

Macintosh Learning Center

--- Shell Weinberg
Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: the Clipboard, Cut, Copy & Paste

Every Macintosh computer has a **Clipboard** hidden inside of it. Clipboard is a **temporary** holding area for items that are sent there when you give the **Cut** or **Copy** commands.

When you **highlight** (or **select**) a line of text, an entire paragraph, or a complete book for that matter... or a graphic, or even a sound file, and then give the **Copy** command, the Mac will send a copy directly to Clipboard,... **BUT**, will **keep** the item in your original.

Likewise, if you give the **Cut** command, the computer will send a copy directly to the Clipboard... **BUT**, will **delete** the item from your original document. Think of a scissors cutting out a piece of your data.

Once on your Clipboard, the item can then be pasted into any open document (*and this can be done repeatedly, until a new image replaces the old one*). Note the Clipboard will only hold **one item** at a time. Each time you Cut or Copy, you will automatically delete the old item and replace it with the new item.

Also understand, if you unexpectedly lose power, or if you Shut Down, the Clipboard will be cleared.

After highlighting an item there is more than one way to **activate** the commands... or do the Paste:

drop **Edit** menu, select Cut, Copy or Paste on keyboard, press **command X** to Cut on keyboard, press **command C** to Copy on keyboard, press **command V** to Paste
if you change your mind,
on keyboard, press **command Z** for Undo. Undo is also available in the **Edit** menu

Anytime you want to see what is currently on the Clipboard... you must be active in the **Finder**, then drop the **Edit** menu, then click on **Show Clipboard**.

A related function you may find useful... to capture a part of the screen (this is called a *screen shot*) and send the image directly to the Clipboard:

1. press/hold **command shift control**
2. with your other hand press **4**, release keys
3. cursor now shows as a **target crosshair**
4. position cursor, press/hold mouse button
5. drag, this draws a gray square over data
6. release mouse button
7. cropped data has been copied to **Clipboard**
8. you can now **Paste** into any open document

The above instruction is especially helpful when online doing research. Say that you are viewing a website page that has many paragraphs of info, a reference chart, and maybe a photo or other graphic. Much more data than you really find interesting or useful.

You would like to have a reference copy of a single paragraph and one photo. Using the above directions you can actually **capture** just the one paragraph, then **paste** it into an open *Pages* (or other app) document. Then do the same for the single photo, first capture and then paste.

You'll find each pasted image has become an **object with handles** and now you have the flexibility to move the two object images into any position of your choice.

You could even add in your own text data or other special graphics to complete the document... and then send it to the printer for a printed paper copy. Or, format the document as a PDF and attach it to an email message. This demonstrates the power and flexibility when using the **Copy** and **Paste** functions.