

How to Copy and Paste on a Mac

This wikiHow teaches you how to copy and paste text or files on your Mac computer. While your Mac's built-in menu bar is the preferred way to copy and paste information, you can also use your Mac's trackpad or keyboard to copy and paste....

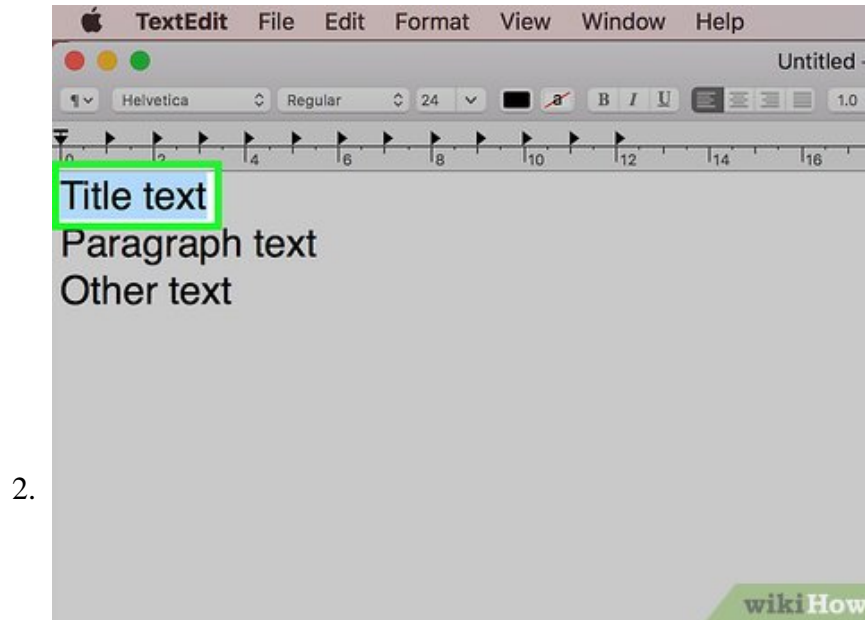
Method 1 of 2:

Using the Menu Bar

1.

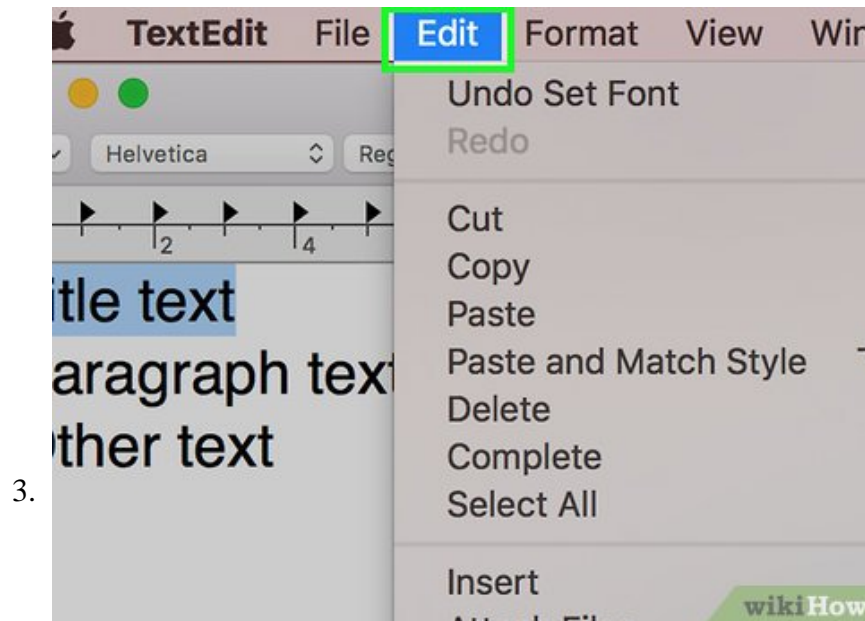


Go to the text or item you want to copy. You can copy text in order to paste it into another document or text field, or you can copy one or more files to paste them into another location on your computer.

