

# COPY/PASTE



To move or copy text and graphics long distances or to other documents:

- 1 Open document you want to copy
- 2 Select or highlight the text or graphics you want to copy.
- 3 To copy the selection, click **Copy**.
- 4 If you want to copy the text or graphics to another document, switch to the new document by minimizing and maximizing screens.
- 5 Click where you want your text or graphics to appear in the new document.
- 6 Click **Paste**.