

How to Copy and Paste Text

- Highlight the text you want to copy, by holding down the left mouse button and dragging the cursor across the chosen text.
- Press Control + C
- Switch to the screen you want to copy the text into.
- Click in the screen where you want the text to appear.
- Press Control + V
- Your copy and paste maneuver is now complete.

OR

- Highlight the text you want to copy, by holding down the left mouse button and dragging the cursor across the chosen text.
- Click the right mouse button and choose **Copy** from the dropdown menu.
- Switch to the screen you want to copy the text into.
- Click in the screen where you want the text to appear, with the left mouse button.
- Click the right mouse button and choose **Paste** from the dropdown menu.
- Your copy and paste maneuver is now complete.