Copy Text from a Command Prompt Window

- With a command prompt window open and the text you wish to copy on the screen, right-click anywhere in the window.
- Select **Mark** from the menu
- Click and drag over the text you wish to copy. (The background around the text will turn white.)
- With the text selected, press the ENTER key. This places the selected text on the clipboard. After placing the text on the Clipboard, move to the Word Processing document to which you wish to paste the text and click on the Paste tool (or right-click and choose paste, or Ctrl-V to paste). (Note: If you're familiar with copying using Ctrl-C, this convention of copying does *not* work from the Command window.)

You can also configure a command prompt window to turn on the 'mark' feature permanently. This feature is called Quick Edit mode.

Using Quick Edit in a Command Prompt Window:

- Open a Command Prompt Window
- Right-click on the Title-Bar of the Command Prompt Window and choose Properties
- Click on the Options Tab
- Click on *Quick Edit Mode* under the Edit Options Section (Make sure it's checked✓)
- Click OK
- If you're using Windows XP you'll be prompted when exiting. The prompt asks that you decide if you want this feature applied ONLY to the open window, or if you want the feature to be applied to the shortcut that you used to open this Window. If you choose the second option, the 'quick edit mode' will be 'active' every time you use this shortcut. If you choose the first option, you'll have to redo these steps each time you need to 'copy' text from the Command Prompt window. The choice is yours.

Copy and Paste from a Command Prompt Window

Once the quick-edit mode is active, you can 'copy' the text from the Command Window to the Windows Clipboard. Once it's on the clipboard, you can paste it into any word processor.

To Copy text from the Command Window to the Clipboard:

- Click and drag over the text you wish to copy. (The background around the text will turn white.)
- With the text selected, press the ENTER key. This places the selected text on the clipboard. After placing the text on the Clipboard, move to the Word Processing document to which you wish to paste the text and click on the Paste tool (or right-click and choose paste, or Ctrl-V to paste). (Note: Individuals familiar with copying using Ctrl-C, this convention of copying does not work from the Command window.)