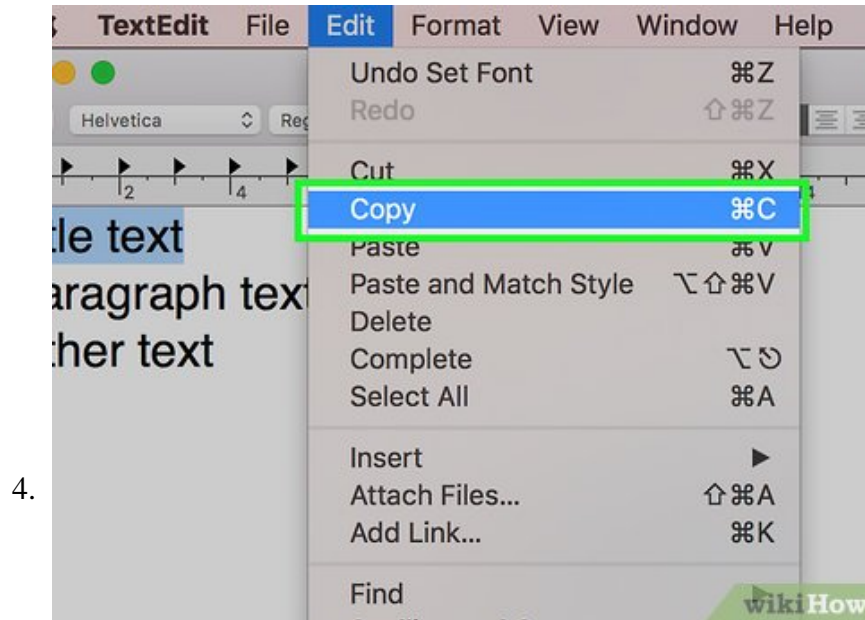


Select the text or item. To select text, click and drag your mouse across it to highlight it. You can select a file by clicking it once.

1. If you want to select multiple files at once, hold down `Command` while clicking each one.

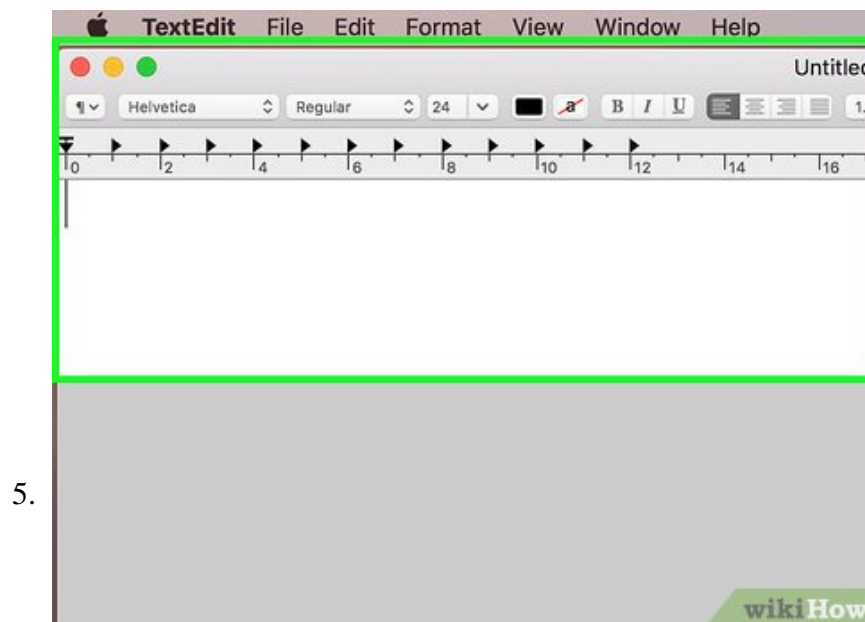


Click `Edit`. It's on the left side of the menu bar that's at the top of your Mac's screen. A drop-down menu will appear.



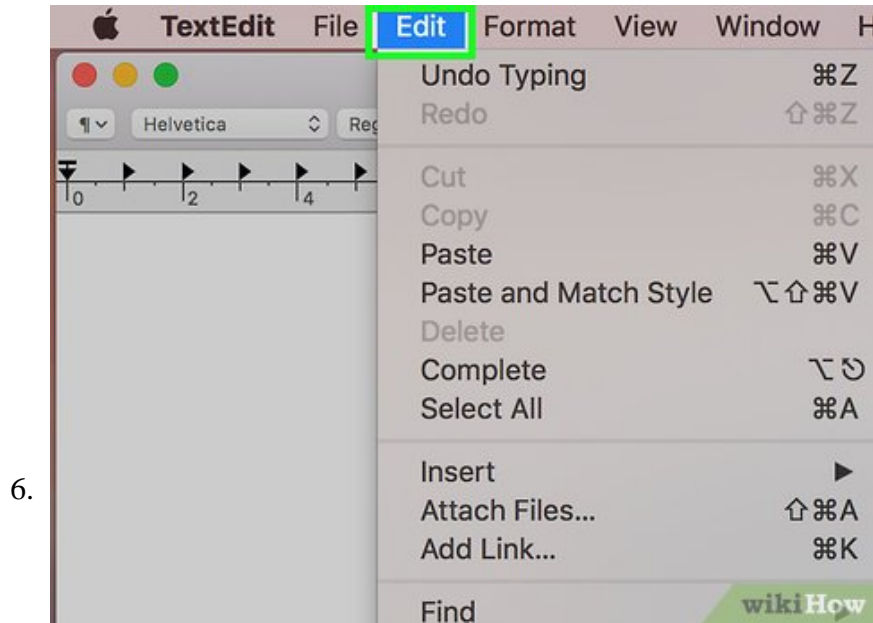
Click . You'll see this option in the **Edit** drop-down menu. Doing so copies any selected text or files to your Mac's clipboard.

