

Copying, pasting and duplicating objects

You can save a lot of time by re-using objects.

Here we show you how to do the following:

- [Copy and duplicate objects](#)
- [Cut and paste objects](#)
- [Add objects to the Toolbox Shortcut Bar](#)

Copy and duplicate objects

Copying and duplicating an object sounds similar, but is not quite the same.

Copy and paste an object

When you copy an object, ActivInspire stores it in the Paste buffer, until you decide where you want to put it.

Here are two ways to copy an object.

With the object selected:

- From the Edit Menu, select **Copy**.
- Click on the Object Edit Menu and select **Copy**.

Here are three ways to paste an object.

Navigate to where you want to put the copy of the object. This can be on the same page, another page, or even another open flipchart:

- Click where you want to insert the object and from the Edit Menu select **Paste**.
- Right-click where you want to insert the object and from the Popup Menu select **Paste**.

To stack one object on top of another:


1. Select the other object.
2. Click on the Object Edit Menu and select **Paste**. The copied object is stacked on top of the selected object. Both objects are on the same layer.

Duplicate an object

When you duplicate an object, ActivInspire places the duplicate so that it partly overlaps the original object. The duplicated object is automatically selected, so when you click and drag, you move the duplicate, not the original object.

Here are three ways to duplicate an object.

With the object selected:

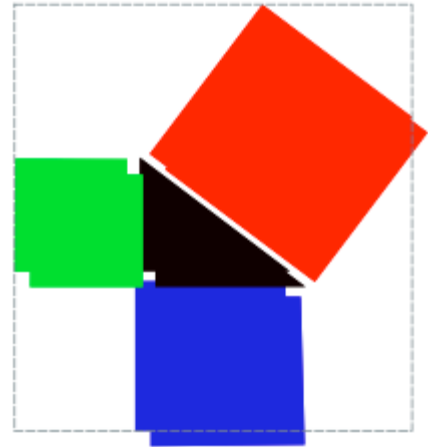
- Click on the **Duplicate**  Marquee Handle.
- From the Edit Menu, select **Duplicate**.


In the example on the right, note that the second object overlaps the first one.

Alternatively...

You can duplicate the whole page, then delete any unwanted objects from the copy:

Right-click anywhere on the page and from the Popup Menu, select **Duplicate**. ActivInspire inserts a duplicate of the current page after the current page.



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Cut and paste objects

Cutting and pasting an object means removing it and inserting it elsewhere.

Here are two ways to cut and paste an object.

With the object selected:

- From the Object Edit Menu, select **Cut**.
- From the File Menu, select **Cut**.

To paste the object:

- From the Object Edit Menu, select **Paste**.
- From the File Menu, select **Paste**.

Add objects to the Toolbox Shortcut Bar

If you are going to use certain objects many times in your lessons, consider adding them to the toolbox.

Simply select the object or group of objects, then drag and drop the selection onto the Toolbox Shortcut Bar. The object now appears in the toolbox and you can select it like any other tool.

Every time you click the icon, the object is added to the center of the current flipchart page.

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