

# Cut, Copy, and Paste

Text, objects, or graphics can be moved or duplicated using the cut, copy, and paste functions.

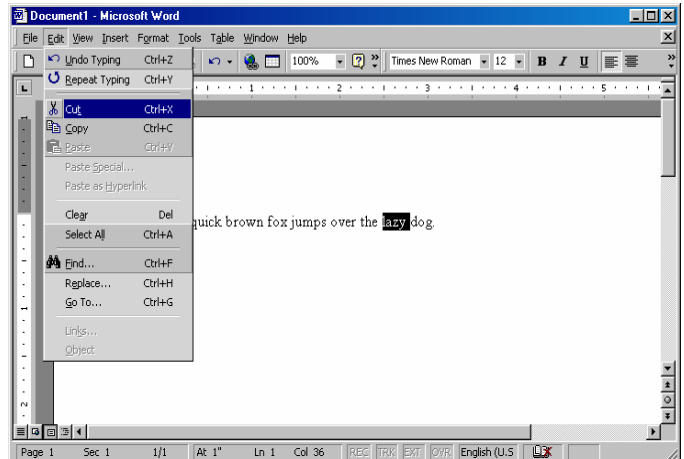
**Cut** – removes selected text, objects, or graphics

**Copy** – leaves the original text, object, or graphic in its original location and makes a second copy to be placed in a different location

**Paste** – places the text, object, or graphic which has been cut or copied at the location of the cursor

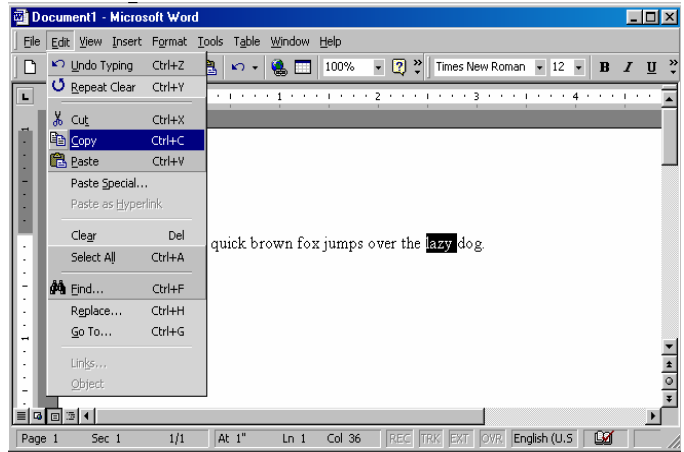
## Cut

- Highlight the text or object to be cut.
- Open the *Edit* menu and select *Cut* from the menu. The text or object will disappear from the document. It is now temporarily stored in the computer's memory waiting to be pasted.



## Copy

- Highlight the text or object to be cut.
- Open the *Edit* menu and select *Copy*. The copied text or object remains in the original location but a copy is now temporarily stored in the computer's memory waiting to be pasted.



## Paste

- Position the pointer at the location where the text or object will be pasted and click to insert the cursor at that location.
- Open the *Edit* menu and select *Paste* from the menu. The text or object that was most recently cut or copied will appear at the location of the insertion point.

