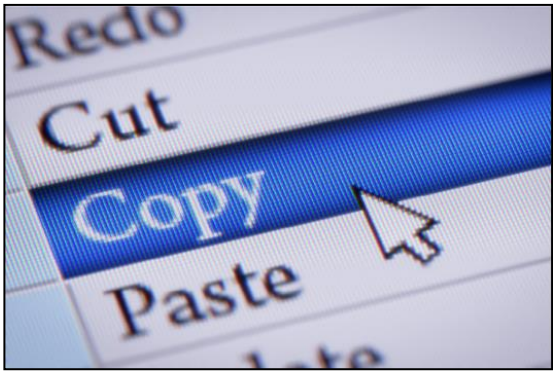
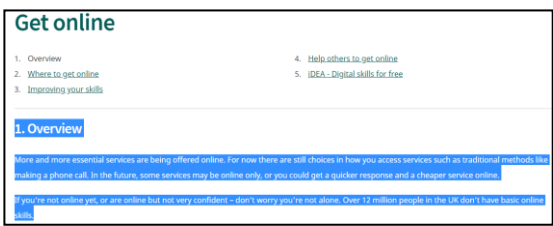
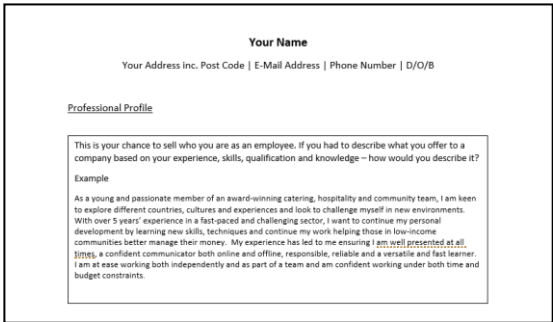
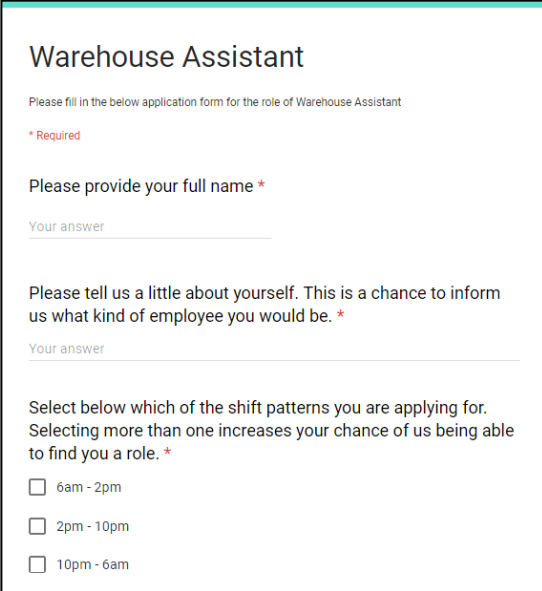
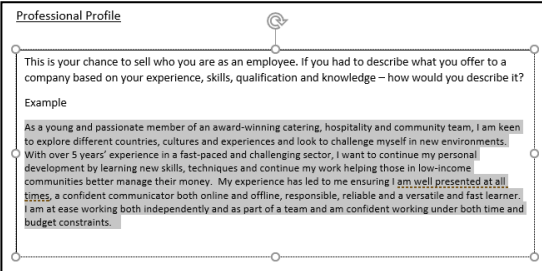
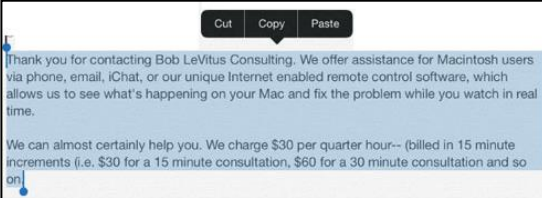
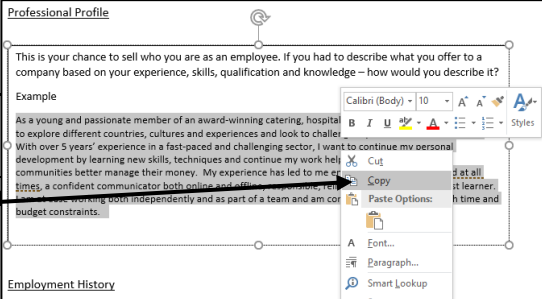

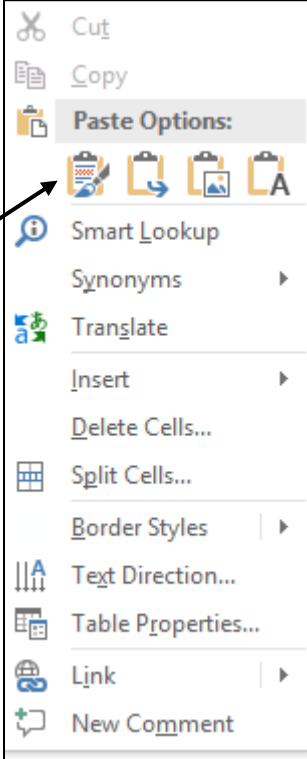


Fresh Start – Copy & Paste

In this session we are going to be looking at copying and pasting information. This includes selecting text or documents and transferring them from one place to another.

Copy & Paste	
1	<p>Copying and pasting can be done in various places throughout using a computer, smartphone or tablet computer.</p> <p>Typically, copying and pasting is taught alongside cutting but we aren't going to look at cutting information or images in this session.</p>
	
<p>Knowledge check – What's the difference between cutting and copying?</p>	
2	<p>Firstly, to copy and paste anything you need to select what you intend to copy. This is the same whether you are looking at selecting text or an image.</p>
	
3	<p>We are going to look at copying and pasting text but the process is the same for images too. In the example below, we are going to look at copying and pasting information from a CV into an online job application form.</p>
	

<p>4</p>	<p>When filling in job application forms, you may be asked to provide information which you already have typed into a CV. This can be a barrier for some but copying and pasting the information from the CV to the online form can save having to retype everything.</p> <p>To the right is a mock job application form that is asking for a professional profile. This is something often included in a CV so we can copy it from there directly into this online form.</p>	
<p>5</p>	<p>You'll need to have both your CV (or whatever text/ it is you are trying to copy) open as well as the online form or location you are wanting to copy the information in to open too.</p> <p>For those using a laptop, you need to left-click just before the text you are wanting to copy and then, whilst holding the left click down, drag the mouse until you reach the end of the text you are wanting to copy. The text should all be highlighted.</p>	
<p>6</p>	<p>For those using a tablet computer or a smart phone, you need to hold your finger down near the text you are wanting to copy until a box like the one on the right appears. You can drag and drop the blue sticks at the end of the paragraph to encompass the text you want to copy.</p>	
<p>7</p>	<p>Those using a tablet computer or a smartphone, now need to select the</p>	

	<p>copy option. Those using a laptop, need to right click on the text they've highlighted and select the copy option from the menu.</p> <p>You have now managed to copy the text and attached it to a virtual clipboard, saved on the device you are using.</p>	
8	<p>You now need to go to the place that you wish to paste the text/image in to.</p> <p>For those using laptops, you would right click in the space you wish to paste the text/image and select paste from the menu that appears.</p> <p>For those using a tablet computer or a smartphone, you need to press and hold down with one finger in the spae you wish to paste the text/image and select paste.</p> 	
9	<p>Copying and pasting gets easier the more of it you do.</p> <p>Using the below form, have a go at copying and pasting text into it.</p> <p>https://goo.gl/forms/7W1km4ZeISBrEpes1</p>	