

# Copy and Paste Columns

You can cut, copy, and paste columns or column values in your dataset through the Column Browser panel or the column menus in the data grid.

**NOTE:** You cannot copy and paste columns between datasets.

## Steps:

1. In the Column Browser or the data grid, select the column or columns for your source.
2. After you have selected one or more columns, from the column menu, select one of the following options:

| Menu option       | Description   |
|-------------------|---|
| Cut               | Cut the column(s) to the clipboard. Selection is removed from the dataset temporarily.<br><br><b>NOTE:</b> Cut operations do not add steps to your dataset. If you choose to do something other than pasting the column or its values, the source column is left untouched. |
| Copy              | Copy the column(s) to the clipboard.  |
| Paste before      | Paste the column(s) in the clipboard before the currently selected column in the dataset.   |
| Paste after       | Paste the column(s) in the clipboard after the currently selected column in the dataset.  |
| Paste values only | Paste the values from the column(s) in the clipboard into the selected column(s).<br><br><b>NOTE:</b> When values are pasted into the column, the column data type may be re-inferred.  |

3. Select the column where you wish to move the columns or paste the values.

**NOTE:** Do not select multiple columns for multi-column pasting. You must select only one column. Multi-column operations are applied to the columns to the bottom/right of the selection.

4. From the column menu, select **Paste:**
  - a. **Paste before:** Paste cut or copied columns before the selected one.
  - b. **Paste after:** Paste column(s) after the selected one.
  - c. **Paste values:** Replace values in the selected column(s) with the values from the column(s) in the clipboard. The number of selected columns on the clipboard and in the selected target area must match. Data types do not have to match.

**NOTE:** When values are pasted into the column, the column data type may be re-inferred.

For more information, see *Column Menus*.