How To Cut Copy and Paste

Learn the most important computer tip

Knowing how to cut copy and paste is important if you plan to use a Windows computer.
## DISCLAIRER

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## CREATING, SAVING, COPYING, PASTING, AND MOVING FILES OR FOLDERS ON YOUR COMPUTER

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## COPY AN ANIMATED PICTURE FROM THE INTERNET AND SAVE IT TO YOUR COMPUTER

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By Mitz Pantic [http://tips4pc.com](http://tips4pc.com)
DISCLAIMER

This is a free information booklet that will help you learn how to cut copy and paste text and pictures on your computer. We take no responsibility for loss of files or text when trying to cut copy paste.

LETS CUT COPY AND PASTE

Knowing how to cut, copy and paste text or pictures can be extremely useful for everyday computer use. I use these easy tools at least a hundred times a day. You can cut, copy and paste text, pictures, html, emails, and more.

This is something you will need to know how to do because it is the be all and end all of using a Windows Computer. When you learn how to cut, copy and paste you will be able to move files from one place to another, edit text documents, and move and copy pictures.

However before we can cut, copy, and paste, we will need to know how to select an object.

How To Select Text To Cut, Copy And Paste?

1. Place your cursor in front of the text you want to copy.
2. Hold your left mouse button down and run it along the text you want.
3. Release the button when you have finished.
4. The text you have selected will be blue now as in the screenshot below.
5. Now be careful not to click anywhere else until you do the next step. If you do accidentally click something else the selection will go away and you will have to do it again.
6. Right click anywhere on the selected text which should be the blue part. This will show a menu as in the picture below.
7. Choose copy. This will take that particular text to a clipboard until you paste it.

**NOTE:** If you copy something else before pasting the last thing you copied, it will be lost. Windows will only keep the most recent thing you copied available for you to paste somewhere. Programs like Microsoft Office keep a memory of your clipboard and you can choose to paste previous items.

By Mitz Pantic [http://tips4pc.com]
How To Select A Picture To Cut, Copy Or Paste?

There are different ways (and more) to select a picture so that you can cut copy and paste it. I will give you three examples.

How To Select A Picture In A Microsoft Word Document?
In a Microsoft word document simply left click once on the picture, then a box appears around it. Now you can right click on that selection to see your choices on the menu that appears.

By Mitz Pantic http://tips4pc.com
If you want to select a picture from a PDF file it is not always possible.

**How To Select A Picture File From A Folder To Cut, Copy Or Paste?**

If you go into the pictures folder on your computer and see pictures files you can left click on them once to select them. Then right click to see the menu that lets you cut and copy.

Even just right clicking on them brings the menu up right away.
How To Select A Picture From The Internet To Cut, Copy Or Paste?
You cannot cut or copy a picture on the internet as it is not your page to edit, however you can save a picture from the internet. Simply just right click on the picture and a menu will come up. Choose **save picture as**.. to save to your computer.

How To Cut Pictures Or Text?

Now you can copy just about anything, however if you want to cut (remove it to move) the text has to be able to be edited by you.

For Example, you cannot cut text from someone’s webpage on the internet, but you can from a document you are writing. To cut text from a document, simply follow the steps for copying but choose to cut on the drop down menu.

By Mitz Pantic [http://tips4pc.com](http://tips4pc.com)
How To Paste Pictures Or Text

To paste something you have copied or cut simply choose where you want it to go. Left click your mouse to make the cursor appear, then right click for the menu to appear. Choose paste from the menu. The text you had copied will appear here.

In the picture below I have chosen a position to paste my text, and then right clicked for this menu to appear.

If you want to paste a file somewhere then you can simply copy the file by right clicking on it and choosing copy from the menu. To paste this, go to the place you want to paste it to and right click on the blank space. Choose paste from the menu.

See the screenshot below. It shows what happens if I right click in the blank space. I have the option to paste my picture there. This is only because I actually have copied something.

If I did not copy something the paste option will not show up in the menu.
Other Ways To Cut, Copy And Paste

At the top of most programs there is an Edit menu. You can use this menu after you have selected your item you want to copy. Sometimes there can also be a picture of a pair of scissors on the top menu.

Note: There are also the shortcut keys like CTRL + C to copy, CTRL + V to paste, and CTRL + X to cut.

