



## Copy & Paste

### Okay, so whats 'copy and paste' then?

Copy and paste is when you want to make a copy of a file or folder to put somewhere else. You can copy the file/folder a number of ways. These are universal in the Windows Operating system and many other programs.

To copy...

- 1) Right-click the icon (of the file/folder you want to copy) and click copy (on the submenu)
- 2) Click first on the file/folder (to select it) then click 'Edit' on the menu at the top of the screen then click copy
- 3) Click first on the file/folder (to select it) then hold down the Control Key and push the 'C' key (Control+C)

Then you will need to open the folder you wish to paste the file/folder to. Then you need to paste the file. There are a number of ways to do this also.

To paste...

- 1) Right-click the white space in the folder and choose paste (on the submenu)
- 2) Click 'Edit' on the menu at the top of the screen then click paste
- 3) Hold down the Control Key and push the 'V' key (Control+V)

Sounds complicated but it's a concept rather than a rule. Once you understand the concept, copying and pasting becomes second nature. Many of us copy (or cut) and paste using the same method. Windows gives a number of options for doing many basic tasks, you just end up using the one that works best for you.

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