1. If you're copying an individual file, you'll see the file's name next to **Copy**.
2. You won't see the text or files duplicate at this point.

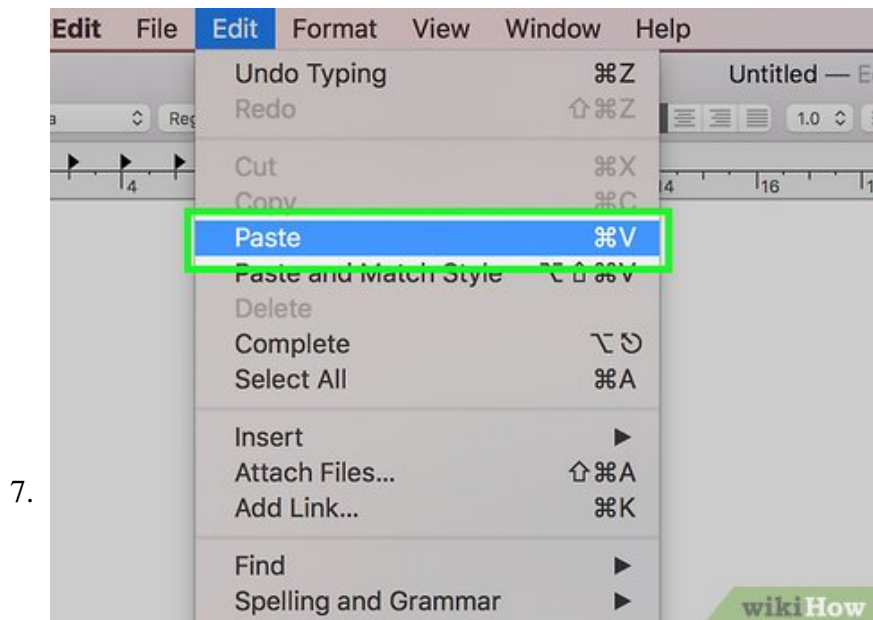


Go to the place in which you want to paste the text or item. You can paste text into any text field or document, while files can be pasted into most folders on your computer.

1. If you're pasting text into a text field, make sure you click the text field before proceeding.



Click **Edit**. It's in the menu bar. The drop-down menu will reappear.

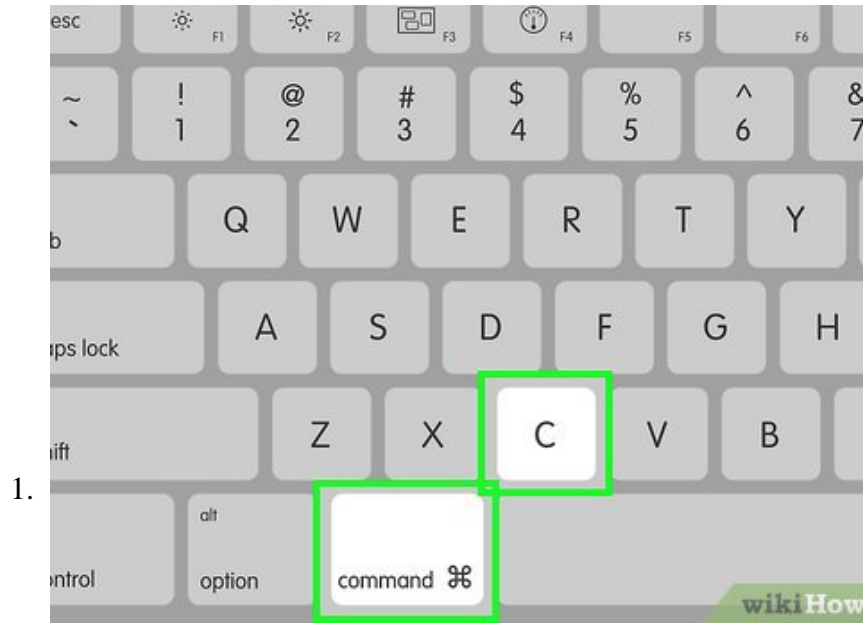


Click **Paste Item**. It's in the drop-down menu. You should see your text or file(s) appear in the selected space.

1. You'll click **Paste Items** if you copied multiple files.
2. If you copied an individual file, you'll click **Paste [file name]** (e.g., **Paste "Screenshot 1"**) in the drop-down menu.

