

Collecting Items to Move or Copy

If you do a lot of cutting, copying, and pasting you will appreciate the Clipboard. The Clipboard lets you cut and copy then paste as needed. You can even use it to copy and paste items from other presentations or documents.

1. Click the **Home** tab on the Ribbon. Cut, copy and paste is in the Clipboard section. The option to copy will be grayed out until an element is selected. (See Figure 1)
2. Copy more than one element by clicking on each element in the layout while holding the Ctrl key on your keyboard. Once all elements are selected, click copy in the clipboard. (See Figure 2)

✔ **Tip:** Elements can also be selected in the Timeline view by clicking each element while holding the Ctrl key on your keyboard.

3. Click where you want to paste an item from the Clipboard.

✔ **Tip:** Using the Paste button or Ctrl + V will paste an item in the same location on the new layout. To paste in a different location, right click in an area and select Paste from the menu

✔ **Tip:** You can paste to another layout in the current presentation, or launch a new instance of Content Studio and paste to the new layout.

✔ **Tip:** You can copy/paste an entire layout easily by selecting the Layout Storyboard, then clicking on the layout to copy. Click the **Copy Layout** icon, then click the **Paste Layout** icon. (See Figure 3)

Exercise

- **Exercise:** Create a layout with three or more elements. Hold the Ctrl key on keyboard and click on each element. Add a new layout, click on layout and click on paste. All of your elements are now on the new layout.

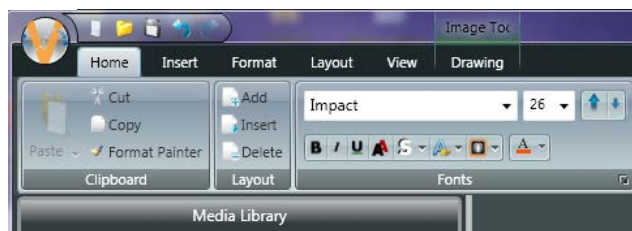


Figure 1: Clipboard section houses cut, copy, and paste options.



Figure 2: All elements that are highlighted with a dotted green border are selected and copied when click on copy.

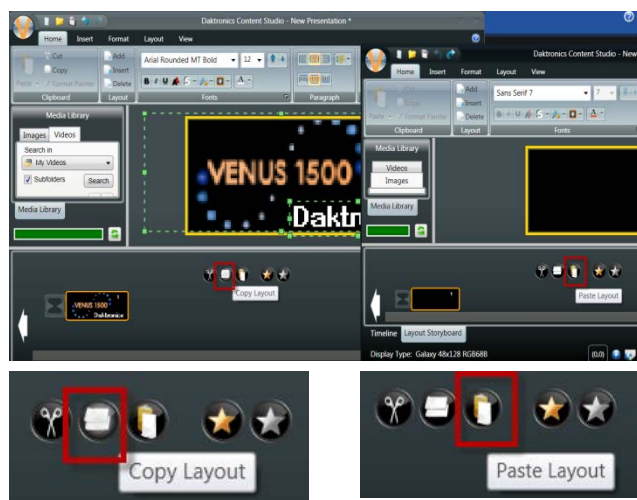


Figure 3: Copy/Paste layout from the Storyboard