

I'm not a bot































Highlight what you want to copy, right-click the mouse or trackpad, and select Copy. Then, right-click where you want to insert the copied information and select Paste. Or, press Ctrl+C (Command+C on Mac) to copy and Ctrl+V (Command+V on Mac) to paste.1Select what you want to copy:1]Text: To select text, click and drag the cursor until the text you want to copy is highlighted, then release the click.Files: Select the file on your computer that you want to copy and paste, or you can select multiple files by holding down Ctrl to select multiple files.Images: In most Windows applications, you can select the picture you want to copy by clicking on it once.2Right-click on the mouse or trackpad. [2] If using a trackpad, depending on your computer's settings you can perform a right-click by either using two fingers to click the trackpad or by tapping the far-right side of the trackpad with a single finger. Advertisement 3Click Copy.[3] The selected text, images or files will be copied to the Clipboard (a type of temporary storage) on your computer.Alternatively, press Ctrl+C.[4] In many applications, you can also click Edit in the menu bar, then click Copy.4Right-click in the document or field where you want to insert the text or image.5Click Paste. The text or image will be inserted into the document or field at the place where you put the cursor.Alternatively, press Ctrl+V.[5] In many applications, you can also click Edit in the menu bar, then click Paste. Advertisement 1Select what you want to copy:Text: To select text, click and drag the cursor until the text you want to copy and paste is highlighted, then release the click.Files: Select the file on your computer that you want to copy and paste, or you can select multiple files by holding down to select a group of files.Images: In most Mac applications, you can select the picture you want to copy by clicking on it once.2Click Edit in the menu bar.3Click Copy. The selected text, images or files will be copied to the Clipboard (a type of temporary storage) on your computer.Alternatively, +C.[6] You can also right-click on the mouse or trackpad. If you don't have a right-click function, press Control+click on Mac, then click Copy in the pop-up menu.4Click in the document or field where you want to insert the text or image.5Click Edit in the menu bar.6Click Paste. The text or image will be inserted into the document or field at the place where you put the cursor.Alternatively, +V.[7] You can also right-click on the mouse or trackpad. If you don't have a right-click function, press Control+click on Mac, then click Paste in the pop-up menu. Advertisement 1Select what you want to copy:[8]Text: To select text, tap in the text and drag a control point over the text you to copy, want until the text you want to copy and paste is highlighted, then release the click. You can also tap and release a single word to select it automatically.Pictures: Long tap the picture until a menu appears.2Tap Copy. The text or image will be copied to the Clipboard (temporary storage) on your device.3Long tap on a document or field where you want to insert the text or image.If it's in a different app from the one in which you're copying, open the other app.4Tap Paste. The text or image will be inserted into the document or field at the place where you put the cursor.[9] Advertisement 1Select what you want to copy:Text: To select text, tap in the text and drag a control point over the text you want to copy, then wait until the text you want to copy and paste is highlighted, then release the click.[10] You can also tap and release a single word to select it automatically.Pictures: Long tap the picture until a menu appears.2Tap Copy. The text or image will be copied to the Clipboard (temporary storage) on your device.[11]3Long tap on a document or field where you want to insert the text or image.If it's in a different app from the one in which you're copying, open the other app.4Tap Paste. The text or image will be inserted into the document or field at the place where you put the cursor.[12] Advertisement Add New Question Question How can I paste my resume from a phone? Press and hold on text. Two blue bubbles show up on either side; drag them to the ends of your resume. Then click the Copy button underneath, and paste the document where you'd like. Question How can I copy my resume and paste from my phone? If your phone is a touch screen, tap and hold over the words. A pop up will ask to copy or select all. Select the words you want copied and tap copy. Tap and hold where you want to paste, and select paste. Question I get a popup saying "allow, disallow" - is there a way to disable this? To be precise in this answer, there would need to be more specifics to know what you are doing when the message comes up. In general, it could be a simple flash allow or disallow or it could be a file allow to replace. Without more information, it's hard to know what the disabling would require. See more answers Ask a Question Advertisement Co-authored by: Consumer Technology Expert This article was co-authored by Mitch Harris. Mitch Harris is a Consumer Technology Expert based in the San Francisco Bay Area. Mitch runs his own IT Consulting company called Mitch The Geek, helping individuals and businesses with home office technology, data security, remote support, and cybersecurity compliance. Mitch earned a BS in Psychology, English, and Physics and graduated Cum Laude from Northern Arizona University. This article has been viewed 2,802,356 times. Co-authors: 107 Updated: March 8, 2025 Views:2,802,356 Categories: Basic Computer Skills PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 2,802,356 times. "I have severe disabilities which makes control of my hands huge issues for me. This most understandable, illustrated explanation of these different methods, is invaluable to me! I'm keeping this, thanks!"