



Copy and Paste Text From the Internet

1. Open *Internet Explorer*



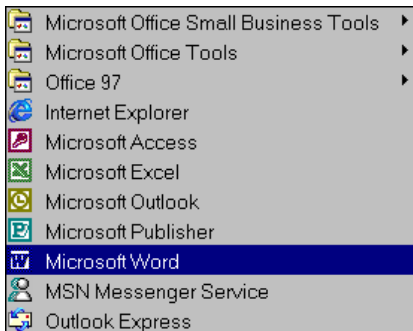
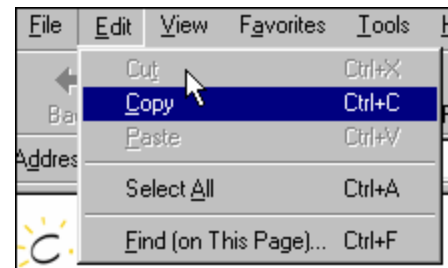
or *Netscape Communicator*.



2. Using a search engine, saved bookmark, or URL entered in the LOCATION box of the Web browser, find information on the Internet that you wish to copy.

3. Left-click and drag the mouse across the text to be copied so that it turns another color. This is called highlighting or selecting the text.

4. In the menu bar, select **EDIT > COPY**, or use the copy-and-paste shortcut by holding down the control key and pressing “C” (CTRL-C).

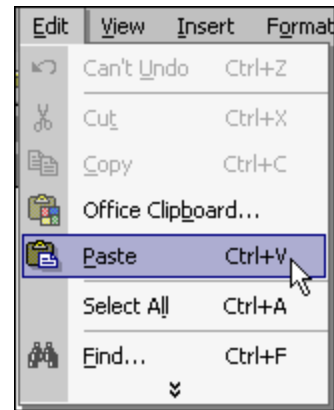


5. Open a new word-processing document by selecting **START > PROGRAMS > MICROSOFT WORD**.

6. In the word-processing document, place the mouse cursor where you want the copied information to be located and click.

7. In the menu bar, select EDIT > PASTE, or use the shortcut by holding down the control key and pressing "V" (CTRL-V).

8. The information that you copied should now be displayed in the word-processing document.



9. The copied information can now be edited, saved, and/or printed just like any other word processing document can be. Be sure to explore the issue of copyright and plagiarism when teaching this skill to your students!