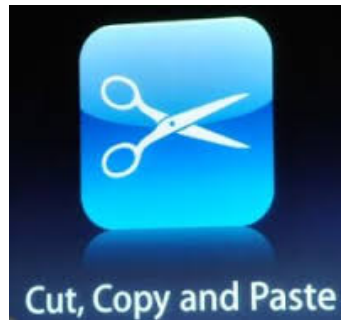


How to Cut, Copy and Paste on Mobile Devices



In last month's newsletter, I described how to cut, copy and paste on a computer. In this month's newsletter, I will provide a basic introduction covering how to use these essential features on iOS and Android mobile touchscreen devices.

Use of cut, copy and paste involves 5 simple steps:

- 1) Navigate to the data to be selected
- 2) Select the data
- 3) Either cut to move the selected data or copy to copy the selected data
- 4) Navigate to where you want to put the selected data
- 5) Paste the data

When you cut or copy, the selected data are placed into a special storage area called the clipboard. Typically the clipboard will only hold data from a single cut or copy at a time. Any data that is stored in the clipboard via a cut or copy command will remain there until it is overwritten by another cut or copy command. When you paste the data, the data is not removed from the clipboard and can be pasted over and over as many times as you wish. However, when you shutdown or restart your mobile device, any data that was being held in the clipboard is erased.

In order to cut or copy text, you must first highlight (select) the text. On iOS devices, touch and hold a word in the range you wish to select. The word will be highlighted and surrounded by blue grab points. You can drag (by touching, holding, and dragging) the blue grab points to adjust the area you wish to select. You will be given a list of options that can now be performed on that selected range (including Cut and Copy and Select All). Note that the available options will vary depending on version of iOS, specific device type, and what application you are in. Now, navigate to where you wish to paste the data and touch and hold in that location. You will then be given the option to paste. If you make a mistake, shake the device and you should be given an option to undo the last edit.

Android devices operate in a similar manner. Again, touch and hold a word in the range you wish to select. Start and end markers will appear which you can drag to adjust the range of selected text. Select Cut or Copy from the list of text selection commands in the upper right of the screen. Now, navigate to where you wish to

paste the data, touch and hold that location, and select Paste from the action bar or above the cursor tab.

Remember, if you choose cut, then the selected data will be removed from the original location when you paste.

Learning how to use cut, copy and paste will dramatically improve your productivity. Be sure to practice so that you don't inadvertently delete something you really want.

This newsletter, as well as all past newsletters, can be found on my web site (<http://steve.gimnicher.com>).