You can choose to paste in various different programs. For example, you can copy text from the internet and paste it in a Microsoft word document or an email.

Drag And Drop

When you have selected your text you can also drag it to a new position. When the text is blue, put the mouse on the text and hold down the left button. Move the mouse to where you want to drop the text and release your mouse button. The text will be moved there.

By Mitz Pantic http://tips4pc.com
I recommend you open a Microsoft word document, type a few things or copy and paste some text. Then try to move your text to different positions on the page. You will be an expert in no time.

**Where Can You Cut Or Copy Text From?**

- You can copy any text from a text document on your computer, off the internet, out of an email, or most instances where you see text.
- You cannot copy text from a webpage that has had that feature disabled. And you cannot copy text from some documents such as a scanned document or certain pdf files.
- You can cut text from notepad, WordPad, word, or programs like that. You can also cut text from forms on your computer or on the internet. This must be text which you are entering.
- You cannot cut text from a webpage or a locked document.

**Where Can You Paste Text To?**

You can paste text to another text file, the same text file, a notepad, word, office program etc.

You cannot paste text into nothing or nowhere. It must go into a file of some sort.

Files like Word documents, picture files, video files, can be PASTED to a location on your computer or even onto a USB drive or another storage device.

**Where Can You Cut Or Copy A Picture From?**

You can cut and copy a picture from a program like Microsoft word and then paste it to another word document or another compatible program.

You can also cut, copy and paste a picture file.

You cannot cut a picture from the internet, but you can save it to your computer. Please note that the picture might be copyrighted!

**Where Can You Paste A Picture To?**

If you have copied a picture from a program you can only paste it in a compatible program.
If you have copied a picture file you can paste it to a new folder, a different hard drive, even a flash drive. You can also burn it to cd.

**What Is The Difference Between Cut And Copy?**

Cut is when you **remove** the file, text, or graphic from its position and paste it in another location.

This means that you have removed the file, text, image form the original location and you must paste it somewhere. I do not recommend a person new to computers using the CUT feature. To copy something is a much safer option.

Copy is when you **copy** the file, text, or image, and then place a copy of it in another location. This means that the original still exists.

**If I Do Not Paste The File, Text, Or Image, Will It Be Lost?**

If you copy a file and then forget to paste it down somewhere, and then copy a new file, you will be carrying the new file and the old file copy will be gone. If you have just copied a file though, the original will still be in the original location.

If you cut a file and forget to paste it down, depending on what version of Windows you are using, your file will be returned to the original location or you will get a warning message. If you are on the older versions of Windows your file could possibly be lost. These things happen and this is why it is best to copy and not cut until you are experienced enough to know what is going on.

**CREATING, SAVING, COPYING, PASTING, AND MOVING FILES OR FOLDERS ON YOUR COMPUTER**

Files and folders are an important when it comes to using a computer because the computers entire existence is made up of files which are stored in folders. A group of files together form a software program which runs on your computer. These program files are stored in a folder called program files which will have sub folders or directories with the individual program contained in them.

You can also create your own files by typing a document and saving it, or downloading photos to your computer. All files and folders can be copied, saved, pasted or even moved to another location.

*By Mitz Pantic* [http://tips4pc.com](http://tips4pc.com)*
**What Is The Difference Between A File And A Folder?**

_A folder_ is a container for either more folders or files. It can hold endless amounts of folders and files, depending upon what hard drive disk space you have available.

Sometimes folders are called directories because this is what they were called in the old days when there was no Windows operating system. We used to have to change directories to get around, but now we just double click on a folder icon to enter to see its contents.

_A file_ can be part of a software package or something you have created yourself. For example your Windows operating system has files stored in the Windows folder in order for it to run correctly. Essentially a file stores information and can be used for a particular purpose. Different files perform different tasks. Some files start programs (.exe files), some files hold text (.txt file), some files store pictures (bmp, jpeg, tiff). Files cannot hold folders in them.

See more information on [File extensions](http://tips4pc.com) what are they?

Below in my screenshot I have a folder that contains a new folder and a .txt file….If I click on the folder I will enter it and see what other files or folders it stores. If I click on the text file I will see the information it holds, which is usually text. The file is a dead end but the folder may hold another folder, which holds another folder, which holds another folder, and so on.
How Do You Create A New File?

