1. **Highlight** the word/words you want to copy.

2. Hold down the *Ctrl* key on your keyboard and press and release the *c* key. Let go of the *Ctrl* key. This stores the word in memory.

3. **Click** inside the text box where you want to paste. A blinking line will appear there.

4. Hold down the *Ctrl* key again, and press and release the *v* key. Let go of the *Ctrl* key. This will paste the remembered word into the text box.