

## How to “Cut” & “Paste”

**To 'CUT' or copy information:** Move your mouse over the text that you want to copy - 'CUT'. Left click and hold down your mouse while dragging it over the entire text you wish to copy. This will 'highlight' the text to be copied. Then, while this text is highlighted, press down and hold at the same time your 'Ctrl' & the letter 'C' buttons. This will tell your computer to copy whatever is highlighted.

**To 'PASTE' information:** Go to your e-mail program and open up a new "SEND TO" e-mail recipient (a person to who you wish to send this message). Once that window is opened up... you now need to 'PASTE' the copied information into this new e-mail. Place the mouse cursor in the e-mail where you wish to paste the text. Then, to paste the information press down and hold at the same time your 'Ctrl' & the letter 'V' buttons. This will tell your computer to paste whatever was highlighted into this new e-mail. It may take some practice to get it to work. By doing that simple little step, you have now enabled your e-mail recipient to be able to read your message easier and with less frustration on their part!