Copy and Paste

A few reasons why users might want to copy and paste are as follows:

1. Copy a web address from a document and paste into an internet browser such as Chrome, Mozilla or Internet Explorer.
2. Copy an email address from one source to paste within an email account.
3. Copy a picture from a web page to paste in a document.
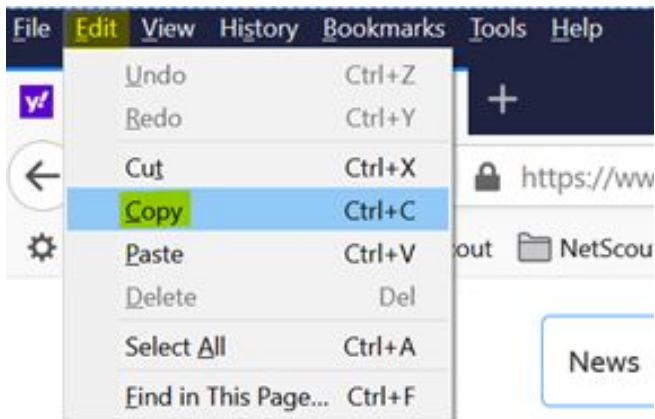
Chromebook Users

Copy

1. Choose one of the options below. Press these keys on the keyboard at the same time:
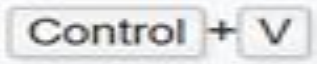
   · Control (Ctrl) key + c

2. Highlight item to copy and right-click until the menu box is displayed. Select the **Copy** option
3. Highlight item to copy and select **Edit** from the Menu toolbar at the top of the page. Select the **Copy** option.
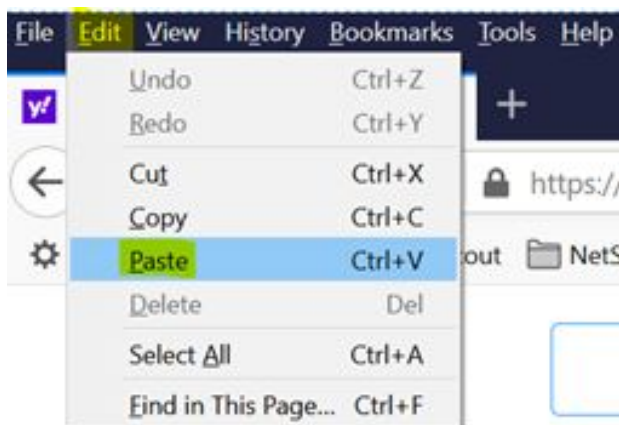
Example

<u>Paste</u>

1. Choose one of the options below. Press these keys on the keyboard at the same time

   - Control (Ctrl) + v

2. Highlight item to copy and right-click until the menu box is displayed. Select the **Paste** option

3. Highlight item to copy and select **Edit** from the Menu toolbar at the top of the page. Select the **Paste**
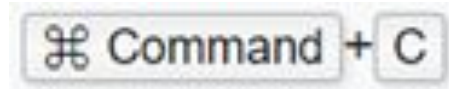
   option.

Example:

Apple Users

Copy

Press these keys on the keyboard at the same time

- Command + c

⌘ Command + C

Paste

Press these keys on the keyboard at the same time

- Command + v

⌘ Command + V