

How to Copy and Paste

1. First select the text you wish to copy by placing your mouse cursor at the beginning of the text that you want to copy. Click and hold down the left mouse button and drag the cursor to the last character you want to copy.
2. Next, right-click somewhere inside the blue area. Click "copy" from the menu that opens up.
3. Now you can take that text and paste it in anywhere you want. To do so you right-click the area you want to insert the text and click "paste".

You can do this with text, images, files, web pages... you name it! Once you get used to copying and pasting you will be using it every chance you get!

That's it!

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