

Grade 3 - Lesson 7

Performs basic copy/paste within application, and between applications; i.e.: image or text from web to Word, KidPix to Word

This lesson should be presented to students as a practice opportunity for them in using the skills needed to put a project together. These skills will appear throughout many of the lessons for upper grade students.

Discuss with students that copying and pasting can only be done with their own items, items their teacher has given them permission to use, and items online that are non-copyrighted.

You will need to have a folder of files/documents/websites available on the desktop, server, CD, etc... that the students can access in order to complete this lesson.

This is a long lesson with many types of interactions that may be new to students. Do not rush through this lesson. This is essential knowledge that can be applied to hundreds of computer skills. If it takes two visits to complete this lesson, that is fine.

1. Tell students that they will be practicing using multiple media items and putting them together.
2. Open “**The Copy / Paste Times**” document and read it together with students.
3. Begin by having students open a blank Word™ document. Point out that the name of this **Document** (possibly with a number attached). Have students click on the yellow dot in the upper left corner of the window to minimize this window (shortcut is **⌘-M**). The document’s window shrinks down to the lower right end of the Dock. (If Dock is not visible, pull down the Apple menu to **Dock → Turn Hiding Off.**)
4. Next, have students open the Word™ document that contains regular text, entitled, **Text-Clip Word.doc**.
5. Help students understand that there are now two Word documents open.
6. Explain to students that the portion (or all) of the text that they intend to

copy must first be selected.

7. Demonstrate the various methods for selecting text:
 - a. dragging across and down with mouse until all text is selected
 - b. using series of clicks:
 - i. double-click for a single word
 - ii. triple-click for a paragraph
 - c. using **Edit → Select All**
 - d. click mouse, hold down shift key, then click mouse at end of selection
 - e. click at the beginning of selection, hold down shift key, then use arrow key(s) (to the right, down, etc...) until you arrive at the end of the selection
8. Once text desired is selected, **Edit → Copy** (or shortcut **⌘-C**)
9. Minimize window, close window, or use **Word** menu → **Hide Word**
10. Maximize blank Word document. Click on its icon in the lower right end of the Dock. Click where text is to be pasted **Edit → Paste** (or shortcut **⌘-V**)
11. Press **return key** twice.

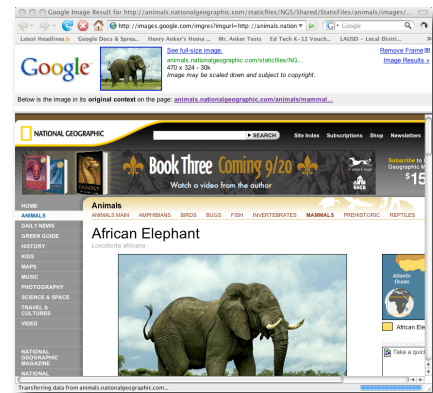
Make sure you have an Internet connection for the next two tasks.

12. Open web page location **KidsHealth.org-webloc** (this is in the folder where you found the Copy-Paste file), or another web page that contains text. Use one of the methods mentioned earlier to select text in the second paragraph of the web page.
13. Once text desired is selected, **Edit → Copy** (or shortcut **⌘-C**)
14. Minimize window, close window, or use **Safari (or FireFox)** menu → **Hide Safari (or FireFox)**. If you choose to hide the browser, you will need to click on the browser's icon in the dock to bring it back to the front.
15. Open blank document. Click where text is to be pasted **Edit → Paste** (or shortcut **⌘-V**).

16. Press **return key** twice.

17. Open web page location **Elephants-**

images.google.com html page (or another web page that contains an image). Click on the **thumbnail** image in the header of the web page. It should open in its own window. (These are the steps students will commonly use when obtaining images from the Internet.) On a Mac, you can either right-click the mouse, if available, or hold down the **control key (ctrl)** on the keyboard while clicking on the image, and a menu will appear next to the mouse arrow. Both Safari and Firefox menus will contain the item **Copy Image** (though it appears in different places). Select **Copy Image**, then bring the blank Word document page to the front (click on the Word icon in the Dock), then choose **Edit → Paste**, or right-click/control-click in the Word page and choose **Paste** (or shortcut **⌘-V**).



18. This skill can be practiced multiple times with other images obtained from Google.com/Images, or Yahoo.com/Images, or another site.

19. Press **return key** twice.

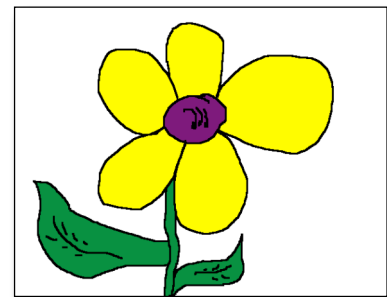
20. Open **Flower.jpg** file, **Edit → Copy** (or **⌘-C**)

21. Minimize window, close window, or use

Preview menu → **Hide Preview**, or you can use **Preview** menu → **Quit**

22. Open blank document. Click where image is to be pasted **Edit → Paste** (or shortcut **⌘-V**).

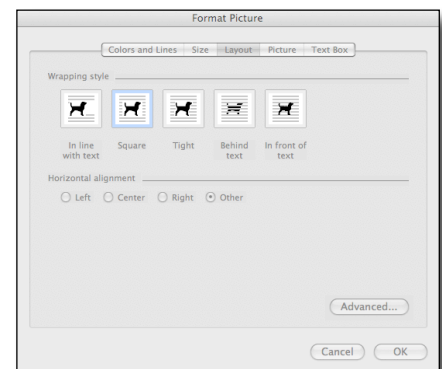
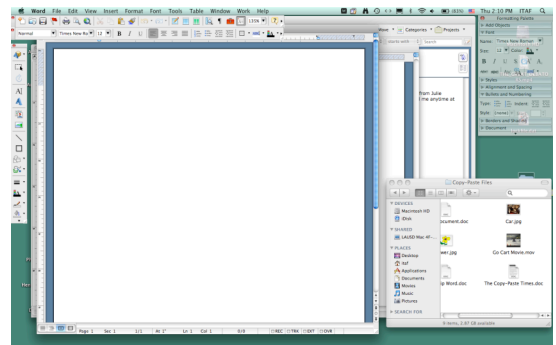
23. Press **return key** twice.



