

### To copy information into another document

- 1 In the document that contains the information you want to copy, drag the cursor over the information you want to select.
- 2 On the **Edit** menu, click **Copy**.
- 3 In the document where you want the information to appear, click the place where you want to put the information.
- 4 On the **Edit** menu, click **Paste**.

#### Tips

- You can also link or embed information.
- You can paste the information multiple times.

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{button ,AL("A\_LINK\_INFO;A\_OLE\_EMBED;COMMON\_COPY\_DLGBOX\_TEXT")} [Related Topics](#)

### To link information between documents

- 1 In the document that contains the information you want to link, drag the cursor over the information you want to select.
- 2 On the **Edit** menu, click **Copy**.
- 3 In the document where you want the information to appear, click the place where you want to put the information.
- 4 On the **Edit** menu, click **Paste Special**.
- 5 Click the format you want to use, and then click **Paste Link**.

#### Tips

- Some programs do not support linking. If linking isn't available, the **Paste Special** command does not appear on the **Edit** menu.
- You can link information between documents that were created in different programs.

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{button ,AL("A\_OLE\_USE;A\_OLE\_EMBED")} [Related Topics](#)

### To embed information in another document

- 1 In the document that contains the information you want to embed, drag the cursor over the information you want to select.
- 2 On the **Edit** menu, click **Copy**.
- 3 In the document where you want the information to appear, click the place where you want to put the information.
- 4 On the **Edit** menu, click **Paste**.

#### Tips

- Not all programs support embedding. If embedding isn't supported, your information will be copied.
- You can embed information in documents that were created in different programs.
- If you want the embedded information to be updated when it is changed in the original document, you may be able to link the information instead of embedding it.

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{button ,AL("A\_LINK\_INFO;A\_OLE\_USE")} [Related Topics](#)

### **To move information between documents**

- 1 In the document that contains the information you want to move, drag the cursor over the information you want to select.
- 2 On the **Edit** menu, click **Cut**.
- 3 In the document where you want the information to appear, click the place where you want to put the information.
- 4 On the **Edit** menu, click **Paste**.  
The information is removed from the original document and is placed in its new location.

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{button ,AL("A\_LINK\_INFO;A\_OLE\_EMBED")} [Related Topics](#)

**To copy the window or screen contents**

- ▶ To copy an image of the window that is currently active, press ALT+PRINT SCREEN.  
Or, to copy an image of the entire screen, press PRINT SCREEN.

**Tip**

- To paste the image into a document, click the **Edit** menu in the document window, and then click **Paste**.

**To open a document from within a program**

- 1 On the **File** menu, click **Open**.
- 2 Click the file you want to open. You may need to locate the drive or folder that contains the document.

**Tip**

- If your program isn't already running, double-click the icon for the file in My Computer or Windows NT Explorer.

**To save a file**

- 1 On the **File** menu of the program you are working in, click **Save**.
- 2 If you haven't saved your file before, type a name for the file in the **File Name** box.

**To save a file with a different name or format**

- 1 On the **File** menu of the program you are working in, click **Save As**.
- 2 Specify the name or format in which you want to save the file.

If the file was previously saved with a different name or format, that version will remain unchanged.



### **To print a document**

- ▶ If the document is open, click the **File** menu, and then click **Print**.

If the document is not open, drag the document from My Computer or Windows NT Explorer to your printer in the Printers folder.

### **Tips**

- While a document is printing, a printer icon appears next to the clock on the taskbar. When this icon disappears, it means that your document has finished printing.
- For easy access to your printer, you can create a shortcut to it on the desktop.

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{button ,AL("a-link")} [Related Topics](#)

### **To quit a program**

▶ Click the  
✕ button at the far right of the title bar.

Or, click the **File** menu, and then click **Exit**.

**To show or hide the toolbar in My Computer or Windows NT Explorer**

- ▶ On the **View** menu, click **Toolbar**.

When the command has a check mark next to it, it means that the toolbar is displayed.

**To show or hide the status bar within a program**

- ▶ On the **View** menu, click **Status Bar**.

When the command has a check mark next to it, it means that the status bar is displayed.

**To cancel your last action within a program or in My Computer or Windows NT Explorer**

▶ On the **Edit** menu, click **Undo**.

**Tips**

- Some actions you perform cannot be undone. If the **Undo** command is unavailable, you cannot cancel your last action.
- Some programs can undo multiple actions, up to a certain limit.

When information is linked, the new document is updated automatically if the information in the original document changes. If you want to edit the linked information, double-click it. The toolbars and menus from the program that was used to create the information appear.

If the original document is on your computer, changes that you make to the linked information will also appear in the original document.

When information is embedded, the new document is not linked to the original, so that if you change information in one place, it is not updated in the other. Embedding does enable you to edit the information by using toolbars and menus from the program used to create the information.

To edit the embedded information, double-click it. The toolbars and menus from the program that was used to create the information appear.

When information is copied, it is not linked to the original document, so that if you change information in one place, it is not updated in the other. Also, if the information was created by using a different program, it may not be possible to edit the information in its new location.



Click **Help Topics** to return to the list of topics.

