Tired of typing? Try Copy & Paste!

If you've ever needed a phrase, block of text or even a whole page typed more than 2 or three times then Copy/Paste is just the thing you need! This handy guide will show you how to get started and answer a few questions.

FIRST: Place your pointer at the very beginning of what you want to copy. Notice that the arrow turns into a "cursor" when it is pointed at text.

SECOND: Hold down the LEFT mouse button and drag the mouse to the end of what you want to copy, then TAKE YOUR FINGER OFF OF THE BUTTON. DO NOT CLICK AGAIN. You will notice that you now have an area which is highlighted in blue.

THIRD: Go to the very top of your browser screen and left click on EDIT, then left click on COPY from the drop down menu.

ALTERNATIVELY: The other way to do this is to release the left mouse button after you have highlighted the area, and then RIGHT click it, making sure you hold the mouse perfectly still. This also generates a little box, called a context menu, where you can LEFT click on COPY, but this can be confusing for beginners. There are also keyboard shortcuts to do this for more advanced users.

FOURTH: Place your cursor at the point where you want to paste the copied text and left clicking once (it may be a different document, such as an e mail or Word document or Notepad document you have generated).

FINALLY: When you have your cursor placed at the spot you want to put the highlighted section, go back to the EDIT button and from the drop down box click on PASTE. The copied text will be placed in the new location.

That's all there is to it!