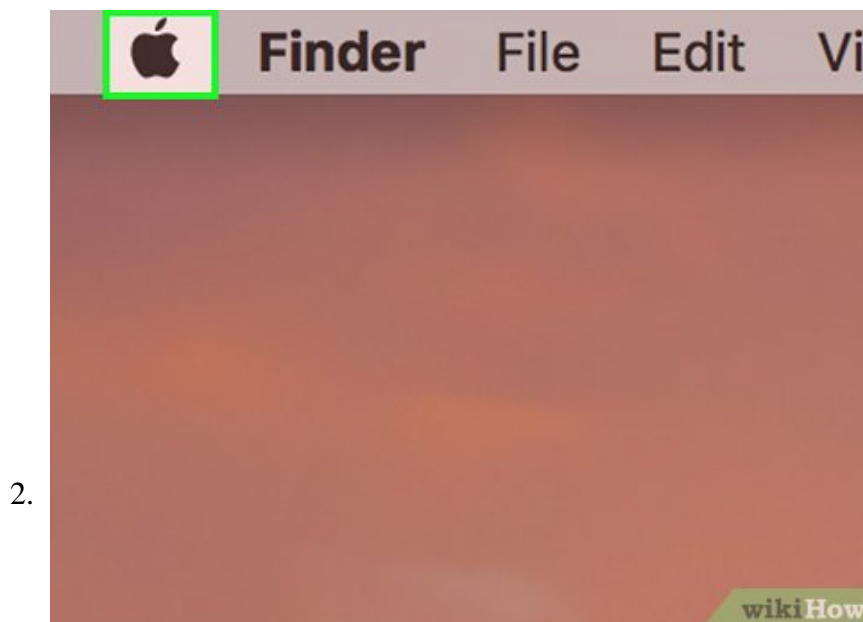
Method 2 of 2:

Using the Trackpad



Consider using keyboard shortcuts instead. You can use your Mac's keyboard to prompt a right-click menu, copy items, and paste items:

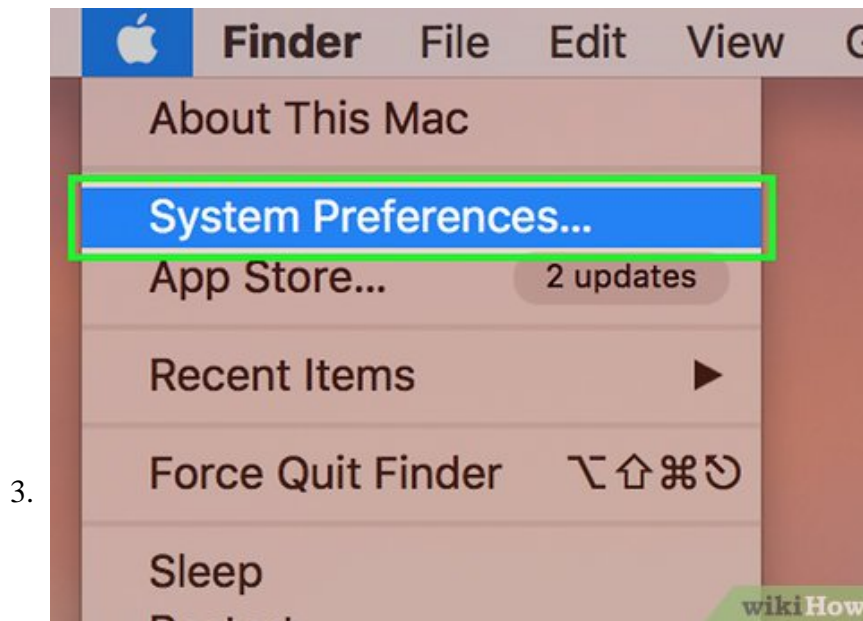
1. Holding **Control** while clicking an item will prompt a drop-down menu with **Copy** and **Paste** options.
2. Pressing **Command + C** while text or an item is selected will copy the text or item.
3. Pressing **Command + V** while text or an item is copied will paste the text or item.



