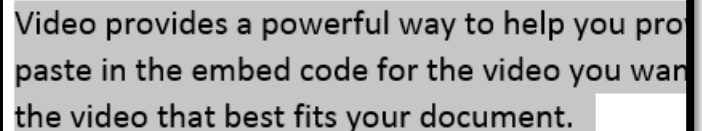


Copy and Paste is a function that allows you to copy information (text, photos, data) from one program and paste it into another. It can be a huge time saver

FIRST STEP: HIGHLIGHT (SELECT) TEXT

1. Click and drag to select a word, sentence, or paragraph of text.

1

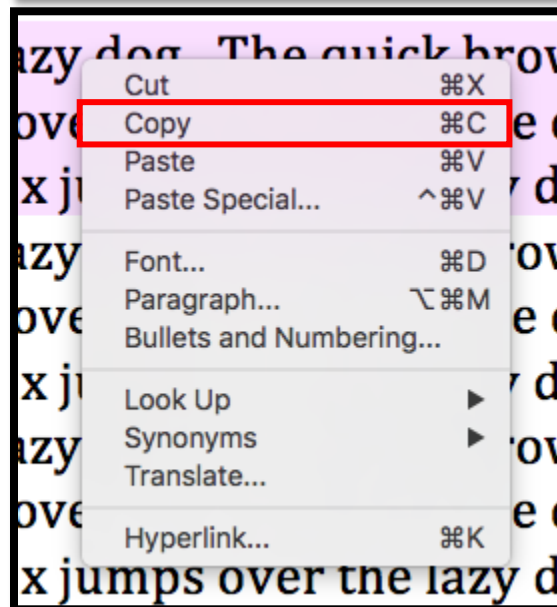


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paste in the embed code for the video you wan
the video that best fits your document.

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text box designs that complement each other.
and sidebar. Click Insert and then choose the e

2. With your mouse, RIGHT-CLICK on any of the selected text and click on **COPY**.

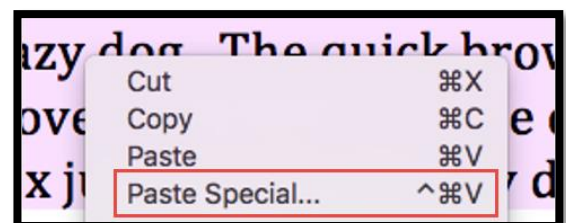
2



SECOND STEP: PASTE SELECTED TEXT

1. Place your insertion point where you want the copied text to be pasted and RIGHT-CLICK your mouse and choose **Paste Special**.

1



2. Select **Unformatted Text** and click OK.

