

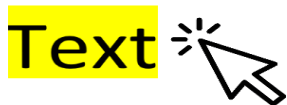
Quick How-To: How to Use Copy and Paste

This guide is for anyone wanting to learn how to move text, messages, or numbers from one place to another using a computer or device.

Step-by-Step Instructions

Step 1: Highlight the Text

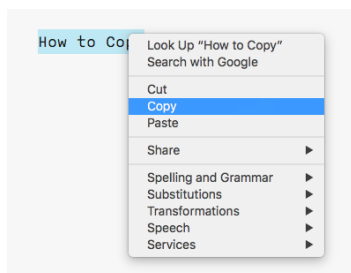
- Click and drag your mouse or finger across the words you want to copy.



The text will become highlighted.

Step 2: Copy the Text

- **Right-click** and choose **Copy**, or press **Ctrl + C** (on a computer).



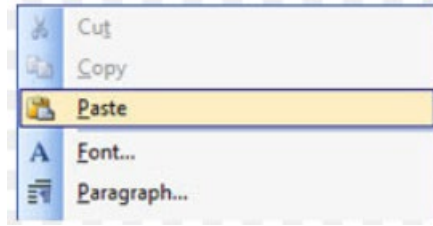
- On a phone or tablet, tap and hold, then tap **Copy**.

Step 3: Go Where You Want to Paste

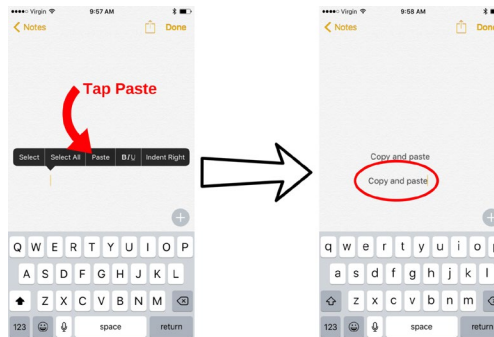
- Click or tap the spot where you want to place the text.

Step 4: Paste the Text

- Right-click and choose **Paste** or press **Ctrl + V** (on a computer).



- On a phone or tablet, tap and hold, then tap **Paste**.



You Did It!

You've used the copy and paste feature on your phone or tablet.