How to Copy and Paste

This simple instruction involves:

Left click

Right Click

A mouse or a touch pad (see below)

Touchpad

Left button | Right button

Step 1: Take your mouse or touchpad, and place your cursor at the beginning of the text

¶

Step·1:·Take·your·mouse·or·touchpad,·and·place·your·cursor·at·the·beginning·of·the·text¶
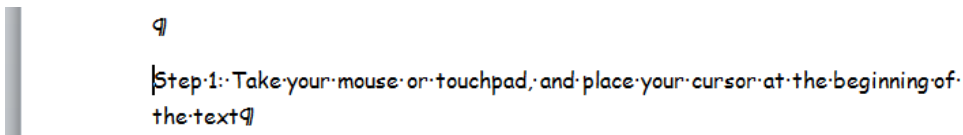
Step 2: then click and hold the left mouse button, while pulling your mouse over the text. This should highlight the text
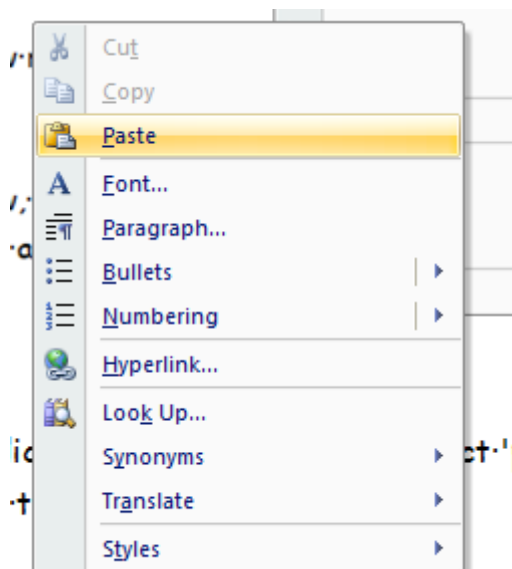
Step·2:·then·click·and·hold·the·left·mouse·button,·while·pulling·your·mouse·over·the·text.·This·should·highlight·the·text

Step 3: Now release the left mouse button.

Step 4: Now, with the cursor over the highlighted text, right click the mouse for options, and select 'copy'

Step·2:·then·click·and·hold·the·left·mouse·button,·while·pulling·your·mouse·over·
the·text.·This·should·highlight

✂	Cut
🖺	Copy
📋	Paste
A	Font...
≣¶	Paragraph...
≔	Bullets ▸
≔	Numbering ▸
🌐	Hyperlink...
📖	Look Up...
	Synonyms ▸
	Translate ▸
	Styles ▸

Step·2:·then·click·and·hold·the·l   ur·mouse·over·
the·text.·This·should·highlight·t

Step·3:·Now·release·the·left·m

Step·4:·Now,·with·the·cursor·o   nt·click·the·mouse·
for·options,·and·select·'copy'
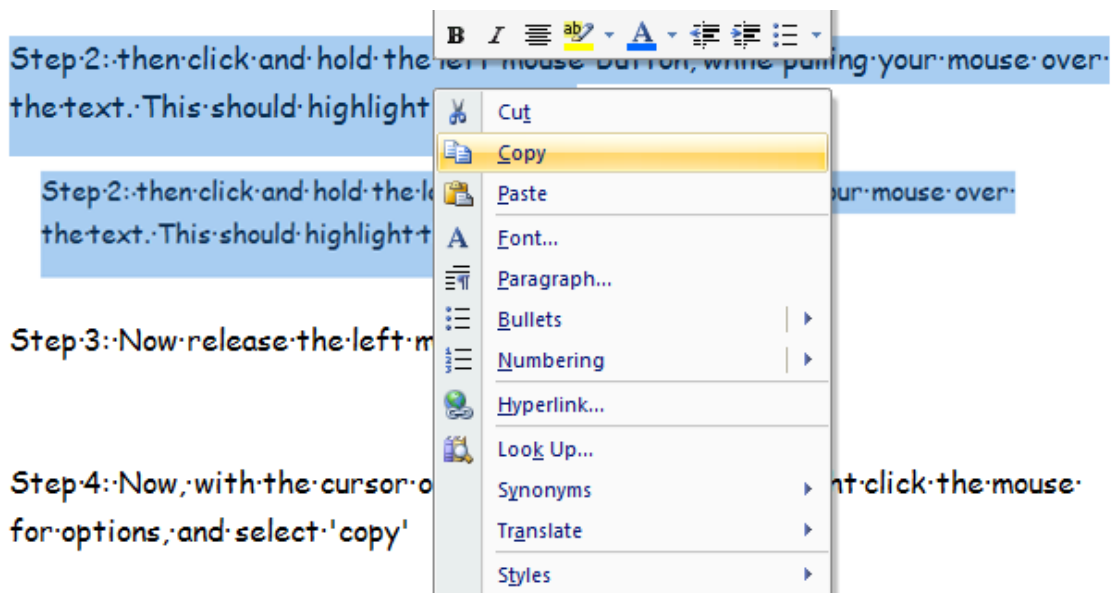
Step 5: right click your mouse again, and select 'paste' and you will have copied and pasted the text. :-)

✂	Cut
🖺	Copy
📋	Paste
A	Font...
≣¶	Paragraph...
≔	Bullets ▸
≔	Numbering ▸
🌐	Hyperlink...
📖	Look Up...
	Synonyms ▸
	Translate ▸
	Styles ▸

This is copy and paste..so it copy's it..but you can use cut and paste..But instead of copying it..it cuts-so takes it away and pastes it in a different place.

Shortcuts---to highlight text place cursor at the beginning of the text and press ctrl and a at the same time.

To copy press ctrl and c at the same time

To paste press ctrl and v at the same.