

NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

How to Copy and Paste

Copy and paste is one of the handiest tricks on any device. This guide shows how to copy and paste on Windows, on a Mac, and on your phone: select the text, copy it, then paste it somewhere else.

Why copy and paste?

- ☐ No retyping
Confirmation numbers, addresses, long passwords - copy them exactly
- ☐ Move text between apps
From an email into a form, a note, or a text message
- ☐ It works almost everywhere
Windows, Mac, phones, even between them

Step by step

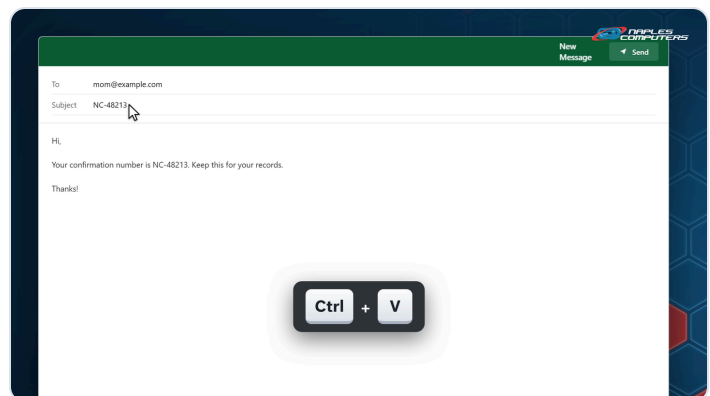
WINDOWS

1 Windows: copy and paste

Select the text, then press Control C to copy.

WHAT TO DO

Click where you want it, then press Control V to paste.



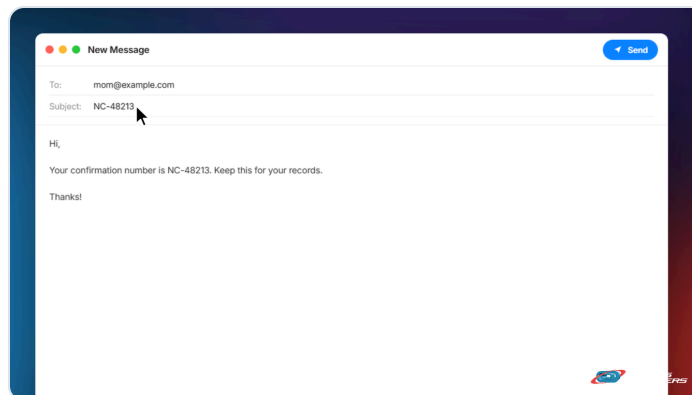
MAC

2 Mac: copy and paste

Select the text, then press Command C to copy.

WHAT TO DO

Click where you want it, then press Command V to paste.



On your phone

- ☐ Touch and hold the text
Drag the blue handles if you need to adjust exactly what's selected
- ☐ Tap Copy
It appears right above the selected text
- ☐ Touch and hold where you want it
Then tap Paste

Recap: copy and paste

- ☐ Windows: Control+C to copy, Control+V to paste
- ☐ Mac: Command+C to copy, Command+V to paste
- ☐ Phone: touch and hold, then tap Copy or Paste
- ☐ It works between almost any two apps

Be extra careful copying and pasting passwords or account numbers where others can see your screen. And never paste a 'fix' or code someone told you to run over the phone — that's a common scam.



Still stuck on a shortcut?

Call 239-513-1960

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