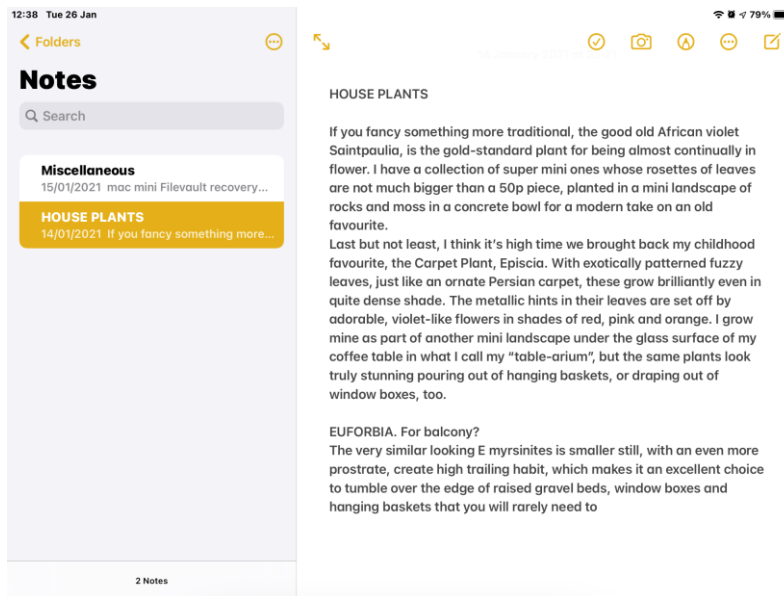


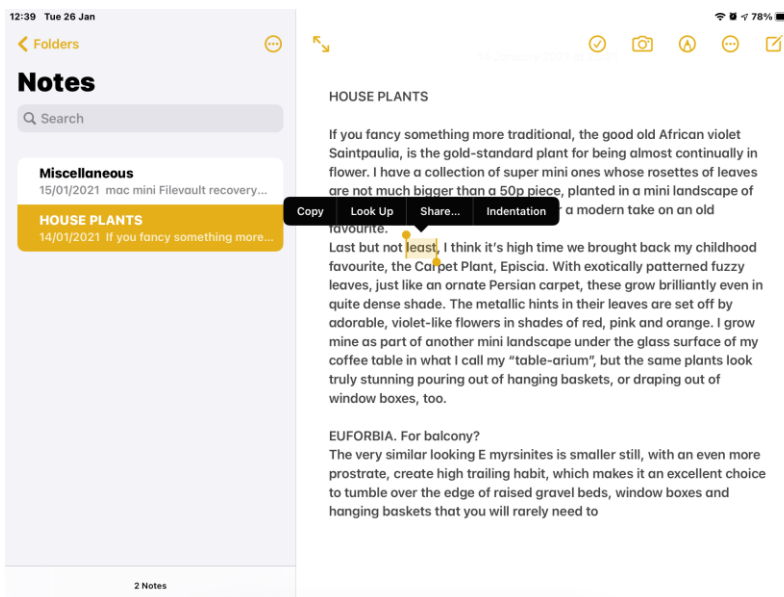
## COPYING

Copy and paste in iOS is fairly limited but allows an item (text or picture) to be copied and pasted to another place on your device.

As an example, let us follow the procedure on some notes in the inbuilt "Notes" App.

