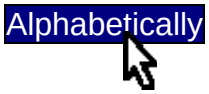
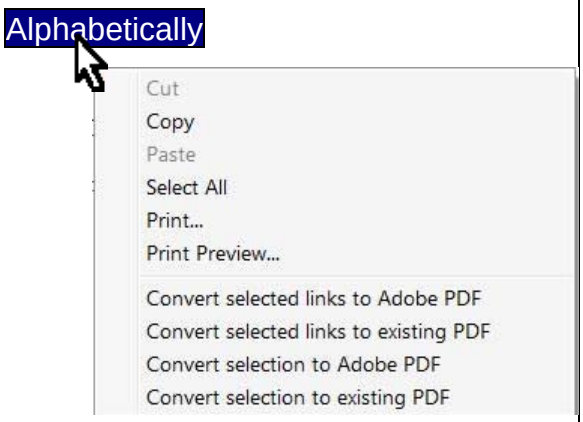
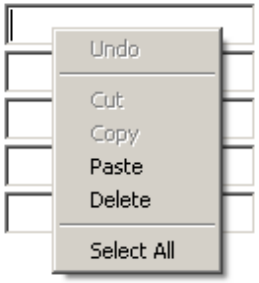
STEPS FOR COPY AND PASTE

1. **Highlight** the word/words you want to copy. **2. Point** the mouse pointer so the tip is **on top of the highlighted word.**	
3. While pointed at the word, **right-click** the mouse. a. You will get a small menu with a **Copy** command on it b. **Left-Click** on **Copy**	
4. **Left-click** inside the **text box** where you want to paste. A blinking line will appear there. 5. **Point** the mouse so that the I-beam shaped cursor is <u>inside the text box.</u> 6. While pointed in the box, **right-click** the mouse. a. You will get a small menu with a **Paste** command on it b. **Left-Click** on **Paste**