

How to Copy and Paste Pictures or Text From One Document to Another

There are several different ways of copying and pasting. I will teach you one of the easiest ways.

To copy text into your document you must first highlight and select the text you wish to copy. If you are going to copy text from a word page you will open the page. Next you will highlight the text you wish to select. To highlight the text, put your cursor in front of the first word you wish to copy, hold down the right mouse button and move your cursor over the entire text you want releasing your mouse button AFTER the last word.

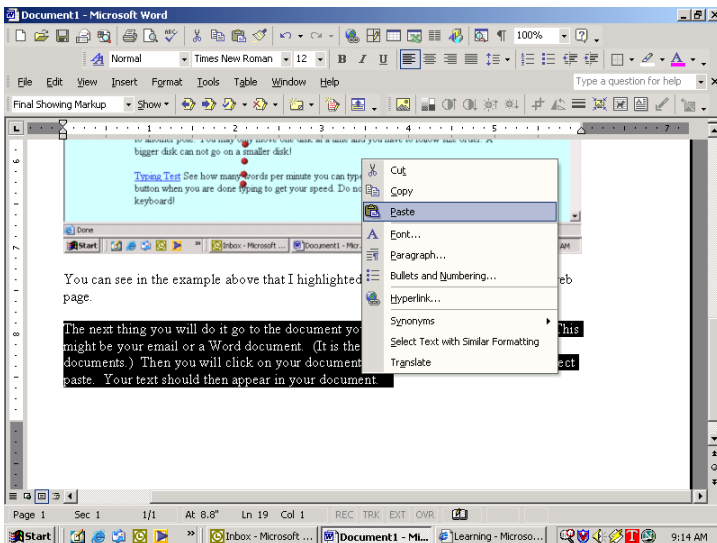


You can see in the example above that I highlighted the entire first paragraph of my web page.

You must then put the cursor on the black highlighted area and RIGHT mouse click and select Copy.



The next thing you will do is open or return to the document you wish to put the information in. This might be your email or a Word document. (It is the same process for all types of documents.) Then you will click on your document, RIGHT mouse click and select Paste. Your text should then appear in your document.



This example shows the box that will come up after you right mouse click!

You can use these same steps to cut and copy a picture from a document or webpage. You will right mouse click and highlight the picture and RIGHT mouse click, then select Copy. In the example on the next page you can see how I highlighted the picture of the apple that is on my web page.

After it is highlighted and you have selected Copy, you can insert it in to your document by clicking on your document and then RIGHT mouse clicking and selecting Paste.



This example shows you what a highlighted picture will look like.

There will be sometimes when you can't copy a picture from a website to a document. This usually occurs when the web master has written in a code preventing people from taking his/her pictures. Sometimes you can right mouse click and save the file directly to your hard drive and then insert it into your document. (That is another lesson!)

Photographs, clip art, charts, and text can all be copied. You can even copy and paste the address of a website straight from the browser. The process is the same, highlight, copy, paste.



I have put my apple here to show you it works! ☺