The easiest way to create a new file is to install a new program. Installing a program brings with it a whole package of files in order for the program to run. The next way to create a new file is to use a program to type some words and then save it as a file. For example you can use an office program to type a letter and then save it to your computer hard drive, now you have created a file. You can also download a file from other devices such as a USB flash drive or a digital camera.

How Do You Create A New Folder?

I have different folders for everything. It makes it easier to find something if your computer is organized, so you will need to regularly make new folders.

1. Go to the start menu and choose documents or my documents.
2. Go to the blank space in the documents folder with your mouse.
3. Then right click in the blank space, not on a folder or file.
4. A menu will appear. Choose new from the menu.
5. Another side menu will appear, choose folder.

By Mitz Pantic http://tips4pc.com
6. Now a **new folder** will appear in the documents folder.

7. It will be **highlighted blue** so you can rename it something you like.

8. Just click where the **blue is** and start typing your name and press enter or move away and click in a blank space.

9. The folder will be there **ready for you** to put files into.

If you were in the my pictures folder and you performed these steps to create a new folder, the new folder would be in the my pictures folder and not the my documents folder. You can go into any folder and create new folders in them. You can even create new folders directly on C: drive, however I do not recommend this as it is better to keep this area clean.

**What Happens When You Copy A File Or Folder?**

When you copy a file or folder this means the original file will still be in its original location. You can paste the file to another location on your hard drive and then have two copies of the same file. For example if you copy a file called DOG.jpeg from my
documents and paste it into the my pictures folder, there will now be a copy of DOG.jpeg in both my documents and the my picture folder.

What Does It Mean When You Cut A File Or Folder?

To cut a file or folder means you are taking it away and moving it to another location. That’s means you are moving the original file or folder. It is not copying the file it is cutting it out and pasting it somewhere else. This means you end up with one copy of the file.

How Do You Copy Or Cut A File Or Folder So You Can Move It To Another Location?

1. Go to the start menu and choose documents or my documents.

2. Select a folder that you want to cut or copy by making it blue.

3. Then Right click on the folder when it is blue and a menu will appear.

4. Choose to cut or copy. See screenshot below.
How Do You Paste A File To Another Location?

Once you have copied or cut a file or folder you will need to paste it somewhere. Just be careful because if you forget to paste a file after you have cut it then you may lose that file.

1. Go to the start menu and choose documents or my documents.
2. Go to the blank space in the documents folder with your mouse.
3. Then right click in the blank space, not on a folder or file.
4. A menu will appear. Choose paste from the menu.
5. Now the file you copied or cut will be pasted there.

You will only have the option to paste something if you have already copied or cut a file or folder. If there is no paste option then you have not copied or cut anything at all.

By Mitz Pantic http://tips4pc.com
How Do You Delete Files And Folders?

Make sure you know what you are deleting when you want to remove a file or folder from your computer. Normal files and folders get taken to the recycle bin, however larger files get deleted and are too large for the bin. Therefore you have no chance to restore your files if you accidentally delete a large file.

1. Go to the **start menu** and choose **documents** or **my documents**.

2. **Select a folder** that you want to cut or copy by **making it blue**.

3. Then **Right click** on the folder when it is blue and a menu will appear.

4. Choose **delete** from the menu. See screenshot below.
How do you backup your files and folders to a cd or DVD disc?

To backup your precious files and folders is easy with Windows Xp and windows vista as it has an inbuilt cd copier program. See how to Burn a CD to backup your files and folders.

Forbidden or hidden system Files and Folders

The Windows operating system hides certain files and folders from the average user for safety reason, however sometimes you may need to see these hidden files. Here’s how to Show hidden files in Windows
COPY AND PASTE A HTML LINK INTO AN EMAIL MESSAGE

If you were always wondering how to copy and paste a HTML link, your worries are over!

If you’re new to computers and you are browsing the Internet and find something you want to share with your friends, you will need to copy and paste the HTML link into an e-mail to send.

If you want to copy and paste the HTML link of a website or a link on the page of a website follow this tutorial below. You can also put a HTML link in your email signature but this tutorial is to learn how to copy and paste a HTML link into an email. This way you can share any link you like, not just a permanent email signature link.

When browsing your favourite website, you will notice an address bar at the top with the URL (fancy name for address) of the website you are viewing. This is the text that you will have to copy in order to share it through an e-mail. To learn how to copy and paste a HTML link is very easy.

