

How to Cut, Copy and Paste

You can cut or copy and paste information to and from your online class. To begin, you must first select the text you wish to work with. To do this, you need to click and hold the left mouse button while dragging it over the text. You will notice that the text appears to be highlighted. An alternative to clicking and dragging is to position the mouse at the beginning of the text, hold down the shift key and click the arrow keys on your keyboard. With this method, you avoid the "run-away" mouse episodes that can occur with clicking and dragging. Either method will highlight the text and using the mouse or keyboard shortcuts is a matter of preference. Once highlighted you should use one of the following options:

To Cut: Right click, select cut (or Ctrl+X) - Cutting removes the text from the selected location and places it in the clipboard to be pasted to the location you select.

To Copy: Right click, select copy (or you can hold down the Ctrl key and press C) - this will leave your text where you have selected it from and place a copy in the clipboard to be pasted in another location.

To Paste: Once you have either cut or copied text, the next step is to select the location you wish to move or copy it to. To do this you must determine this location. If you have copied or cut text from Moodle and you wish to save it in a document on your desktop, then open up a new word processing document and click somewhere in the document. Pressing Ctrl+V will paste the text or you can also use your right mouse button, right click and choose paste. If you wish to paste from your computer to the Moodle platform then the same instructions apply. Once you have selected the text from your computer, you will need to select the area to paste the information. When you have completed the transfer, don't forget to save your changes!