
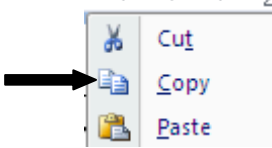
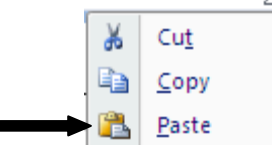


How To Copy and Paste:

<p>Take your mouse and place the cursor at the beginning of the text you want to copy, then click and hold the left mouse button, while pulling your mouse over the text.</p>	
<p>This should highlight the text. Now release the left mouse button. Now, with the cursor over the highlighted text, right click the mouse for options, and select 'copy'.</p>	
<p>Place your cursor where you want to paste the text (this may be in another document), right click your mouse again, and select 'paste' and you will have copied and pasted the text.</p>	

Shortcuts

To Highlight Everything: Press 'Ctrl' + 'A'.

To Copy: Highlight an area, as shown above, then hold down Ctrl + C (For Mac users Apple + C).

To Paste: Click your mouse where you want the text pasted, and then press Ctrl + V (For Mac users Apple + V).

The ability to cut, copy, and paste is found in most programs. Sometimes, the ability to do these tasks via the mouse is disabled, but is still quickly achieved through the use of the shortcuts outlined above.