**Using the Spike to Edit**

Word has a feature that allows you to collect groups of text and paste them in another location. It is different than the Clipboard, which allows you to work with only one item at a time. The Spike is named after an old-fashioned paper holder onto which people poked papers as they were done with them. To collect information in the Spike, simply select the text and press **Ctrl+F3**. This cuts the information from your document and places it in the Spike. You can continue this process, and Word will add all the selected text to what already exists in the Spike.

When you are ready to paste the information somewhere, simply press **Ctrl+Shift+F3**. All the information in the Spike (not just the last text you placed there) is deposited in your document at the insertion point. This action also erases everything in the Spike. If you want to paste the contents of the Spike without clearing it, you can follow these steps:

1. Position the insertion point where you want the Spike contents pasted.
2. Type **spike**.
3. Press **F3**.