24. Open **Treehouse.jpg** file, **Edit** → **Copy** (or **⌘-C**)
25. Minimize window, close window, or use **Preview** menu
→ **Hide Preview**, or use **Preview** menu → **Quit**
26. Open blank document. Click where image is to be
pasted **Edit** → **Paste** (or **⌘-V**)
27. Press **return** key twice.

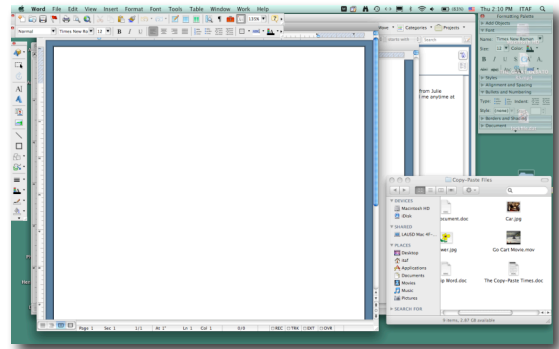


28. Locate **car.jpg** file. Open blank
document again. Reduce the size of
the **Finder** window and move the
window so that it is to the right side of
the screen, and so that you can see
most of the Word document's page on
the left. Model this for students more than once until all students have this
basic arrangement on their screens (see image).
29. This time, instead of using the copy/paste method, we will use **drag & drop**.
30. Click and drag the **car.jpg** file onto the word document. Release the mouse
button. The image appears where the insertion point is flashing. Point this
fact out to students.
31. Tell students that Word™ and other programs of its kind treat images like
'large letters' on the page, and that the image is stuck in that location until
the user tells Word that it can be handled
differently.
32. Tell students to double-click on the image.
(Make sure students are holding the mouse
still while they double-click, or it won't
work.) The **Format Picture** dialog box



appears. Have students click on **Layout**, and then on **Square**, then **OK**.

33. Now the image can be dragged anywhere on the page, and also resized as needed. Any text in the area of the image will wrap around the image automatically. (This is called ‘text wrap’.) Locate **Go Cart**



Movie.mov file. Open blank document again. Reduce the size of the **Finder** window and move the window so that it is to the right side of the screen, and so that you can see most of the Word document’s page. Model this for students more than once until all students have this basic arrangement on their screens.

34. Using the **drag & drop** method, click and drag the **Go Cart Movie.mov** file onto the word document. Release the mouse button. The movie clip appears where the insertion point is flashing.

Point this fact out to students.

35. The location and size of the movie can be changed just as it was in the previous example. If, when double-clicking on the movie, the movie begins to play, click again to stop the movie, and pull down the **View** menu to **Toolbars** → **Movie**, Use the last icon on the right on the small movie palette to format the movie to be moves and resized.

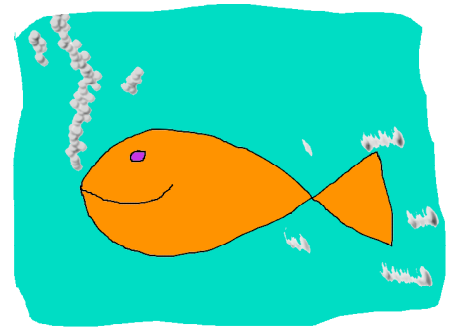


36. Have students play movie in their document if they have not done so, either by double-clicking on the movie, or on the ‘badge’ in the lower left corner of the movie itself.

*This next example, using KidPix, is somewhat complicated, since KidPix does not use a standard image file format known to other programs. This task will require either quitting KidPix between the copy/paste in to Word, or using application switching using the shortcut **⌘-tab**. Try it yourself first to evaluate your readiness, and the readiness of your students to do it.*

36.If the blank Word document is not already open, open it.

37.Next, open **KidPix**. Have the students draw a simple illustration as shown, using the pencil tool and the bucket tool, and others as time allows.



38.Using the **Grab Tool (Hand)**, have students lasso the image (dragging all the way around the picture they had drawn) until they get back to the beginning of the selection. (If students have difficulty, just have them repeat the process. It does take dexterity.)

39.Once they have the selection made, students should notice the image ‘flashing’.

40.At this point, either **Quit KidPix**, or use the application-switching shortcut **⌘-tab** until the large Word icon is selected, then release the **⌘-tab** keys. Once the Word document comes to the front, use **Edit → Paste**, or **⌘-V**.



*application-switching using **⌘-tab***

41.Change the layout of the image by double-clicking, then choosing **Layout → Square**, and resize, if necessary.

42.Students can also copy/paste within a document. Select either a text passage or an image. Use **Edit → Copy (⌘-C)**, then **Edit → Paste (⌘-V)** in the

new location.

43. Another method of making multiple instances of an image is to hold down the **option key** and then click and drag the 'clone' to its new location on the page.



44. It is also possible to select more than one image (or multiple copies of the same image) to duplicate. Select the items by holding down the shift key first, then clicking on each item in succession you want to duplicate at once.
45. When all the items you want to duplicate are selected, you can use copy/paste, the option key method, or **Edit → Duplicate** to make copies.