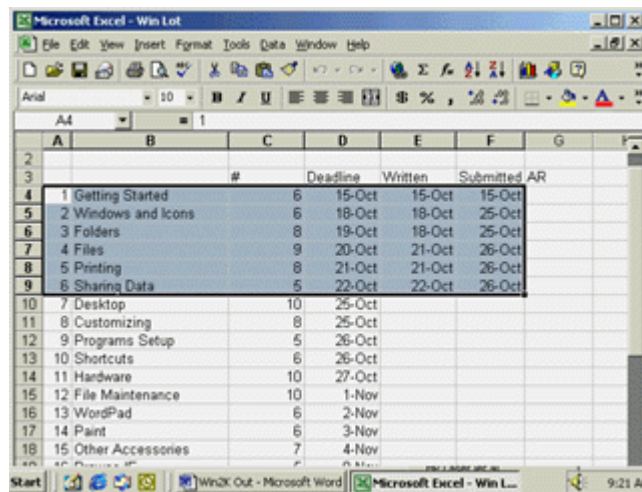


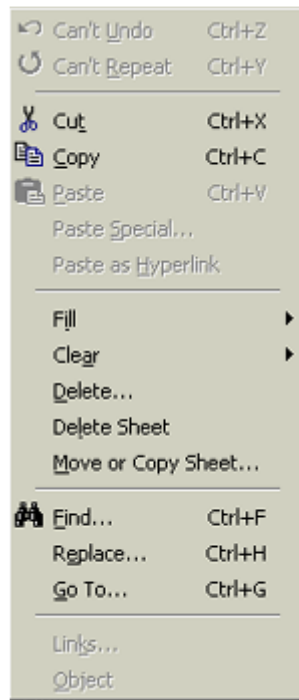
# Copy Data

## Step 1: Select the Data



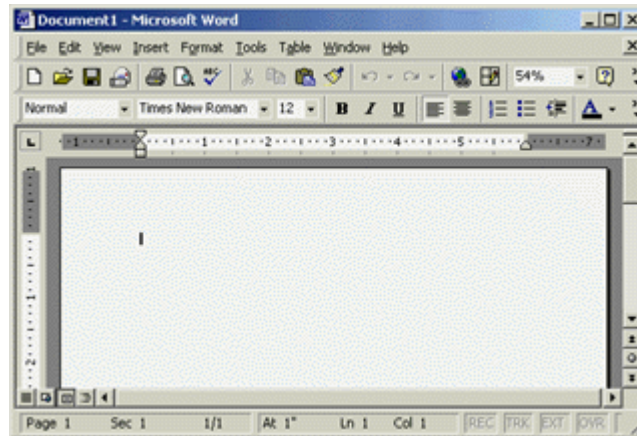
The first step in copying something is to select the data you want to copy. The tutorial called "Select Data" explains how to select different types of data.

## Step 2: Select the Copy Command



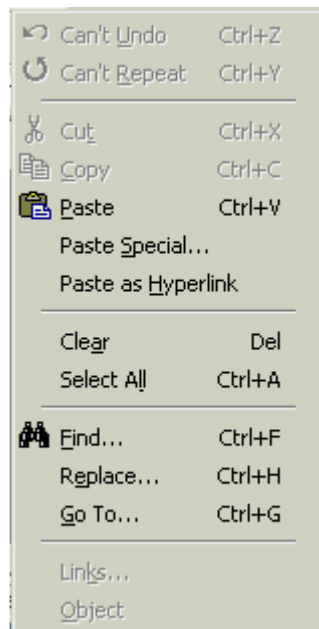
Open the Edit menu and select the Copy command. You can also use shortcuts. Most programs include a Copy button in the toolbar and a shortcut key (usually Ctrl+C). When you copy something, it is placed in the Clipboard, a temporary holding spot.

## Step 3: Move to the Other Program



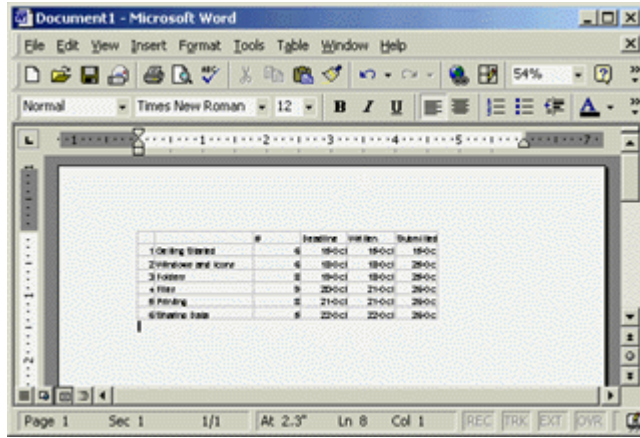
Move to the document where you want to paste the data. If the program and document are open, click the taskbar button for that document window. If the program is not running, start the program, and then open the document.

#### Step 4: Select the Paste Command



Open the Edit menu and select Paste. Look for shortcuts for Edit, Paste: a Paste toolbar button and a shortcut key (Ctrl+V).

#### Step 5: Edit and Save the Document



The object is pasted into the receiving program in the most appropriate format. Make any changes to this document. Be sure to save your work using the File, Save command.