

Copy and paste in two programs: Copy from a web site into an email

You can have two programs open at the same time and work in both without first closing one. The steps below show you how to copy text from a web site you are viewing in your browser into an email message in your email program.

1. Open your email program and open the email compose message window then start your browser (for example, Internet Explorer or Netscape).
2. Go to any web site using your browser program.
3. Select (highlight) a section of text from the web site and copy it: Click the Edit menu in the browser and click Copy.

The text you selected is copied to the -clipboard.

4. Open your word processor and click the email button on the taskbar (Windows) or click the email program in the Finder (Macintosh) to make the email window the "active window."
5. Click in the body of the email -message.
6. Paste the text you copied from the web site into the email message: Click the Edit menu in the email program and click Paste.

Copy and paste within the same document and copy text from one document to another

You can open two documents and copy or cut text for one to the other while both are open.

1. Open your word processor and click the File menu and click Open to open a document that is saved on your computer.

2. Click the File menu and click NEW and open a new (blank) document.

3. Click the button on the taskbar (Windows) that shows the name (or part of the name) of the first -document you opened or click the document in the Finder (Macintosh)

The document appears on your screen as the "active" document on top of the blank document.

4. Double-click in the left margin next to the paragraph you want to copy to select the paragraph.

5. Click the Edit menu and click Copy or click the Copy button on the toolbar.

The text you selected is copied to the -clipboard.

6. Click the button on the taskbar (Windows) that says "Document1" or whatever the blank document is called, to open the blank -document or click the window in the Finder (Macintosh) to make that document the active window on your screen.

7. Click to place the insertion point at the top of the document and click the Edit menu and click Paste or click the Paste button.

The text you selected is pasted into the new document.