



# Windows 10

## COPYING AND PASTING

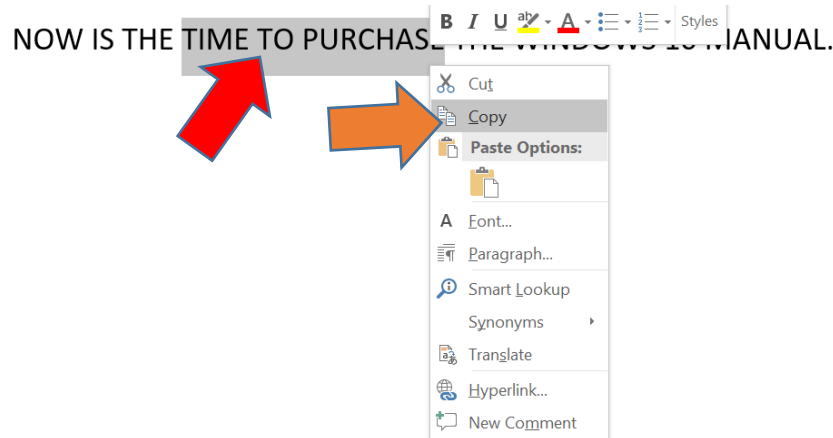


# COPYING AND PASTING

The copy and paste procedure is applicable to text, files, pictures, folders, web addresses, etc. The procedure used is the same; **Highlight/Select > Copy > Determine Where To Place Copy > Paste.** (See “How To” Select/Highlight Text Free Download.)

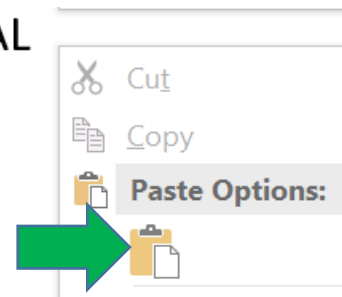
## COPYING AND PASTING TEXT

**Select** the text to copy. For this procedure “TIME TO PURCHASE” is selected. **Right Click** “Highlight” (red arrow below). **Left Click To Copy** (orange arrow below).



This placed the selected text into the computer’s memory called the clipboard. **Determine Where To Place Copy** by placing the cursor where you want the text placed. For this example the **Cursor** is placed after the word “THE” (brown arrow below). **Right Click** for “Menu”. **Left Click** “Paste” (green arrow below).

NOW IS THE THIS WINDOWS 10 MANUAL



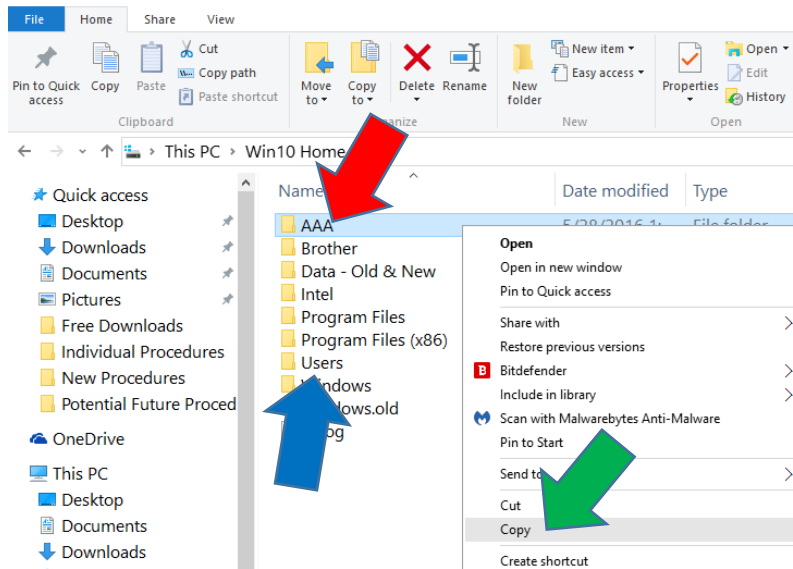
Results:

NOW IS THE TIME TO PURCHASE THIS WINDOWS 10 MANUAL

## COPYING AND PASTING FOLDERS OR FILES

**Highlight/Select > Copy > Determine Where To Place Copy > Paste**

Below Selected AAA Folder **Right Click** “AAA Folder” (red arrow below) **Left Click** “Copy” (green arrow below). (See “How To” Select/Highlight Text Free Download.)



**Double Left Click** “Users” (blue arrow above). **Right Click** “Blank Space” (orange arrow below). **Left Click** “Paste” (green arrow below). “AAA Folder” is “Copied” (brown arrow below) into the User folder (red arrow below).