..." more Share your story Would you like to move a paragraph, repeat a word or sentence without retyping it? Or shift pictures or files around on your computer? Learning how to copy, cut, and paste can save you time and effort. Whether youre writing an email, organizing a document, or managing folders, it will speed things up. This guide focuses on how to do it, step-by-step, within a document, using keyboard shortcuts, mouse, and menus. You'll see examples from Google Docs, but the same methods work in most apps like email, spreadsheets, word processors. Using the keyboard shortcuts or mouse right-click menus also works in file folders. Copy and Paste: use an item from one place e.g. a piece of text or an image, and add it to another place in the same, or a different document. Do not remove it from the original position. Cut: remove an item e.g. a piece of text or an image, and move it to another place in the same or a different document. Copy, or cut, puts the text or image in a temporary holding place called the clipboard. The text will stay in the clipboard until another item is copied or cut. The clipboard can only hold one item at a time. As long as an item is on the clipboard, it can be pasted into multiple different places in the same or different documents. Google Docs is shown here as an example. Copy, cut and paste work equally well in most applications, such as email and spreadsheets, as well as in some file directory locations. In the example below, we will select the word Grocery. To select a piece of text, position the cursor at the beginning of the text, click and hold, and drag the cursor to the end of the text. Let go. The selected text is highlighted as in the example below. To select an item such as a file or an image, single click on it. We are going to describe three simple ways that you can copy and/or cut text and paste it elsewhere in a document. To copy, hold down the Command (Mac) or the Ctrl (Windows) key and tap on the letter C. This places the word/item on to your clipboard. To paste the selected text (that is now on the clipboard) into another position in the document, move the cursor to the new position and click once. Hold down the Command or Ctrl key and tap on the letter V to paste. In the image below, we clicked after the word shop, and pasted Grocery to the end of the first line. If you make a mistake, you can hold down the Command or Ctrl key and tap on the letter Z to undo. If you want to cut the text from the first position instead of copying it, and paste it somewhere else, start by selecting the text as shown above. Hold down the Command / Ctrl key and tap on the letter X. As shown below, the text that was selected will disappear from the document, but it will be held on the clipboard. Again, to paste the word grocery into another position in the document, move the cursor to the new position and click once. Hold down the Command or Ctrl key and tap on the letter V to paste. If there are additional places in the document that you want to paste this text, this process can be repeated. Text will remain on the clipboard until some other text or image is copied or cut. To copy or cut text using the mouse, select the text that you wish to copy/cut and click the right button on your mouse. A floating menu will appear. Here you will select copy (as shown highlighted in the image below ) or cut using your mouse, then left click on the option. To paste the text elsewhere in your document, move the cursor to the new position and click once. Again, right click on your mouse and this time select copy, as shown in the image below, and left click to paste the text into the new location. To copy or cut text using the main menus at the top of the document, select the text that you wish to copy/cut and click the Edit menu item. A drop-down menu will appear. Here you will select copy (as shown highlighted in the image below) or cut. To paste the text elsewhere in your document, move the cursor to the new position and click once. Again, click on the Edit menu item and this time select paste from the drop-down menu, to paste the text into the new location. Using copy, cut and paste makes editing documents, or moving files, much faster and easier. Whether you use keyboard shortcuts or menus to carry out the task, it will save you time and effort. Keyboard shortcuts are worth learning, and the most useful to know are copy, cut and paste! They are useful in almost every application and every operating system. To learn more about shortcuts, see our SDM blog post about browser shortcuts, an imitation, reproduction, or transcript of an original.a copy of a famous painting.Synonyms: facsimile, carbon, duplicateone of the various examples or specimens of the same book, engraving, or the like.written matter intended to be reproduced in printed form.The editor sent the copy for the next issue to the printer.the text of a news story, advertisement, television commercial, etc., as distinguished from related visual material.the newsworthiness of a person, thing, or event (often preceded by good orbad ).The president is always good copy.Computers.an exact duplicate of a file, program, etc..Keep a backup copy of the document.Genetics.replication.Printing.pictures and artwork prepared for reproduction.British Informal.