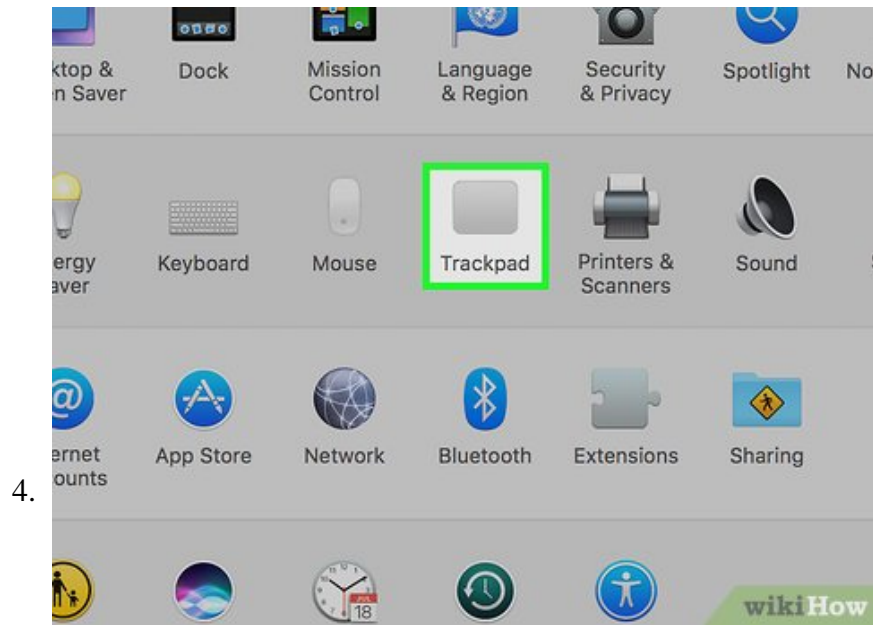
Open the Apple menu



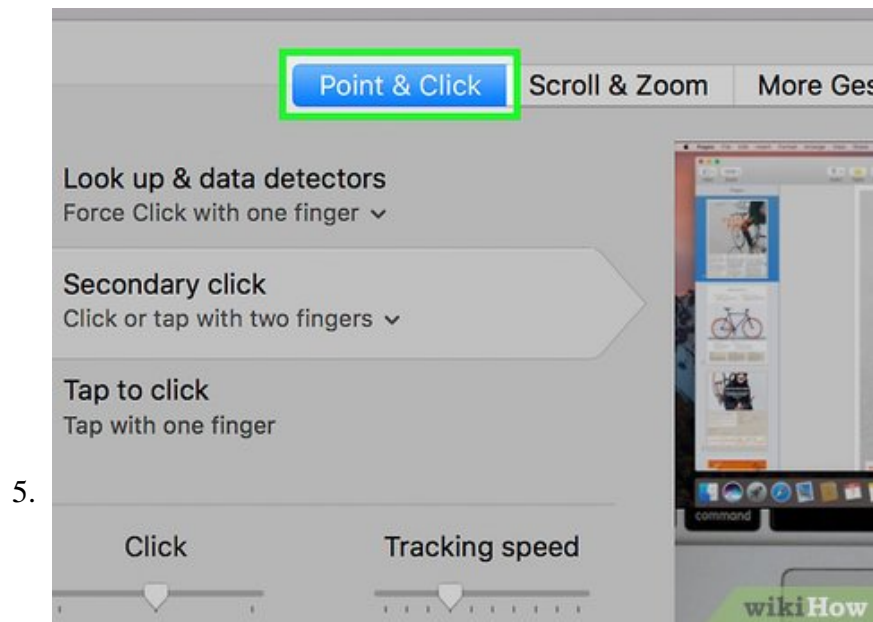
. Click the Apple logo in the top-left corner of the screen. A drop-down menu will appear.



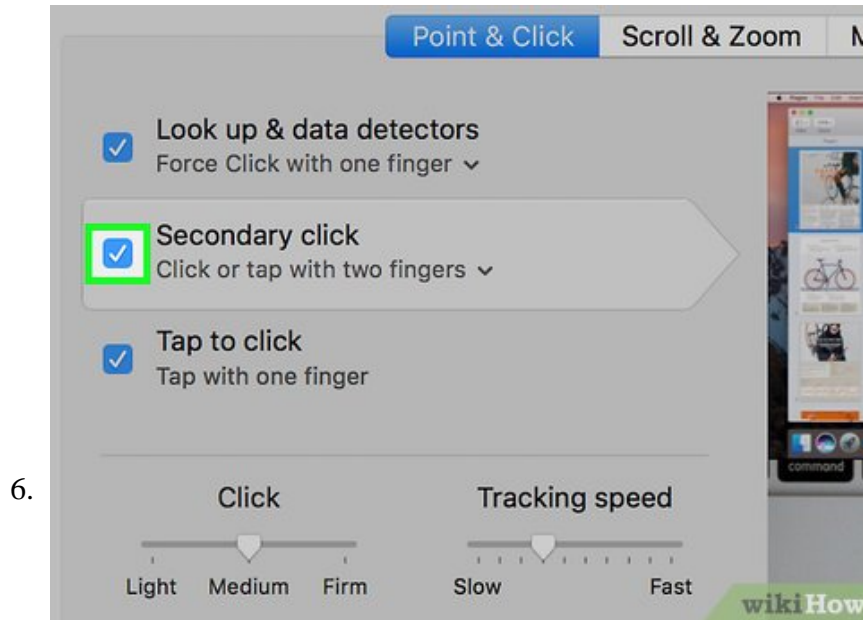
Click **System Preferences...**. It's in the drop-down menu. This will open the System Preferences window.



