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Stata tip 7: Copying and pasting under Windows

Shannon Driver
StataCorp
sdriver@stata.com

Patrick Royston
MRC Clinical Trials Unit, London
patrick.royston@ctu.mrc.ac.uk

Windows users often copy, cut, and paste material between applications or between windows within applications. Here are two ways you can do this with Stata for Windows. We will describe one as a mouse-and-keyboard operation and the other as a menu-based operation. Experienced Windows users will know that these methods are, to a large extent, alternatives.

First, you can highlight some text in the Results window, copy it using the mouse (or keyboard), and then paste it into the Command window, the Do-file Editor, or anywhere else appropriate. This is a convenient way to transfer, for example, single values, lists, or sets of variable names from the screen for use in the next command. To copy text, place your mouse at the beginning of the desired text, drag to the end, thus highlighting the selected text, and press Ctrl-C. To paste text, click your mouse at the appropriate place and press Ctrl-V.

Suppose that a local macro `‘macro’` holds some text you wish to use. Then type

```
. display "‘macro’"
```

and copy and paste the contents of `‘macro’` for editing in the Command window. Or, list in alphabetic order the names of variables not beginning with `_I`:

```
. ds _I*, not alpha
```

and then copy and paste the list into the Do-file Editor.

Second, suppose that you want to save a table constructed using `tabstat` in a form that makes it easy to convert into a table in MS Word. Stata has a **Copy Table** feature that you might find very useful. Make sure at the outset that you have set suitable options by clicking **Edit** in the menu bar and then **Table Copy Options**. In this case, removing all the vertical bars is advisable, so make sure **Remove all** is selected, and click **OK**. Now highlight the table in the Results window, and then click **Edit** and then **Copy Table**.

In MS Word, click **Edit** and then **Paste**. Highlight the pasted text and then click **Table** and then **Convert** and **Text to Table**. Specify **Tabs** under the **Separate text at** if it is not already selected. Click **OK** to create your table.

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