

## How to Copy and Paste

It is pretty easy to copy and paste text within most PC Software. Whether you want to copy text from an Email into Microsoft Word, or something similar, it is pretty much the same process.

As an example, here is what you do to copy text from an email into Microsoft Word:

- Open the email document that you want to copy from.
- Open the Word document that you want to paste to.
- Select the text from the email that you want to copy. Do this by dragging your mouse over the text that you want to copy. As you do this the text is highlighted. You can also select the text by putting the cursor at the beginning of the text, holding down the shift key and holding down the right arrow key until all the text is highlighted. Either way you do it is fine.
- After the text is highlighted, click on the Edit key on the top menu bar of your browser.
- Click Copy.
- Go to the Word document.
- Put your cursor at the point where you want to insert the text into the Word document.
- Click the Edit key on the top menu bar of your browser.
- Click Paste.

The text should now be inserted in the Word document where you wanted it. After it is in the Word document you will need to format it however you want it to appear.

The above can also be accomplished by using Shortcut Keys which are discussed in another “Tip”.

Let me know if you have any questions.