

Create

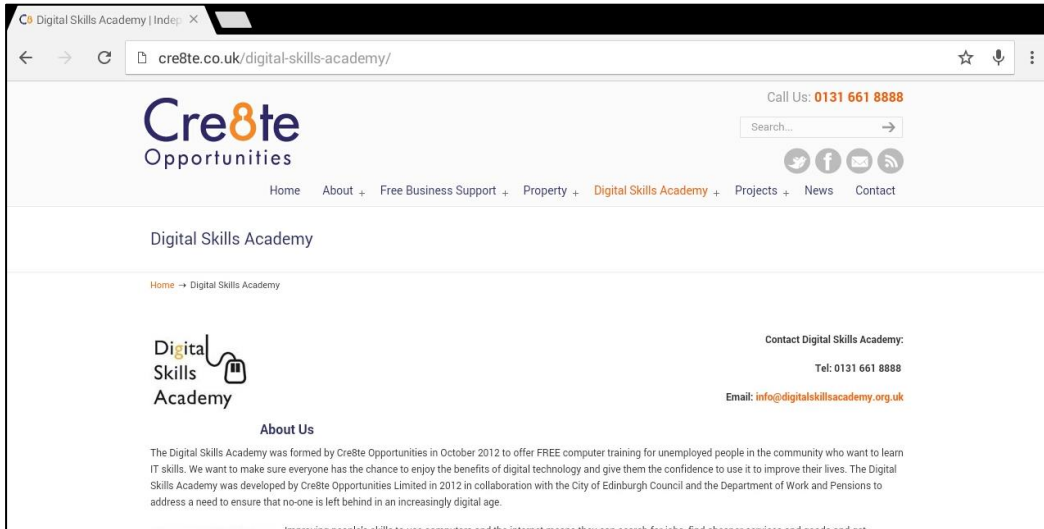
Copying & Pasting On A Tablet Or Phone

In this lesson we will look at copying and pasting text when browsing the internet when you're using a tablet.

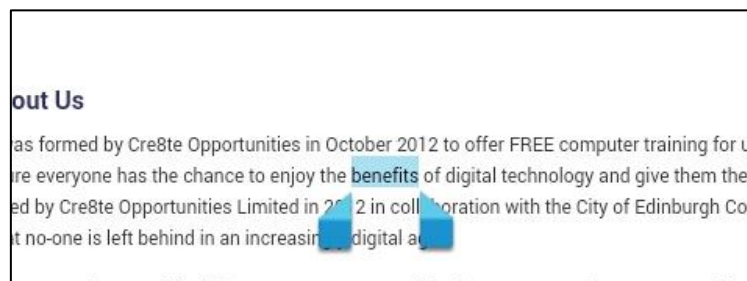
Lesson 1: Copying



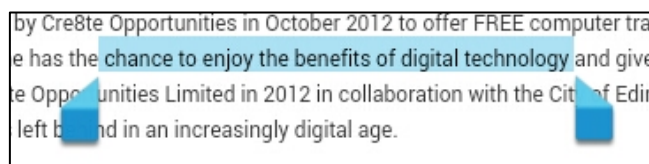
1. Locate on the webpage with the text you want to copy (we're using the www.cre8te.co.uk/digital-skills-academy website which you can use as well).



2. Press and hold your finger anywhere within that text. You will see that one or two words are highlighted in blue and there are two shapes on either side. Take your finger off the screen.



3. You can drag these shapes left and right to select more text if you wish by pressing and hold your finger on each and sliding it to the left or right.



4. If you look at the top of the screen you will be able to see some buttons have appeared. Press the "Copy" button



5. Go to the web page or document where you want to paste the text. Tap once on the position you want to paste it in, then press and hold your finger in the same position. You should see a little “Paste” symbol appear. Press this and the text will appear in that location:



Note: This symbol will disappear after a few seconds so press it as soon as it appears.