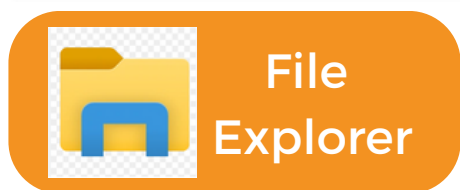


Copy & Pasting Text and Files

1. Choose the item you wish to copy. To select multiple files or segments of text, hold down the Shift key while using the cursor. Or drag your cursor over the top until the text is highlighted
2. Simultaneously press Ctrl + C on your keyboard. There won't be any notification confirming that your text or files have been copied to the Clipboard.



3. Go to the destination where you want to paste the item. This could be another program, where you can paste text or image (like Microsoft Word). For files and folders, use File Explorer to navigate to your destination path.



4. Press Ctrl + V on your keyboard. This will paste the copied image or text. For text, it will include the original formatting from the source.