(in schools) a composition: a written assignment.British.a size of drawing or writing paper, 16 20 inches (40 50 centimeters).Archaic.something that is to be reproduced; an example or pattern, as of penmanship to be copied by a pupil.to make a copy of; transcribe; reproduce.to copy a set of figures from a book to receive and understand (a radio message or its sender).to follow as a pattern or model; imitate.Computers.to make an exact duplicate of (a file, selected text, etc.) and store in another location or in temporary memory.Can I copy the program to another computer? Copy the selected paragraph to the clipboard.to make a copy or copies.to undergo copying.It copied poorly.I can't install the programone file won't copy.to hear or receive a radio message, as over a CB radio.Newfoundland.Also to leap from one ice pan to another across open water:an imitation or reproduction of an originala single specimen of something that occurs in a multiple edition, such as a book, article, etcmatter to be reproduced in printwritten matter or text as distinct from graphic material in books, newspapers, etcthe words used to present a promotional message in an advertisementinformaljournalism suitable material for an article or storydisasters are always good copyarchaic.a model to be copied, esp an example of penmanshipCollins English Dictionary Complete & Unabridged 2012 Digital Edition William Collins Sons & Co. Ltd. 1979, 1986 HarperCollins Publishers 1998, 2000, 2003, 2005, 2006, 2007, 2009, 2012to make a copy or reproduction of (an original)(tr) to imitate as a model(ntr) to imitate unfairlyCollins English Dictionary Complete & Unabridged 2012 Digital Edition William Collins Sons & Co. Ltd. 1979, 1986 HarperCollins Publishers 1998, 2000, 2003, 2005, 2006, 2007, 2009, 2012to make a copy1First recorded in 130050; Middle English copie (from Anglo-French ) from Medieval Latin cpia abundance, something copied, Latin: wealth, abundance; copious; copy ( def. 18 ) originally a children's game, from the phrase copy the leaderOrigin of copy1C14: from Medieval Latin cpia an imitation, something copied, from Latin: abundance, riches; see copiousidiomsExamples have not been reviewed."I got my first copy at about 01:23 in the morning."Though copying patented drugs is illegal, compounded knockoffs are allowed if they are tailored for a patient who might need something slightly different than what the patent-holding company produces.I grew up in Los Angeles a hopeless romantic with my head permanently tilted toward the sky and a copy of Romeo and Juliet worn from rereading.But Anthropic also downloaded copies of more than 7 million books from online shadow libraries, which include untold copyrighted works without permission.Secreted inside the technobabble dust jacket was a Polish-language copy of George Orwell's 1984, the boring cover a deliberate misdirection to deter prying eyes.Definitions and idiom definitions from Dictionary.com Unabridged, based on the Random House Unabridged Dictionary, Random House, Inc. 2023Idioms from The American Heritage Idioms Dictionary copyright 2002, 2001, 1995 by Houghton Mifflin Harcourt Publishing Company. Published by Houghton Mifflin Harcourt Publishing Company.copulative asynetoncopybookBrowse#aabbcdddeeffghhijjklmmnnnooppqrrssttuuvvwxxyyzAboutCareersContact usCookies, terms, & privacyHelpFollow usGet the Word of the Day every day! 2025 Dictionary.com, LLC If you use regularly use a Windows PC, laptop, or any other device, you probably know how essential it is to cut, copy, and paste content. These actions are some of the most basic and time-saving tools to handle text, files, and images on your computer. In this guide, you will learn some of the quick methods to cut, copy, and paste, from keyboard shortcuts to Clipboard History and beyond. Whether you're on a desktop or laptop, these tricks will make your life much easier. Lets walk through how to cut, copy, and paste in the easiest way possible.How to Cut, Copy and Paste on WindowsHow to Cut, Copy, and Paste on Windows PC and Laptop: 8 Easy MethodsPerforming the cut, copy, and paste on laptop is one of the most basic task that every user performs in their day-to-day task. Below are the best 8 methods to perform this action, let's find out:1. Using Keyboard ShortcutsKeyboard shortcuts are one of the fastest and most efficient ways to copy, cut, and paste on Windows, working across both Windows 10 and Windows 11. Here are the common shortcuts:Copy: Select items and press Ctrl + C to copy to the clipboard.Cut: Select items and press Ctrl + X to cut (removes from the original location).Paste: Go to your destination and press Ctrl + V to paste.Paste as plain text (no formatting): Ctrl + Shift + V.How to Cut, Copy and Paste on using KeyboardNote: For laptops, these keyboard shortcuts work just the same, so whether youre on a laptop or desktop, the process is the same!2. Using Mouse (Right-Click)This method is helpful for users who prefer working with the mouse rather than keyboard shortcuts. Both Windows 10 and Windows 11 support cut, copy, and paste through the right-click context menu:Select the content you wish to cut or copy.Right-click the selected item.Choose Copy or Cut from the context menu.Paste: Right-click in the destination and select Paste from the menu.How to Cut, Copy and Paste Using Right-Click (Mouse click)Note: