San Diego Mesa College

Office of Institutional Effectiveness

TaskStream
Cutting and Pasting Tips

Tip 1

Certain versions of popular browsers restrict the ability to use the click and copy function. Instead, TaskStream provides a message encouraging the use of the keyboard. If you receive the pop-up message below, we suggest the following steps:

Your browser security settings don't permit the editor to automatically execute cutting operations. Please use the keyboard for that (Ctrl/Cmd+X).

OK

1. Put the mouse at the beginning of what you want to copy and click the left mouse button, holding it down while you drag over the section. Drag across or down. At the end of what you want copied, let go of the mouse button.

2. What you want to copy should be highlighted. While it's highlighted, hold down the Ctrl key and hit the letter "c". This copies the highlighted part to an invisible clipboard.

3. Now go to where you want to paste it. Put the cursor on that spot by clicking the left mouse button once. Now hold down the Ctrl key and hit the letter "v" to paste what you copied.
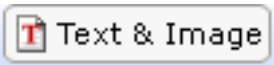
Tip 2

To avoid use of extra storage space, it is recommended to always paste items as plain text. One way to do this is by using Notepad (for PC's) or TextEdit (for Mac's), which strips all formatting from text that is pasted into it.

1. On a PC, Notepad is accessed through the following path: from the *Start* menu, select *Programs*, *Accessories,* and then *Notepad*.

2. On a Mac, TextEdit is accessed through the following path: from the *Finder* menu, select *Applications*, and then *TextEdit.*

By pasting the text into Notepad or TextEdit first, and then copying and pasting that text into your new document, you remove any and all text formatting which reduces the amount of storage space used in TaskStream.

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Tip 3
If you'd like to add/paste a link within the text field of your Program Review, TaskStream allows for this capability.

1. In TaskStream, choose the section you would like to add/paste a link into and select the **Check Out** icon and then **Text & Image**.

2. From the text screen, select the icon. This will bring up a pop-up screen titled **Link**.

3. In the URL query, type the link address you want added and select **OK**. You will now see and be able to access your link within the text area of the section.