Click **Trackpad**. This is at the top of the System Preferences window. A pop-up window will appear.

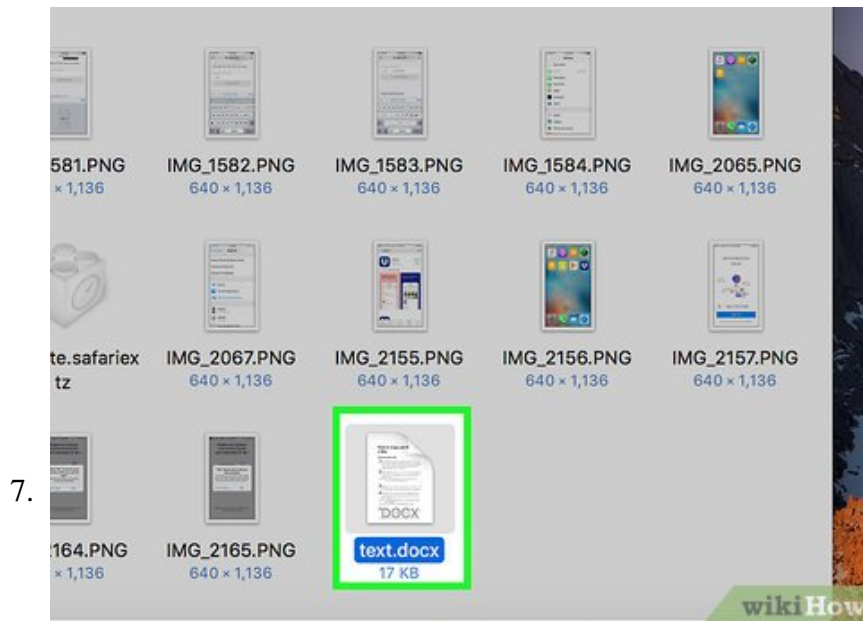


Click the **Point & Click** tab. It's at the top of the System Preferences window.

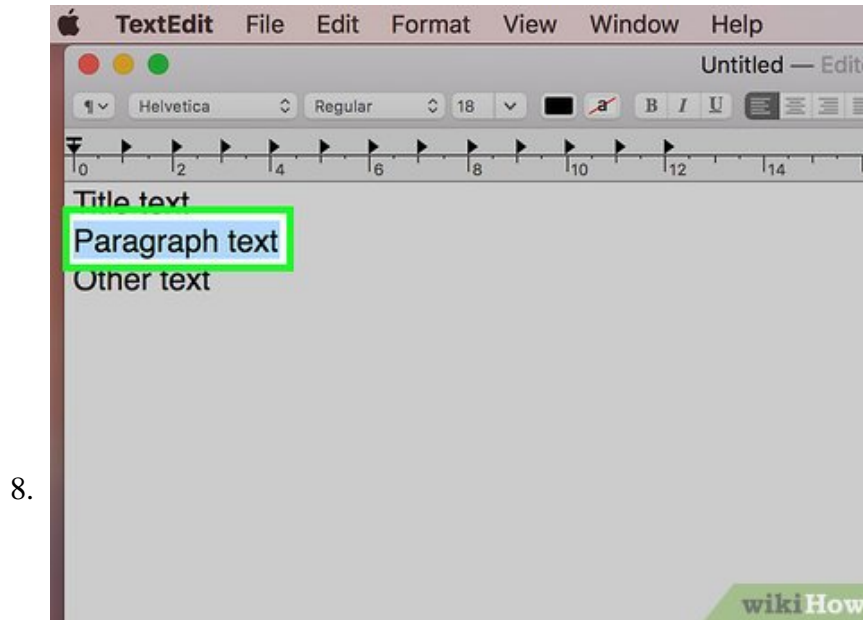


Check the "Secondary click" box. You'll find this box on the left side of the window. Checking it enables the two-finger click feature for your Mac's trackpad.

