

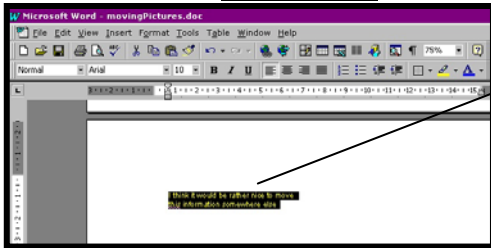
Copying and Pasting

You will need to move information or pictures in THREE STEPS:
Selecting Copying Pasting

Selecting information you want

Any information that you want to move needs to be selected first.

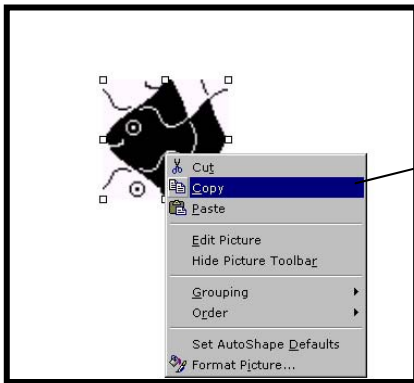
For Writing:



Select the information that you want by highlighting it:

This information has been highlighted by holding the left mouse key down and dragging it over the work that I want.

For Pictures:



There are two ways to select pictures

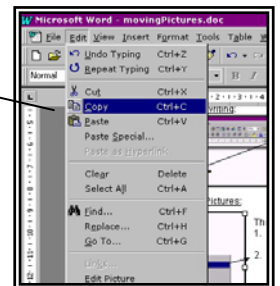
1. Hold the left mouse button down and drag over the picture (the same as for selecting writing)
2. Right click on the picture

Copying Information You Want

Now the Information needs to be copied.

This can be done in any one of three ways:

1. Hold down the **<CNTRL>** button and push **C** at the same time
2. Right click on the information you want and select **copy**
3. Go to the menu bar, select **Edit** and then **copy**



Pasting Information You Want

By copying your information, you have put it on a 'virtual clipboard'

Now it will need to be pasted where you want it to go.

Place the cursor where you want the information to be, and paste it using any of the following methods:

1. Hold down the **<CNTRL>** button and push **V** at the same time
2. Right click where you want the information to be and select **paste**
3. Go to the menu bar, select **Edit** and then **paste**

