

# COPY AND PASTE TEXT AND IMAGES IN WINDOWS 98,XP and VISTA

The screenshot shows the Windows XP Help and Support Center interface. At the top, there is a search bar with the text 'cut and paste' and a green search button. To the right of the search bar is the 'Help and Support Center' logo and the text 'Windows XP Professional'. Below the search bar, there are navigation options: 'Add to Favorites', 'Change View', 'Print...', and 'Locate in Contents'. The main content area is titled 'Windows keyboard shortcuts overview' and contains a table of shortcuts. On the left side, there is a 'Search Results' panel with a 'Tips' tab, showing '23 results found for cut and paste' and a 'Suggested Topics' section with one result: 'Windows keyboard shortcuts overview'. At the bottom of the search results panel, there are links for 'Full-text Search Matches (7 results)' and 'Microsoft Knowledge Base (15 results)'.

**Windows keyboard shortcuts overview**

Use shortcut keys as an alternative to the mouse when working in Windows. You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using keyboard shortcuts. Keyboard shortcuts may also make it easier for you to interact with your computer.

Click a heading, or press TAB to highlight a heading, and then press ENTER.

**General keyboard shortcuts**

Press	To
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
ALT+Enter	Displays the properties of the selected object.
ALT+SPACEBAR	Opens the shortcut menu for the active window.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.

PRESS  
F1 Key  
from the  
XP Desktop  
Area

**F1 Help Feature in XP helps explain essential Cut and Past shortcuts <-- you memorize now!**

You can access this handy list of **Keyboard Shortcuts** by pressing the F1 key and entering "Cut and Paste". Many of these Shortcut Keys are essential timesavers for numerous productive writers and creators.

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## USE SHIFT + PRTSCR KEYS TO CAPTURE YOUR WINDOWS 98, XP and VISTA SCREEN IMAGES

Windows users can snap a picture of their current desktop screen and then paste it onto various apps such as MS WORD.

**Briefly** ---> Press and hold Shift key, tap the PrtScn Key (above SysRec key) to capture your screen, Your cursor should flash briefly. Next open MS Word, your favorite Image Editor or MS PAINT - as preferred. Then Rt Click and PASTE the Image. Edit and Save.

### **Shift+ Print Screen - In Detail**

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1) **Start by pressing Shift key down and tap the PrtScn Key once or twice, the cursor should flicker briefly**, indicating an image is now loaded into the Windows Clipboard. Only one image at a time though - unless you have a *clipboard manager add-on*.

2) **Open WORD** and select the Edit Menu and Choose PASTE.

3) **Select** the image and activate/use the **\*\*Picture Toolbar\*\*** to locate and select the CROP feature - it looks like **two Ls** or brackets colliding. Click and hold Crop tool on one of the dimensioning points at perimeter of image. Drag it inward to effectively CROP your image. Exit Crop tool. Next drag edges of image to re-dimension it. Remember in WORD you can always press Control Z to Go Back (undo).

TIP#1: To activate the **\*\*Picture Toolbar\*\*** select the **T**ools menu, choose **C**ustomize, then select **T**oolbars and place check on **P**icture.

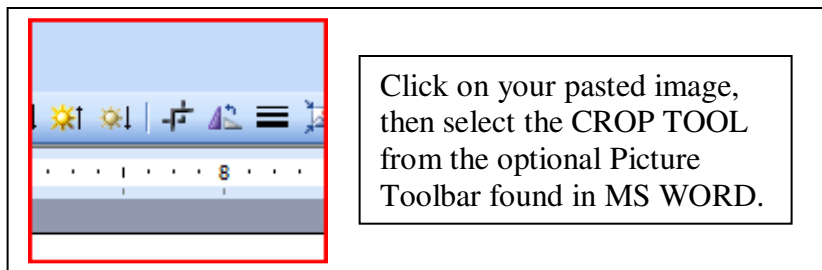
TIP#2: Try **I**nset, "**T**ext Box" to add floating or optionally framed text object adjacent to your image (as used here).

TIP#3: To create a **JPG image** file you may wish to Paste your image into **Microsoft PAINT** or to a similar Graphics application.