This method is especially helpful when youre working with files and folders on your laptop or Windows desktop.3. Using the Edit Menu (Windows 10/11 and Laptop Apps)Most apps you use on Windows or laptop come with the traditional cut, copy, and paste options in the Edit menu. This is perfect if youre working in apps like Microsoft Word, Excel, or Google Docs.Highlight the content you wish to copy or cut.Go to the Home tab or Edit menu at the top of the window.Choose Copy, Cut, or Paste from the optionsWORDNote: This method is especially useful if you dont want to rely on shortcuts but still want an easy way to move content around.4. Using the Clipboard HistoryWindows 10 and 11 offer a clipboard history feature that allows you to store and access multiple items you've copied. This can be particularly useful if you're working with multiple pieces of content.Go to Settings > System > Clipboard.Toggle on Clipboard History.After enabling it, press Windows + V to view your clipboard history and paste items you've previously copied, including both text and images.Once Clipboard History is enabled, you can press Windows + V to see your clipboard history. You can then select from previous items that you've copied, making it easier to paste content multiple times without needing to re-copy it.Clipboard5. Using the Drag and Drop to Move Files (For Desktop & Laptop)Another quick method for moving files and folders is dragging and dropping. This works on both Windows desktops and laptops.Open File Explorer and locate the file or folder you want to move.Click and hold the item, then drag it to the destination folder or location.Hold Ctrl while dragging to copy the item (without moving it).Release the item to drop it in the desired folder.Drag and Go to the Desired LocationNote: This method is especially useful when organizing documents or images on your laptop or desktop.6. Using PowerShell (Advanced Users)PowerShell can be a powerful alternative for users who need more control over file management, especially when automating tasks.Note: You might need admin privileges for certain commands depending on the file's location.To COPY a file: Use theCopy-Item cmdlet in PowerShell:Copy-Item "C:\path\to\file.txt" -Destination "D:\path\to\destination\".copy-itemTo MOVE a file: Use the Move-Item cmdlet to cut and move files:Move-Item "C:\path\to\file.txt" -Destination "D:\path\to\destination\"move-itemNote: These commands allow for batch processing or automation, making it a great option for file management.7. Using Command Prompt (For Power Users)In Command Prompt, copying and moving files works similarly, but it requires specific commands and doesn't have a direct paste functionality like the graphical interface.Note: To paste text into CMD, simply right-click and select Paste, or use the Ctrl + Shift + V shortcut (in newer versions of CMD).Copy FileUse the following command to copy any dedicated file:For example: copy C:\path\to\file.txt D:\path\to\destination\copy via cmdCut FilesUse the move command to cut and move files:For example:move C:\path\to\file.txt D:\path\to\destination\cut and move via cmdPaste FilesCMD doesn't have a direct paste command. However, you can drag and drop a file into the CMD window to get its path and then use copy or move commands to copy or cut.Note: While the Command Prompt is less user-friendly for copy-paste tasks, it can be helpful for advanced users managing large numbers of files or automating tasks.8. Using Snipping Tool / Snip & SketchIf you need to copy a screenshot, Snipping Tool (or Snip & Sketch on Windows 10/11) is your go-to tool.Open Snipping Tool or Snip & Sketch.Select the type of snip you want (free-form, rectangular, window, or full-screen).After taking the screenshot, click the Copy button or press Ctrl + C.Paste the screenshot into your document, email, or other application using Ctrl + V.Snipping ToolNote: This tool is great for copying and pasting visual content like screen captures into documents, emails, or presentations.ConclusionCutting, copying, and pasting are some of the most useful tasks on your Windows PC or laptop. With 2025 updates, including Clipboard History, drag-and-drop functionality, and keyboard shortcuts, these actions are now faster and more efficient than ever. Whether youre working with files, text, or images, these methods will help you work smarter, not harder. Copy, cut, and paste are fundamental operations in Windows 10 and Windows 11 that allow you to duplicate or move information between locations. The Clipboard is a temporary storage location where data is stored when you copy or cut something, and you can retrieve its contents when you paste. Press Ctrl+C to Copy, Ctrl+X to Cut, and Ctrl+V to Paste. Copy, cut, and paste are three basic operations that every Windows 10 and 11 user should know by heart. The concepts behind them apply to nearly every application you'll ever use. Here's how they work. How Does the Clipboard Work? When you copy or cut something (such as a block of text, an image, or a link), Windows temporarily stores the data in a special memory location called the Clipboard. Think of it as a temporary holding pen. When you Paste the information you copied, Windows retrieves the contents of the Clipboard and puts it where you want it to go. Typically, the contents of the Clipboard reset when you restart your PC, although it is possible to pin items to the clipboard in Windows 10 and 11 using an opt-in feature called Clipboard History. Then you can recall them as many times as you want