7 Dragging and dropping

Here we’ll see how to copy and move pieces of text rapidly.

1. Open a new blank document.
2. Type the following text:
   One two four three five

![Figure 7-1](image)

3. Double-click on the word “three” so that it becomes selected.
4. Now, using the mouse, drag the word “three” to its right place. This is not an easy task for a beginner, so practice until you can do it confidently. You can get the word back to its original place by clicking the **Undo Typing** button.

![Figure 7-2](image)

Now the **Paste Options** button may appear:
The Paste Options button disappears by pressing the ESC key. You can learn how to turn off the Paste Options button altogether, if needed, in Appendix E.

5 Click somewhere on the white area so that the selection disappears and the cursor is blinking after the text.

6 Press ENTER four times so that several empty lines appear below the text.

7 Click three times on the text line so that the whole text becomes selected.
8 Now you can drag the whole sentence downwards in the document.

Figure 7-6

9 While the whole text is still selected (if it’s not, click three times), press the CTRL key and hold it.

10 Drag the whole sentence upwards. Now there appears a copy of the line.

11 Release the CTRL key.

Figure 7-7

12 Practice these things a little with your own texts so that you’ll remember them and will be able to use them confidently.
13 Close the document.

Summary

Copying or moving a piece of text is often accomplished more quickly by using the mouse.