
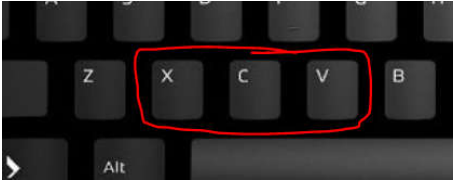


From: Gilinson, Randi D
Sent: Thursday, July 05, 2018 9:10 AM
To: DOPM All Users <DOPMAILUsers@uabmc.edu>
Subject: Computer Tip of the Week -- X C V makes copy-and-paste easy

<h2>X C V makes copy-and-paste easy</h2>		Brought to you by Lisa Schwaiger - HelpDesk Triage and Computer Tech (in MT-403)	
SITUATION: What is an easy/fast way to copy-and-paste (or cut-and-paste)?			
SOLUTION: Look at your keyboard and find the letters X C and V. They are all next to each other.			
[Ctrl] + X	... is for cut -- (because it's like putting an "X" through something to cross it out)		
[Ctrl] + C	... is for copy --obviously ☺		
[Ctrl] + V	... is for paste. There is no logical reason for V meaning paste, except for the fact that it then puts these 3 very common things all together on a keyboard.		
In conclusion there is no need to "right click" to copy-and-paste. The above method is faster.			
Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments? Let us know at dopmHelp@uabmc.edu			
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