

Copying and Pasting From a Web Page

(We recommend using Internet Explorer for this.)

TEXT

- Highlight the text you want by clicking and dragging
- **Right-click** on the highlighted text
- Select **COPY**
- Open up the program where you want to insert the text (example: MS Word or PowerPoint)
- **Right-click** on the page
- Select **PASTE**

IMAGES

- Find the image you want on the Internet
- **Right-click** on the image
- Select **COPY**
- Open up the program where you want to insert the image
- **Right-click** where you want the image
- Select **PASTE**