1. If this box is checked, secondary click is already enabled.

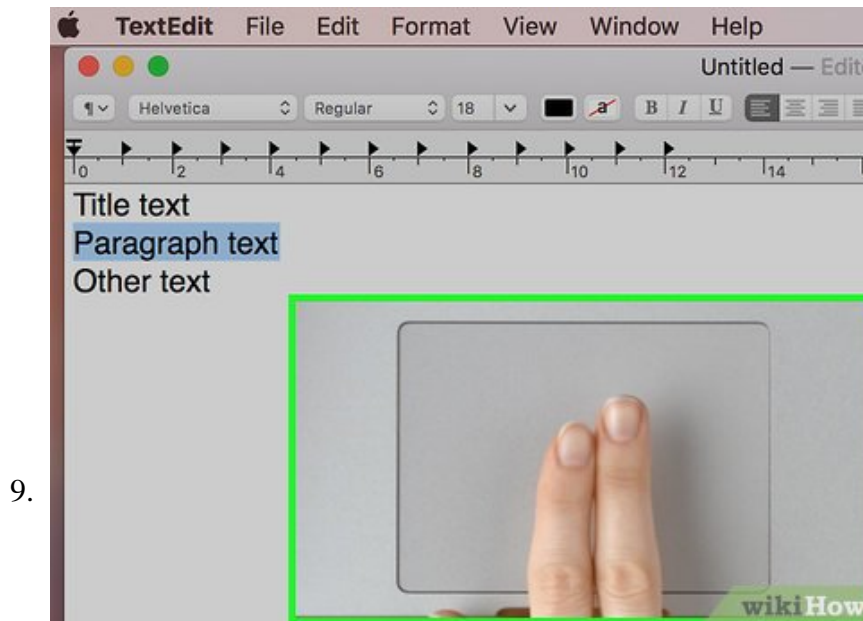


Find the text or item you want to copy. Go to the document or folder in which the content or document you want to copy is located.



Select text before copying it. You will need to click and drag your mouse across the text you want to copy before you can copy it.

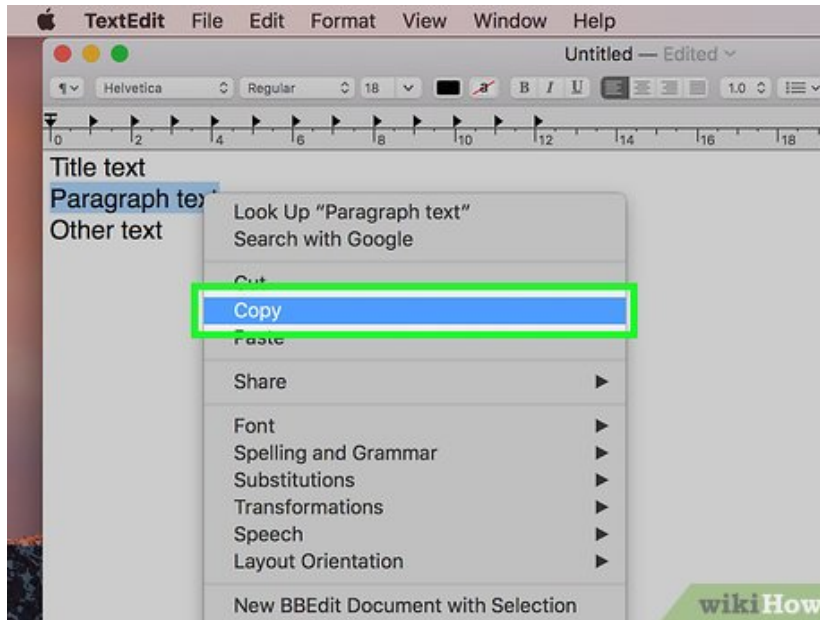
1. If you want to copy multiple files, hold down **Command** while clicking each file you want to copy.



Two-finger click the selected item. Placing the mouse cursor over a selected item and then pressing the trackpad with two fingers will prompt a drop-down menu.

1. If you've selected multiple files, you only need to two-finger click one of the selected files.

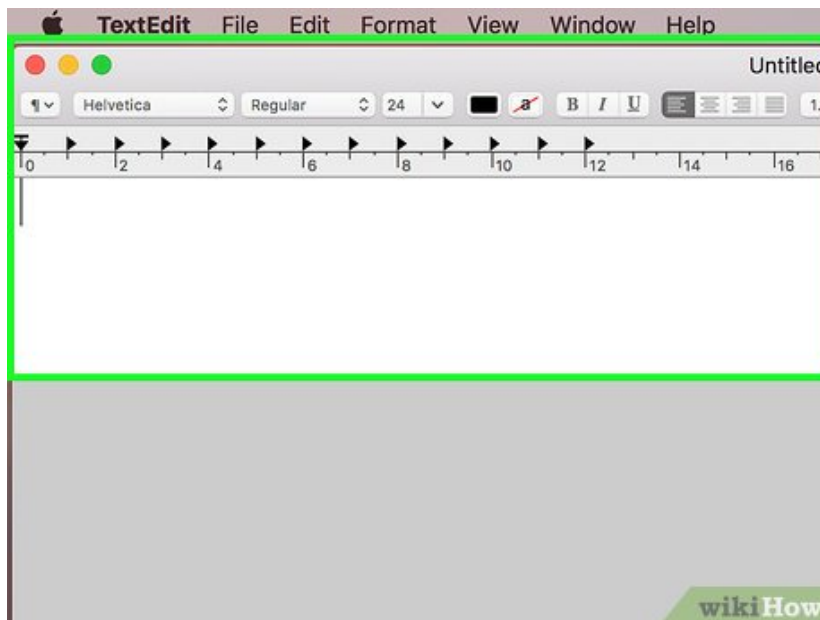
10.



