

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

Alphabetically

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.

Alphabetically



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.

