

Cut and Paste

Moving text from a web page to Microsoft Word or other word processing software

1. Open Microsoft Word

- Double click the Word icon on the desktop
- Click on "FILE" → "NEW" and open a blank document
- minimize Word by clicking the minus sign in the top right-hand corner of the screen
- You know it is open when the icon shows in the task bar (at the bottom of the screen)

2. Open your browser and find the information you want to copy

- Highlight all of the text (and graphics) that you would like to copy
- After it is highlighted, let up the mouse button
- Using the mouse, click on "EDIT" → "COPY" (now a copy of everything you have highlighted in on the virtual clipboard waiting to be pasted into a new location)

3. Go to the Task Bar at the bottom of the screen and click on the Microsoft Word

- On the menu, click on "EDIT" → "PASTE"

Your text should be visible in the word processing software. Now you can highlight the text and change the font size, style, etc. using the icons at the top of the page.

Once the text looks the way you want it to look you can print using FILE → PRINT on the menu.