Other Useful Information

How do I copy/paste?

For copying/moving/pasting...

1. Select the item to cut or copy: a few words, a file, a Web address, or any other item.
2. Right-click your selection and choose Cut or Copy from the menu that appears, depending on your needs.
   *Use Cut when you want to move something.
   *Use Copy when you want to duplicate something, leaving the original intact.
   **Keyboard shortcut: Hold down Ctrl and press X to cut or C to copy.
3. Right-click the item's destination and choose Paste.
   *You can right-click inside a document, folder, or nearly any other place.
   **Keyboard shortcut: Hold down Ctrl and press V to paste.

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Author: CAVS Support
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