

## Copy, Cut, Paste, Snipping & Text Extract

### Introduction

One of the most fundamental and useful features of Windows is the Copy, Cut & Paste commands, along with the Clipboard. This fact sheet explains how to use these effectively, along with two other less well-known features that work similarly: the Snipping Tool and the Text Extract feature of the PowerToys add-in.

### The Clipboard:

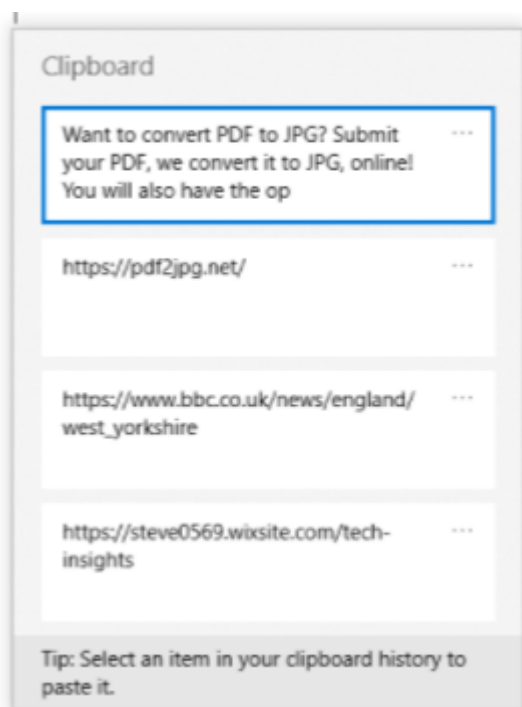
This is a temporary storage area in the PC's memory, which is retained until the PC is switched off. It is where the information which has been cut or Copied lives until it is pasted into the same document or another app.

### Clipboard History:

Windows keeps the history of all the entries on the clipboard and these can be accessed by: WIN + V keys



This is the Clipboard pop-up that appears. However, please note that some



copies, although stored on the clipboard and can be pasted, do not appear on this list, e.g., Word document text and images.

### Copy, Cut and Paste:

There are a few ways to access the copy, Cut and Paste:

Highlight the area you want then:

1: Keyboard:

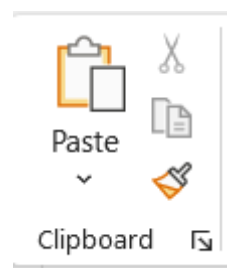
CTRL + C = Copy

CTRL + X = Cut

CTRL + V = Paste

2: Highlight the area you want with the mouse, then RIGHT CLICK to open the MENU, then LEFT CLICK to invoke the Copy, Cut or Paste.

3: Highlight the area you want with the mouse, then use the EDIT menu option at the top of the application you are using, or the ICONS shown. This one is from WORD.



## Snipping Tool & Snip and Sketch

### Snipping Tool:

This feature is typically located in the Windows Accessories folder in the All Apps list. It can take a section of what is on the screen and create a JPEG Image of it, which can be saved or copied and pasted

To use it, CLICK the Snipping Tool icon



Click NEW and as the screen dims, draw a box around the area you want to snip.

### Snip & Sketch:

This is in the main app list and works the same as the snipping tool, but it also lets you annotate or draw on the image.

### Text Extract:

This is a feature built into an add-on programme from Microsoft called PowerToys (More information is in Fact Sheet No 47).

The text Extract feature allows you to take a section of text from an image on the screen and then paste it into a Word document (or other word processor)

- 1: PowerToys has to be downloaded and installed on the PC
- 2: Open the PowerToys App
- 3: Enable the features you need (in this case, Text Extractor)
- 4: Open up the image or web site etc on the screen
- 5: To take the shot, use: WIN + SHIFT + T, highlight the area with the mouse (ie create a box around the area you want)
- 6: Paste into the destination as 'real text'.