

How to Copy and Paste

- Place your cursor in front of the first letter of the word, sentence, paragraph, or image you want to select. Click and hold while you drag your cursor to select the content you want.
 - Copy the selected text using the keyboard shortcut
 - PC: Ctrl + C
 - Mac: Command + C
- Place your cursor where you want to insert the copied information.
 - Paste the copied text using the keyboard shortcut
 - PC: Ctrl + V
 - Mac: Command + V