

Copy and Paste Windows, Mac, Phone

Select it, copy it, paste it somewhere else. The same idea works almost everywhere.



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1 Windows: Select the Text

Click and drag to select, then look for the red box – that's what you selected.

Hi,
Your confirmation number is **87-45678**. Keep this for your records.
Thank!

2 Press Control+C

This copies it to your clipboard.



3 Click Where You Want It

Click in the new spot, like a Subject line or search box.

Subject: **87-45678**

4 Press Control+V

It pastes right in – no retyping.

Subject: **87-45678**

5 Mac: Select the Text

Click and drag to select; it turns blue.

Hi,
Your confirmation number is **87-45678**. Keep this for your records.
Thank!

6 Press Command+C

This copies it to your clipboard.



Command + C

7 Click Where You Want It, Then Command+V

Click the new spot and paste – it pastes right in.

Subject: **87-45678**

8 Phone: Touch, Hold, Tap

Touch and hold to select, tap **Copy**. Touch and hold the new spot, tap **Paste**.



**Still stuck?
239-513-1960**



Good to Know

- Right-click (or two-finger click on a Mac trackpad) selected text for a **Copy** / **Paste** menu too.
- It works between almost any two apps – even from an email into a text message.
- Windows key + V opens your clipboard history, so you can paste something you copied earlier.



Need Help?

Contact Naples Computers

239-513-1960

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