*More about Windows files and folders structure:*

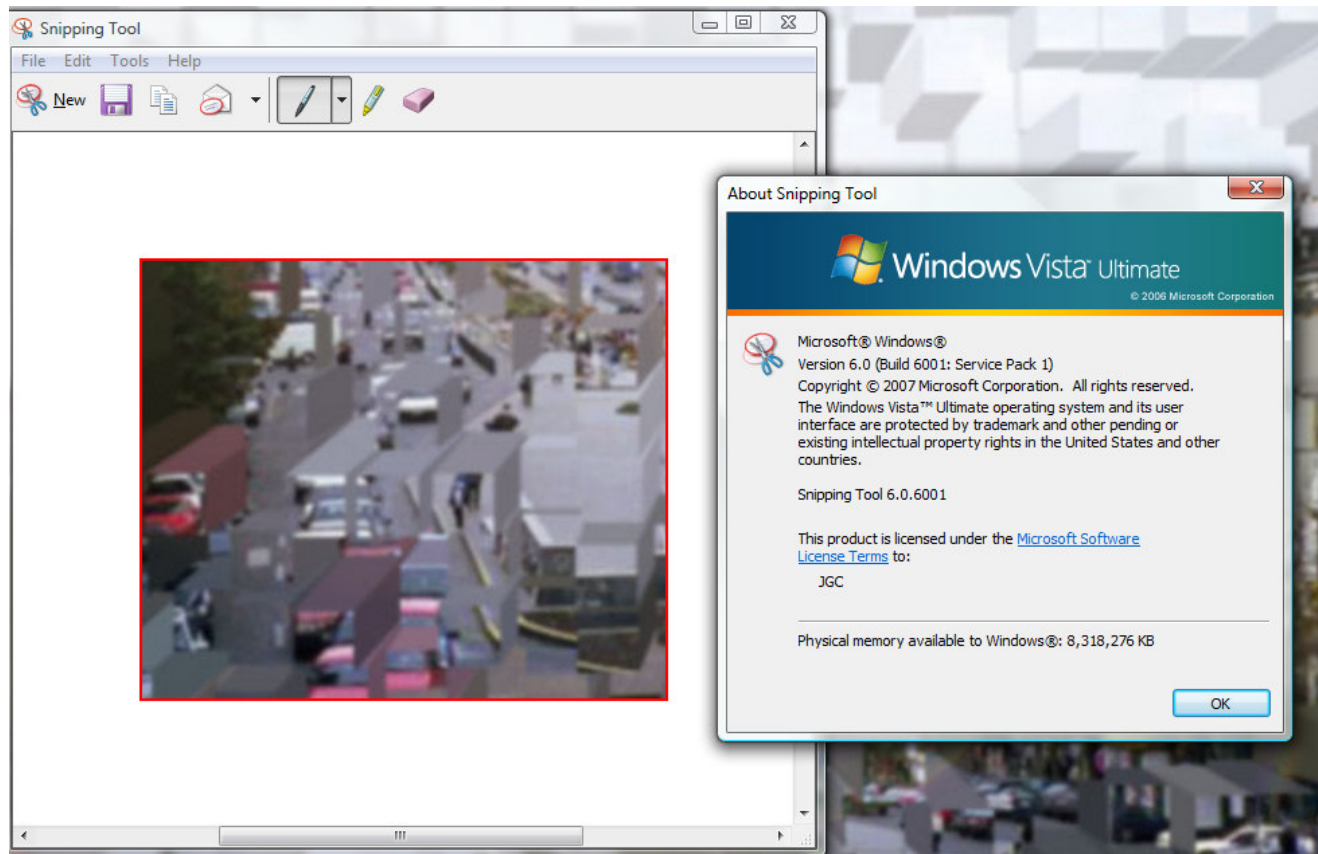
<http://cit.information.unl.edu/tips/filemgt-manage.htm>

UNL College site - Review Chapters 1-3.



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**VISTA ULTIMATE USERS** can download this free **SNIPPING TOOL** from Microsoft Vista Ultimate Extras, found at the regular Windows update site. Vista and XP users can use always use "Shift+PrtScr" to copy screens.

### **Pasting Captured (snapped) Screens into WORD**

A typical use is to Rt-Click and "Paste" the captured screen image of a Windows screen or photo into WORD. Then you can use the PICTURE toolbar to CROP the image, and re-dimension it as well. Be sure you have the **Picture Toolbox Option Checked** in the Tools, Customize, Toolbar Tab section of your WORD application.

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