How To Copy And Paste A Html Link Into An E-Mail?

1. Go to the address bar at the top of the page when you are viewing the web page you want to share.

2. Select the text (URL) by making it blue.

3. When the text is blue, right click on the blue area and a menu will appear. The menu will not show up if the text is not blue.

4. From the menu choose copy. This will copy the exact text that you made blue.

5. Open your e-mail program and open a new message. This could either be your Outlook e-mail, your Thunderbird e-mail, or even your Hotmail e-mail. You can also paste this HTML link into a Word document.

6. When you have your new message open, right click in the message area where you would write that message and another menu will appear.

7. Choose paste from the menu. This will paste the text that you copied into your e-mail. The same applies for a Word document.

Now that is how easy it is to copy and paste a HTML link!

By Mitz Pantic http://tips4pc.com
The screen shot below shows how to select the text in the address bar.

How to copy and paste a HTML link that is on a website?

If you are on a website and there is a list of links and you want to copy one of them, this is an easy task to do.

1. When you are in your favourite Internet browser looking at a website with links, instead of left clicking on a link to follow through, you can right click on it and a menu will appear.

2. When the menu shows up you can choose copy Link location if you are using Firefox, and copy shortcut if you are using Internet Explorer.

The screen shot below shows the menu when you right click on a HTML link when using Firefox.

The next screen shot below shows the menu when you right click on an HTML link when using Internet explorer.
If you are using the Firefox web browser you can send a link to someone by choosing it from the menu.

1. **Open Firefox** and find the website that you want to share with your friend.

2. Go to the **file** menu at the top of the page.

3. Choose **send link** from the menu.

4. This will open your **e-mail program** on your computer. If you are not using something like **Outlook** or **Thunderbird** on your computer then this will not work.
In Internet Explorer:

1. Press on the **page** link at the top.
2. Choose **send link by e-mail** from the menu.

See the screen shot below.

![Screen shot of Internet Explorer menu](image)

You will need to follow the instructions on how to copy the HTML link and pasted into your e-mail message manually.

**COPY AN ANIMATED PICTURE FROM THE INTERNET AND SAVE IT TO YOUR COMPUTER**

Copying an animated picture from the internet is only OK if you are on a website that states that their images are free. You must be aware that taking pictures off the internet is like steeling so it is best to be sure that the image you want is indeed free.

I love moving pictures and I often grab an animated picture from the internet to put in my emails to jazz them up a bit. Christmas is a good time to do this as an animated gif or moving picture can really spread the xmas cheer. I actually have a page on my website dedicated to free animated Xmas gifs where you can save and use the pictures as you like.

By Mitz Pantic [http://tips4pc.com](http://tips4pc.com)
How To Save An Animated Picture From The Internet?

As I have warned before, not all images are free on the internet and you must be aware of copyright.

How to save an animated picture from the internet to your computer using Firefox?

1. Go to the animate image you like. For this example I am using my free animated Xmas animated gifs page to grab the image from.

2. Right click your mouse on it and a menu will appear. See the screen shot below.

3. Choose to save image as.

4. Now browse for where you want to save the animated Xmas gif.

How to save an animated picture from the internet to your computer using Internet Explorer?

1. Go to the animate image you like. For this example I am using my free animated Xmas animated gifs page to grab the image from.

2. Right click your mouse on it and a menu will appear.

3. Choose to save picture as. See the screen shot below.

By Mitz Pantic http://tips4pc.com
4. Now browse for where you want to save the animated Xmas gif.

**Animated Picture from the Internet Video**

In this video tutorial below I will show you how to get an animated picture from the internet and email it. It is deceiving when you save an animated gif on your computer because you do not see it moving and people often presume that the GIF is not working.

Here is a link to the video tutorial on YouTube. [Save An Animated Gif To Your Computer](http://tips4pc.com)

**Video Tutorials You Can Watch**

- [Save an Animated Gif to Your Computer](http://tips4pc.com)
- [Copy and Paste HTML Links into Your Email](http://tips4pc.com)
- [Cut Copy and Paste text and pictures](http://tips4pc.com)

If you are interested in learning about more computer basics then please see the Computer Basics EBook below. If you buy this it comes with 4 How To Videos, a Computer Dictionary and more..

By Mitz Pantic [http://tips4pc.com](http://tips4pc.com)