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Copy: Ctrl +C (Windows) or Command +C (Mac) Paste: Ctrl +V (Windows) or Command +V (Mac) Cut: Ctrl +X (Windows) or Command +X (Mac) This article describes how to copy and paste on a Windows or Mac computer using the keyboard. Most programs support copy and paste keyboard shortcuts, so you can do these things without requiring a menu on the screen. The great thing is that almost every program has these shortcuts built in, so you don't have to worry about learning anything else. In addition, there is another shortcut that allows you to copy and paste, as well as delete the original content with one shortcut. If you need a little more help, follow these steps: If you can't use the mouse, press Ctrl+A on your keyboard to select all the text, or press Command-A if you're using a Mac. Press the letter C once, and then release the Ctrl key. You have copied the contents to the clipboard. To paste, press and hold CTRL or Command again, but then press letter V once. Ctrl+V and Command+V are methods of pasting without using the mouse. Michael Smith/Getty Images New Above steps are useful if you want to keep the original content and make a copy elsewhere. For example, you might want to copy an e-mail address from a Web site and paste it into a mail program. There are completely different shortcuts that you can use to copy, paste, and automatically delete the original content called cut. This is useful, for example, if you want to sort paragraphs in an email, delete the text, and place it in a different location. Cutting is as easy as using the Ctrl+X shortcut in Windows or using the command + X in macOS. The moment you hit Ctrl/Command +X, the information disappears and is stored on the clipboard. To paste the contents, just use the hotkeys (Ctrl or Command key and character V) above. Some programs allow you to copy and paste a combination of Ctrl keyboard shortcuts, but you will also need a mouse. For example, in a Chrome Web browser in Windows, you can paste the contents of the clipboard without formatting by pressing CTRL, right-clicking the mouse, and selecting Paste as Plain Text. The easiest way to transfer music from one location to another on Michael Black's computer is to copy the song file from the original folder and paste it to the location where you want to transfer the song. The song file you want --- must be copied and pasted from the ---, not a CD, YouTube, or online radio station. Find the song you want to copy. Songs are often placed in music folders that are listed under the bands that run songs and albums where the songs are turned on. Right-click the specific song you want to copy. In the pop-up window that appears, find the Copy tab. Click the <a0> Copy </a0> tab. At this point, the songCopy it to the clipboard. Open the folder or location where you want to paste the song. You can save song files to any folder on your computer. Right-click the background of the destination folder. Look for the paste tab in the pop-up window. Left-click the Paste tab. When you click <a0> Paste </a0> , the song appears in the folder. The Copy & Paste feature is a useful tool for moving text and other types of media from one location to another. Sometimes your music library should have some spring cleaning of its own. One way to organize the contents of a music folder is to copy the file and paste it into another folder, or copy and paste it to another location on your computer. Copying and pasting is one of the most basic features of a computer, so it's easy to learn this technique. Find the music file. If you can't find the file, type the name of the music file in the search bar on the Start menu. Right-click the file. Select Copy. Click on the file and press The Ctrl-C hotkey to perform the same task. Select the location where you want to paste the file. Choose a place that's easy to remember and don't forget where you've moved it. Right-click the area where you want to paste the file, and then select Paste. You can also perform this task by clicking the Ctrl-V hot key. If you have many word processors, text formatting, and document sorting, copy and paste will be one of your most valuable skills. So if you don't know how to do it, we're going to help you. Also, if you already know the basics of copying and pasting in Windows 10, there are a few advanced steps you can take to help you copy and paste in a variety of ways, or to copy and paste non-text. How to copy and paste The easiest and easiest way to copy and paste in Windows is to use keyboard shortcuts. To be able to perform as many tasks as possible without losing your hands on the keyboard is a good way to get to work quickly. So let's start by copying and pasting using keyboard shortcuts. Image Credits: TechRadar (Image Credits: TechRadar)Step 1: Select the text you want to copy. In Windows 10, you can select text by double-clicking to select a word, by clicking three times to select a paragraph, or by clicking and dragging to select a custom amount of text. Similarly, you can use shift+arrow keys to select text characters, or CTRL+SHIFT+text for each word. (The up or down arrow keys make it very easy to navigate line by line or paragraph and select large chunks of text at once.) Step 2: Press CTRL+C to copy Step 3: Select the location you want to paste Move the cursor to the point in the document where you want to insert the copied text. Image Credits: TechRadar (Image Credit: TechRadar) Step 4: PastePress CTRL+V at the same time to paste the copied text to the Clipboard. You can repeat this procedure as many times as you paste text multiple times. Image Credits: TechRadar Alternative Options: Keyboard shortcuts are useful, but you can also use your mouse or trackpad to do the same thing. After selecting the text, right-click the text to open a drop-down menu with the Copy option. If you right-click anywhere else in the document, you can insert the copied text by selecting Paste from the drop-down menu. (Note: We're focusing on text here, but you can use the same method as copying images, emoticons, and more.) How to copy and paste un formatted text When you copy text, additional formatting, such as font, font size, style, and hyperlinks in the text, is also copied. This is useful in many cases, but it may not always be desirable if you are creating a document with a specific style in mind. To avoid copying this extra formatting, you need to make one change. Follow steps 1 through 3 above: Step 1: Select the text you want to copy. Step 2: Press CTRL+C.3 to copy: Move the cursor to the location where you want to paste the text. Image Credits: TechRadar (Image Credit: TechRadar)Step 4: Press CTRL+SHIFT+V to paste un formatted text (use Ctrl+Alt+V instead). The CTRL+SHIFT+V shortcut automatically removes formatting from the text you paste. When you paste into a document that has its own formatting, the pasted text matches the formatting applied to the area of the paste. Image Credits: TechRadar Alternative Options: In some places, you can also right-click where you want to paste and select un formatted text. In Chrome, this message appears as a paste in text format, and Word displays <a0> Keep Text Only </a0> as a paste option that is not formatted. How to cut and paste If you copy and paste text in Windows, but you don't want to keep the text you want to copy, you can use a different command. The <a0> Cut </a0> command is a two-in-one technique for deleting text and copying it to the Clipboard. This is useful if you want to write something up and sort some of it because you can delete a section of text and immediately move it to another location. The only difference between the copy and paste steps in Windows is in step 2. Step 1: Select the text you want to cut Step 2: Press CTRL+X to cut the text Step 3: Move the cursor to the location where you want to paste the cut text. Step 4: Press CTRL+V to format and paste the text, or follow the instructions on how to paste the text without formatting. Formatting.

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