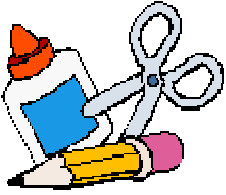


# Copy/Paste



"Kindergarten" terms, yes - but these are essential skills for all computer users.

When Web addresses appear as hyperlinks in e-mail messages or on Web pages, you know you just click the link to "jump" to the underlying Web address.

But what do you do when you see a Web address in e-mail or an online newsletter or article that is not a link (that is, does not change to a "hand" when you pass your mouse pointer over it)?

This is where **Copy/Paste** comes in.

Before you can "copy", you must "select" or "highlight" the text for the address. How? Make sure your mouse pointer is an **I**, not an arrow. Click at the beginning (or end) of what you want to select, then, holding down your primary mouse button (usually the left), drag across the address turning it a different color. When you've finished the selection, let up on the mouse button.

Then, in the Menu bar at the top of the active window, click Edit, click Copy. (If Copy is not available, you may not have done the selection properly - just try it again.) That puts your selection on the Clipboard, the "magic" place in Windows reserved for sharing "stuff" from one program or window to another.

Next, click the address line in your Web browser ("Address" in Explorer, "Location" in Netscape, or "Keyword or Address" in AOL/CompuServe); it should be "highlighted". Then click Edit, click Paste. That puts what's on the Clipboard in the address line. Tap Enter (or click Go), and your browser will jump you to that Web address. Way cool, yes?!

It gets better. You're reading an online newspaper or magazine and want to save or print just part of the article. Select (highlight) what you want to save or print, click Edit/Copy. Then open any typing or word processing program (Notepad or WordPad which come with Windows as Accessories both work well).

In the Menu bar of your word processing program, click Edit/Paste, and the last selection you copied to the clipboard will "magically" appear. Then click File/Save or File/Print, depending upon what you want to do.

You can also find Copy/Paste on the Context menu that pops up when you right click inside a selection. Or use the keyboard shortcuts: Ctrl+C for Copy, Ctrl+V for Paste. (Yes, Ctrl+V; Ctrl+P is the shortcut for Print.)

A final hint for selecting (highlighting) on Web pages: drag across the first word or two to highlight it. Hold one of the Shift keys down, then click at the end of your selection. No more "Scrolly coaster" :-)

Below is a "gift" for your persistence in reading this far. Though in blue, you will notice it is not a hyperlink. So try your Copy/Paste skills:

<http://www.datadoctors.com/help/kenscolumns/column.cfm?id=3831>