clipboard group, click **CLIPBOARD**  The Clipboard task pane appears.



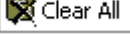
Pasting Items from the Clipboard:

1. Place the insertion point where you want pasted text to appear by moving the cursor to the desired location.
2. From the Clipboard task pane, click the text you want pasted the desired text is pasted in the document where the insertion point is located.

Delete Individual Items from the Clipboard:

1. Move the pointer over the item on the Clipboard task pane that is to be deleted.
2. Click the ▼next to the item » select *Delete* the item is deleted from the Clipboard.

Clearing All Items from the Clipboard:

1. On the Clipboard task pane, click **CLEAR ALL**  Clear All
WARNING: All items on the Clipboard will be erased.