

A Quick Guide To...

Volume 1

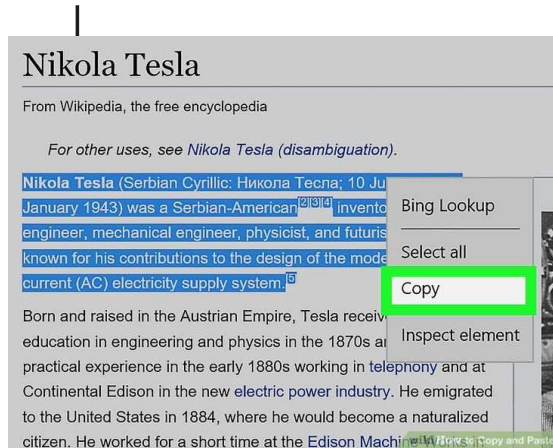
Copy and Pasting



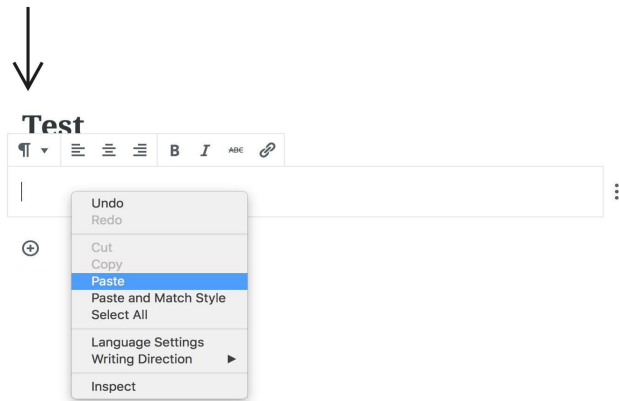
There are a few ways to copy and paste-

Writing

1. To copy and paste the text you must first highlight the text by left clicking where you want to start copying, then hold down the left mouse button and drag to the end of what you wish to copy so that it highlights all that you wish to copy. When you've highlighted what you want right click on the highlighted text and choose the option 'copy'.

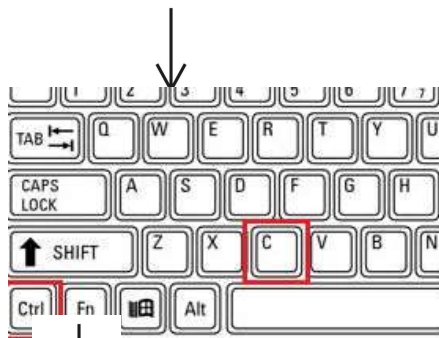


2. To paste what you've just copied left click where you want to paste the text then right click and choose the option 'paste'.



Another way of copying and pasting-

Similar to the first example, you still need to highlight what you wish to copy but instead of right clicking to choose 'copy' you can press the keys- CTRL and the C key which are located at the bottom left of the keyboard - this will copy what you have highlighted.



To paste what you have just copied left click where you wish to paste it and press the keys CTRL and the V key to automatically paste it.



Images

1. To copy an image (e.g from google images) you must right click on the image and select 'copy image'. Then go to where you wish to paste it, left click where you want to put the image then right click and choose the option 'paste'.
2. To keep a saved copy of a picture from google, social media etc, you must right click on the image and choose 'save image as'. This will take you to your documents folder, choose which document you wish to save it in e.g images file. Click on the long box at the bottom and write in what you would like the saved image to be called. Then click 'save' or 'done' and the file will be saved onto your laptop.

Document folder.