Click **Copy**. It's in the drop-down menu. Doing so will copy the selected item(s) to your Mac's clipboard.

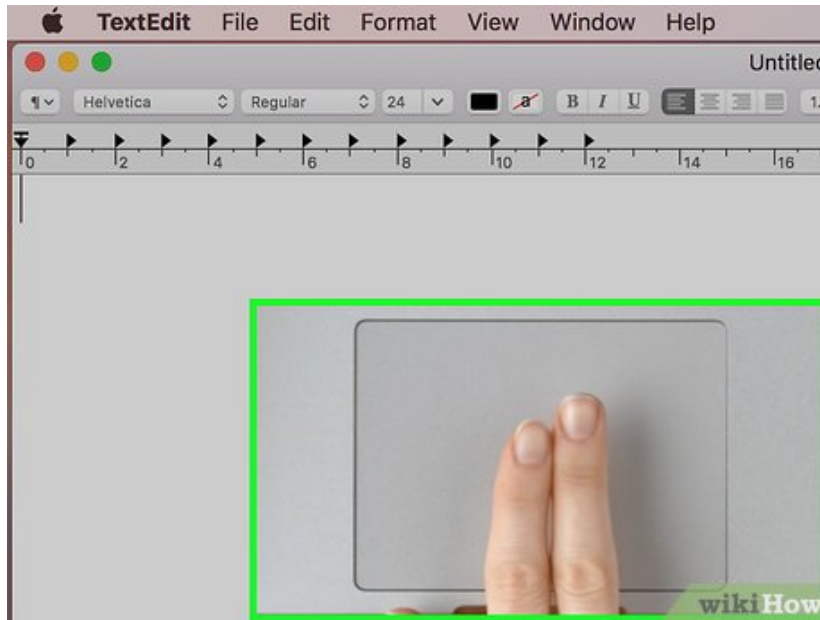
1. You won't see the text or file(s) duplicate at this point.
2. If you're copying an individual file, you'll see the file's name next to **Copy**.

11.



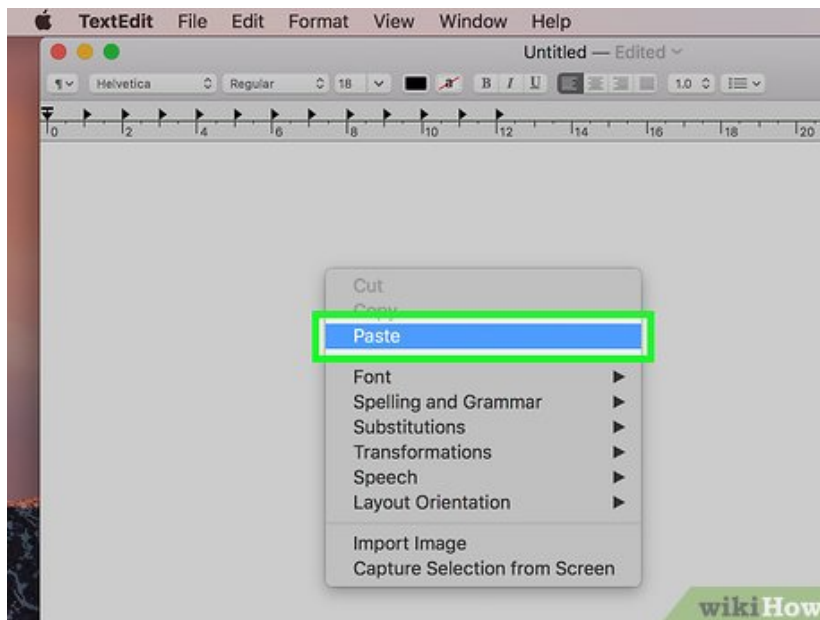
Go to the place in which you want to paste the text or item. You can paste text into any text field or document, while files can be pasted into most folders on your computer.

12.



Two-finger click a text field or a blank space. A drop-down menu will appear.

13.



Click the **Paste option.** It's in the drop-down menu. You should see your text or file(s) appear in the selected space.

1. You'll click **Paste Items** if you copied multiple files.
2. If you copied an individual file, you'll click **Paste [file name]** (e.g., **Paste "Screenshot 1"**) in the drop-down menu.

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