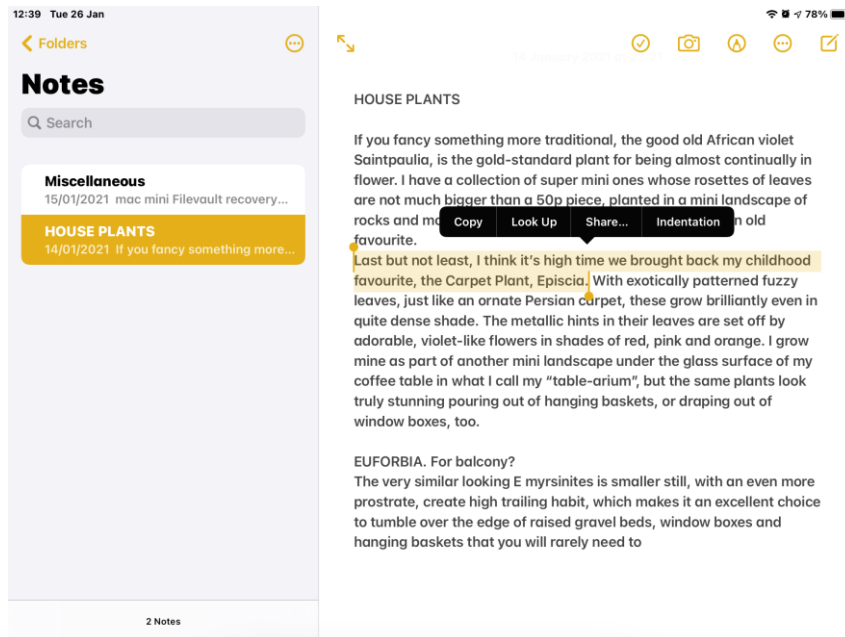


Double-Click a word in the text and it will be highlighted...

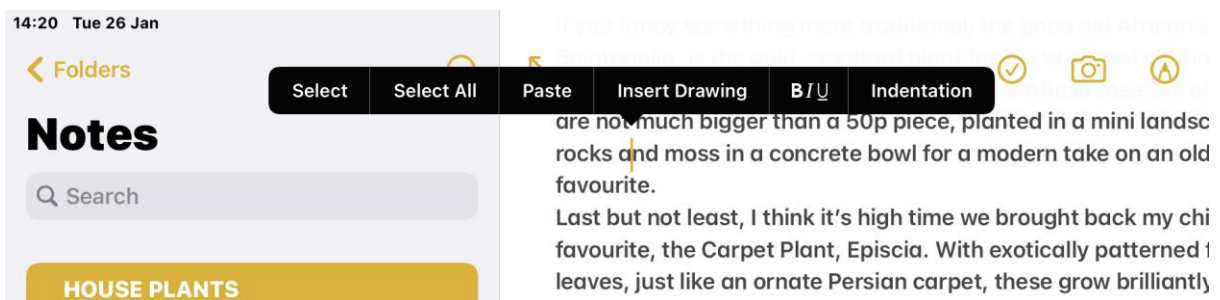


Tap on "Copy" to copy the word.

If you want more text, drag (with your finger) the little circles at the ends of the highlighted word...



Sometimes, this menu appears. Click "Select", resize selection and tap "Copy.."



