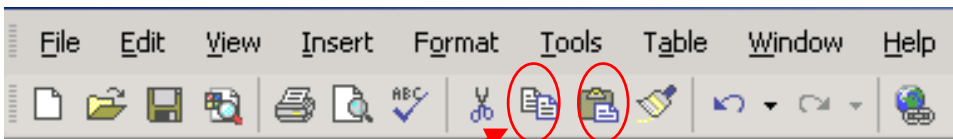


Different ways to copy & paste

Select text by highlighting it: **Selected text looks like this**

Choose the method that suits you best for copying & pasting:

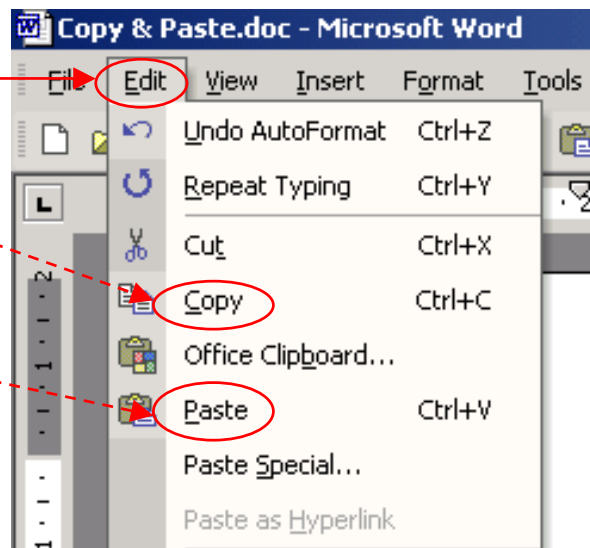
1. Using the **formatting toolbar**



- Click on **Copy** button
- Insert cursor where you want copied text to go
- Click on **Paste** button

2. Using the **Edit menu**

- **Edit** >> **Copy**
- Insert cursor where you want text to go
- **Edit** >> **Paste**



3. Using the **keyboard**

- **Ctrl + C**
- Insert cursor where you want copied text to go
- **Ctrl + V**

4. Using the **mouse**

- Right-click on selected text
- From short-cut menu select **Copy**
- Insert cursor where you want copied text to go
- Right-click
- From short-cut menu select **Paste**