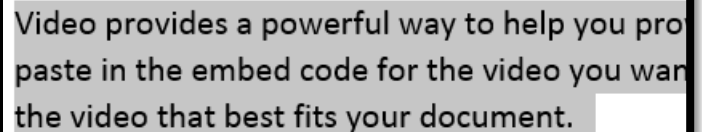


Copy and Paste is a function that allows you to copy information (text, photos, data) from one program and paste it into another. It can be a huge time saver

## FIRST STEP: HIGHLIGHT (SELECT) TEXT

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

1

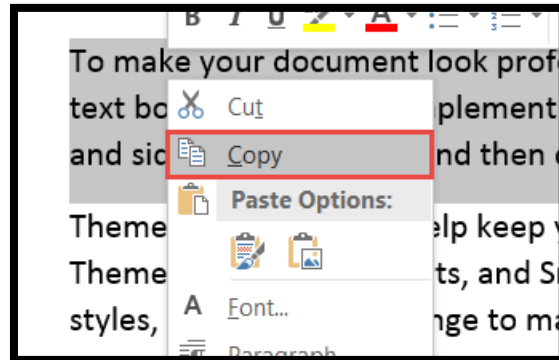


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the video that best fits your document.

To make your document look professionally pro  
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**.

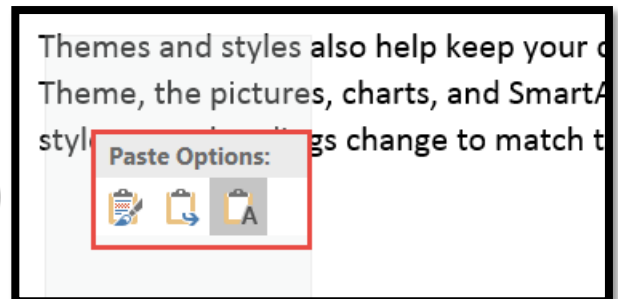
2





## 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 the **PASTE** option that works best.

1



 **Keep Source Formatting:** Copied text maintains its formatting features (font, size, color, etc...)

 **Merge Formatting:** Copied text assumes the characteristics (font, size, color, etc...) of the document you are pasting it into.

 **Keep Text Only:** Copied text gets pasted as plain text (default font, size, color, etc...) This option removes all the original formatting from the copied text.