

## **Macintosh Learning Center**--- *Shell Weinberg*

*Third Floor, Southeast corner*

*Leisure World Community Center*

*Laguna Woods Town Centre*

*Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday*

### **Understanding the Clipboard, Cut, Copy & Paste**

Every Macintosh computer has a **Clipboard** hidden inside of it. The 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 computer will send a copy directly to the 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.

In addition, if you unexpectedly lose power, or if you Shut Down, the Clipboard will be cleared.

After you have highlighted an item there are several ways to **activate** the commands... or do the Paste:

1. go to **Edit** menu, select Cut, Copy or Paste
2. go to keyboard, press **command X** to Cut  
go to keyboard, press **command C** to Copy  
go to keyboard, press **command V** to Paste
3. go to keyboard, press **F2** to Cut  
go to keyboard, press **F3** to Copy  
go to keyboard, press **F4** to Paste

**F1** is for **Undo**, if you change your mind  
**command Z** is also for Undo  
also available in **Edit** menu, Undo

Anytime you want to see what is on the Clipboard... you must be in the **Finder**, then drop the **Edit** menu, then select **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 down **command shift control**
2. with your other hand press **4**, release keys
3. look at your cursor... shows as **target crosshair**
4. position cursor, then press/hold down mouse button
5. drag, this draws a gray square shape over data
6. release mouse button
7. cropped data has been copied to the **Clipboard**
8. you can now **Paste** image into any open document