quickly by pressing the Windows+V keyboard shortcut. In Windows, you can even synchronize your Clipboard between devices using the cloud. But that is an optional setting you have to turn on in System Settings. When you copy something, Windows makes a copy of the information you want to the Clipboard and also leaves it in its original location. In contrast, when you perform the cut operation, Windows copies the information to the Clipboard but also removes the information from the original location. That means you typically use copy to duplicate information, and cut to move the information from one location to another. These fundamental concepts apply across almost every application, so let's go over the various different ways to copy, cut, and paste in Windows. Microsoft It's important to know the three fundamental keyboard shortcuts for Copy, Cut, and Paste included in Windows for decades. Microsoft borrowed these shortcuts from the Mac, which still uses them with the Mac's special Command key instead of Ctrl. Copy: After selecting one or more items using your mouse or keyboard, press Ctrl+C. The information will be copied to the clipboard. Cut: After selecting one or more items, press Ctrl+X, and the information will be copied to the clipboard and removed from the original location. Paste: Select a destination by clicking on an area (or by placing your cursor in the position where you want the information to go), then press Ctrl+V. These shortcuts now work in Windows 10's Command Prompt, too. Alternative Copy, Cut, and Paste Keyboard Shortcuts If you need to copy in a program that interprets Ctrl+C as a break character (such as a terminal emulator), you can use Ctrl+Insert instead. To cut, use Shift+Delete. To paste, press Shift+Insert. These shortcuts aren't as commonly used today, but they are still almost universally recognized in Windows. In many programs, you can copy, cut, and paste using the right button on your mouse. First, select an element of a document (such as a web page), then right-click, and you'll likely see a context menu that includes Copy or Cut commands. You can then right-click in a destination document and select Paste to put the contents of the Clipboard in that location. The same principle works in File Explorer and on your Desktop. Select a file, folder, or group of files you'd like to Copy or Cut. Right-click on the files, and you'll see a context menu pop-up. Select "Copy" if you'd like to duplicate the file somewhere else. Select "Cut" if you'd like to move the file to another location. Then navigate to the new location and right-click where you'd like to put the files. The destination right-click can be inside a folder window, on the desktop, a drive on your computer, or even directly on a folder icon itself. Select "Paste" in the right-click menu that pops up. The files you just Cut or Copied will appear in the new location. Very handy! You can also Copy, Cut, and Paste by selecting menu items with a mouse or touch screen. In programs with a Ribbon-style interface, you'll typically see a Clipboard or Edit block that contains Copy, Cut, and Paste buttons. In programs with compressed or hamburger-style menus (like Chrome and Firefox), you can often find the Copy/Cut/Paste functions in a section labeled Edit. Also, many older Windows programs include a series of drop-down menus at the top of the application window. Among them, you'll often find a menu titled Edit (which you can often call up by pressing Alt+E). In that menu, you can usually find Copy, Cut, and Paste commands. To erase the contents of your Clipboard, just copy something new. Simply copying any word on a web page or document will replace the contents of the clipboard with whatever you just copied. You might want to do this after copying something sensitive like a password or credit card number, ensuring that you won't accidentally paste it into another application. If you'd like to clear the data in your Clipboard History, you can manually erase it yourself. Open System Settings on your Windows 10 or 11 computer, then navigate to System > Clipboard. Find the section called "Clear Clipboard Data" and click on the "Clear" button. You can also create a custom shortcut that will clear your Windows Clipboard. Now that you know more about Copy, Cut, and Paste, we hope you have fun duplicating and moving your data with ease. Meanings Synonyms Sentences A thing made just like another; imitation of an original; full reproduction or transcription. A file that has the same data as another file. Stored on the server a copy of every document. A model or pattern, as of penmanship, to be imitated or reproduced. Any of a number of books, magazines, engravings, etc. printed from the same plates or having the same printed matter. Matter to be set in type or put on a printing plate. More Noun Definitions (11) To make a copy or copies of (a piece of writing, a computer file, etc.); reproduce, transcribe, etc. To follow as a model or pattern; imitate. To make or do something in imitation of (some thing or person); imitate. To include as an additional recipient of a written communication. Please copy me when you reply to her. To provide (someone) with a copy of a specified document, text, etc. Copy all staff members with the annual report. More Verb Definitions (5)

**How to copy text from bluebeam revu. Bluebeam revu copy text to excel. How to copy text from bluebeam to word. How to copy text in bluebeam. Bluebeam copy text from pdf. How to copy and paste from bluebeam to excel.**