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.
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

**Paste**

Press these keys on the keyboard at the same time

- Command + v