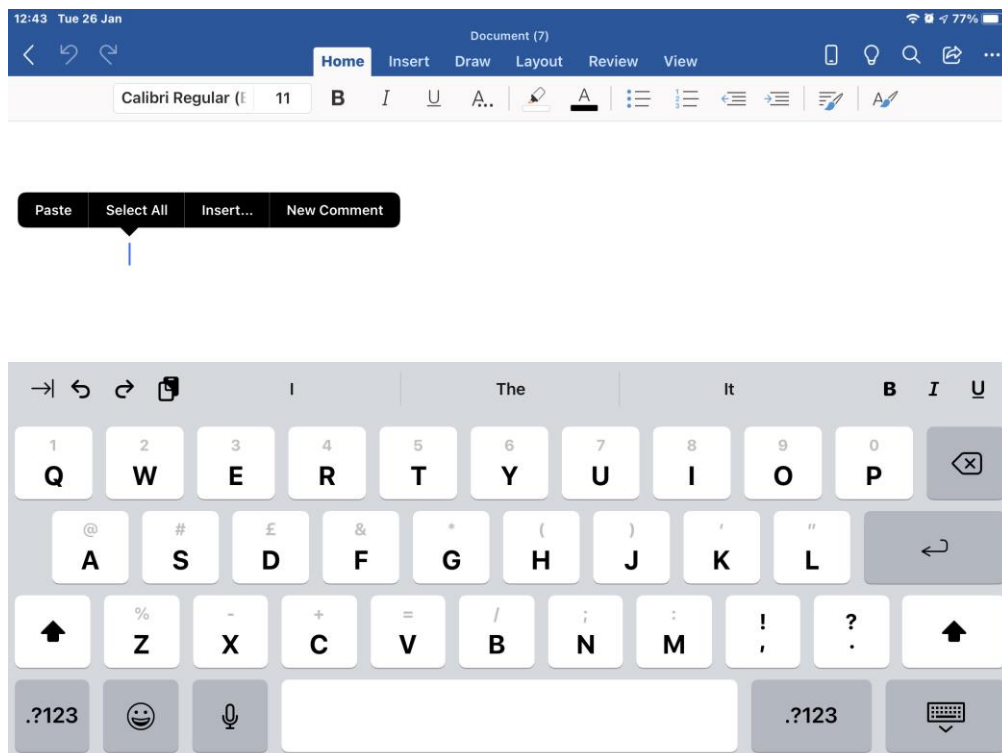
## PASTING

You can touch somewhere else in the Notes or into any other App on your device to paste the item you have copied. (Into a word processor, a web page address bar or Google, or where ever.)

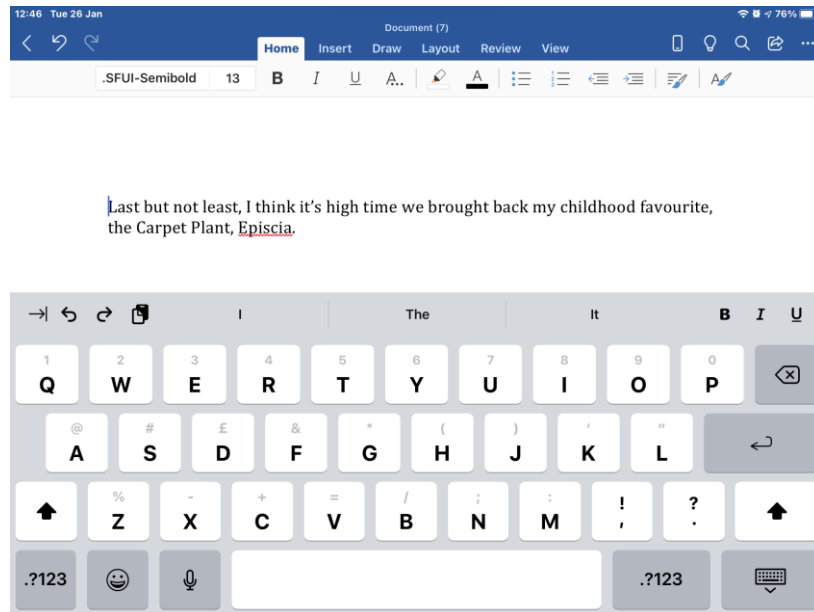
For example, let us paste into a Word document. Open Word on your device.

(Word is a free App on iPads and iPhones so you can install it from the "App Store" if you want it.)

Tap in the page and the menu bar will show like this...




Tap on “Paste” to paste the copied item into the Word document.



That’s it. That is the way to copy and paste on iPads and iPhones.

Sometimes, you want to paste something that you have already pasted somewhere else, even on a previous day. To keep a brief history of your copied items, go to the ‘App Store’

and search for and install “iPaste”. 

The last few items that you have copied, are available on iPaste and by touching the item on the iPaste list you can then paste where you want to.

## **SCREENSHOTS**

Taking a copy or “Screenshot” of all or part of your screen is dealt with in the document “iOS\_Screenshots”.

## **FURTHER TIPS ON USING IPHONES AND IPADS**

are available in document “Tips for iPhones & iPads”