

## Cut-Copy-Paste Content from Other Programs

With SMART Notebook, it is possible to cut, copy, and paste content from other programs, such as Word or Excel. Word text content will be inserted as text, Word tables will be inserted as a table, and Excel content will be inserted as a table.

### Cut Content

- ▣ Open the program from which the content is to be cut.
- ▣ Select the content that is to be cut.
- ▣ Do one of the following:
  - Right-click within the selected area and select **Cut** from the list of options.
  - Click the **Home Tab** and then click the **Cut** button in the **Clipboard Group**.
  - Hold down the **Ctrl** key on the keyboard and then press the letter **X**.
- ▣ In **SMART Notebook** select the page into which the content is to be copied.
- ▣ Do one of the following:
  - Right-click within the selected area and select **Paste** from the list of options.
  - Click the **Home Tab** and then click the **Paste** button in the **Clipboard Group**.
  - Hold down the **Ctrl** key on the keyboard and then press the letter **V**.



### Copy Content

- ▣ Open the program from which the content is to be copied.
- ▣ Select the content that is to be copied.
- ▣ Do one of the following:
  - Right-click within the selected area and select **Copy** from the list of options.
  - Click the **Home Tab** and then click the **Copy** button in the **Clipboard Group**.
  - Hold down the **Ctrl** key on the keyboard and then press the letter **C**.
- ▣ In **SMART Notebook** select the page into which the content is to be copied.
- ▣ Do one of the following:
  - Right-click within the selected area and select **Paste** from the list of options.
  - Click the **Home Tab** and then click the **Paste** button in the **Clipboard Group**.
  - Hold down the **Ctrl** key on the keyboard and then press the letter **V**.