

A. How to Highlight/Select

To Highlight or Select:

1. Place the cursor at the beginning or end of the area that you want to select.
2. Click and hold down the left mouse button.
3. While holding down the left mouse button, drag the mouse over the entire area you want highlighted.
4. When the desired area is highlighted, release the left mouse button.

An Alternate Method:

1. Place the cursor at the beginning of the item and press the left mouse button once ("click").
2. Press and hold down the "Shift" key.
3. While holding the "Shift" key Move the cursor to the end of the area you want selected and press the left mouse button once ("click").
4. Release the "Shift" key.
5. You should see the entire area selected (highlighted).

To Highlight/Select an entire page:

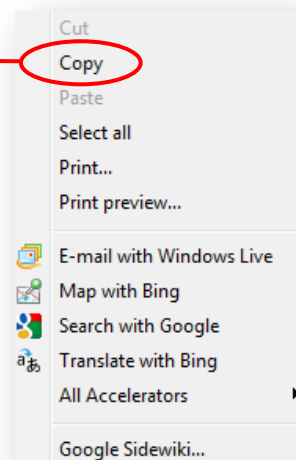
1. Can be done using any of the above methods **OR**:
2. Using control keys – press the "Ctrl" key and the "A" key at the same time.

How to Copy and Paste

Copy

1. **Highlight/Select** what you want to copy. *The text or image will be highlighted in blue.*
2. **Right Click** anywhere in the blue highlighted area.
3. A menu will appear.
4. Click on the **Copy** option.

A copy of your selection will be stored temporarily.

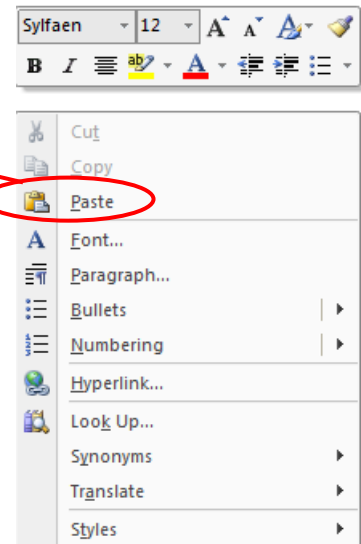


Paste

To practice pasting, open **Microsoft Word**.



1. **Right click** in the open white space of your **Word** document.
2. A menu will appear.
3. Left click on the **Paste** Icon to paste the copied data into the document.
Whatever you have copied (pictures, text, objects graphics etc.) will paste/appear into the document.

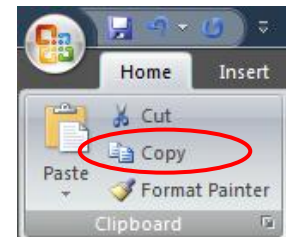


*This basic **copy and paste** method can be applied to emails, word processors and just about any software that can copy and paste data.

B. Alternative Methods for Microsoft Word 2007 or 2010.

Copy

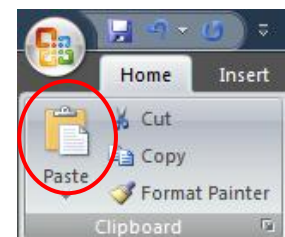
1. **Highlight/Select** the data you wish to copy.
2. Click on the copy icon from the **Home tab's Clipboard dialogue box** near the upper left corner of Word. *Your data will be copied*



- **Hotkey Copy Method**
Highlight/Select, then Press the **"Ctrl Key"** and the **"C"** key at the same time.
The data is now copied and ready for pasting.

Paste

1. To paste your copied data, click on the **Paste** icon on the **Home tab's Clipboard dialogue box** near the upper right corner of Word. *Your data will be pasted into the document.*



- **Hotkey Paste Method**

Highlight/Select, then press the **“Ctrl Key”** and the **“V” key** at the same time.
Your data will be pasted into the document.

C. Using URL's/Hyperlinks

You can copy (and cut) any URL or web address from your web browser and paste it into emails, text messages and other digital documents (documents accessed via the internet)

Doing this will create a hyperlink or link that the end user can click to access the exact information from the URL that you copied. i.e. you are creating a hyperlink.

This is a great way to share information and communicate with friends, family and colleagues.

Email

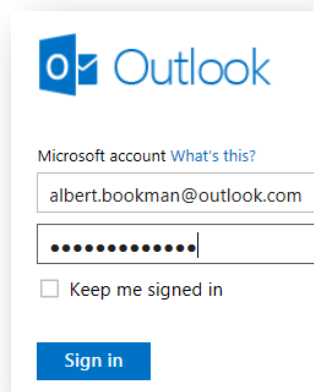
One of the most common ways to utilize this feature is through an email account.

For this example we will be using a Microsoft Outlook email account. The URL address from the St. Albert Public Library's homepage will be used as a test link that you will email to your personal email address. Internet Explorer was used for the web browser.

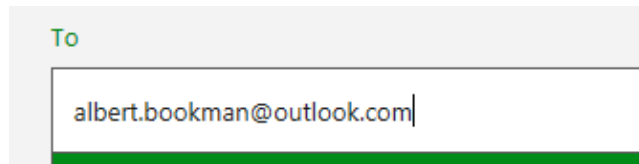
1. Launch a web browser (Firefox, Chrome or Explorer).
2. Type in the URL **www.sapl.ab.ca** in the web browser's URL box.
3. Left click on the New Tab icon. (the *New Tab icon will vary within each browser*)



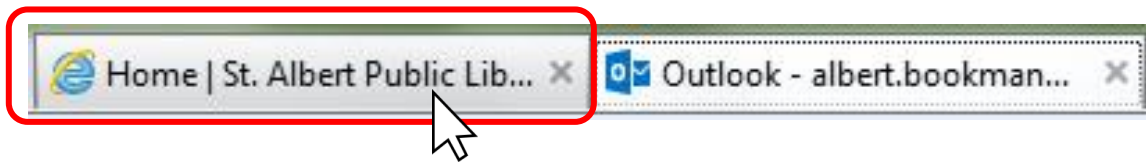
4. Use this blank tab to access your email provider's webpage e.g. www.gmail.com, www.hotmail.com, www.yahoo.com etc.
5. Log into your email account.



6. Create/compose a new email to yourself by adding your email address in the “**To:**” box.



7. In the subject line type **Library Link**
8. Switch to the library's webpage by clicking on the tab that is running the St. Albert Public Library.

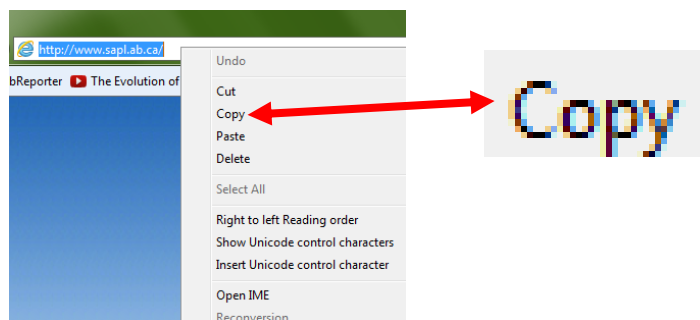


9. Click anywhere in the tab's URL box. The web address in the URL will highlight in blue.



10. Right click anywhere within the URL box. A menu will appear.

11. Left click on the “**Copy**” option from this menu.

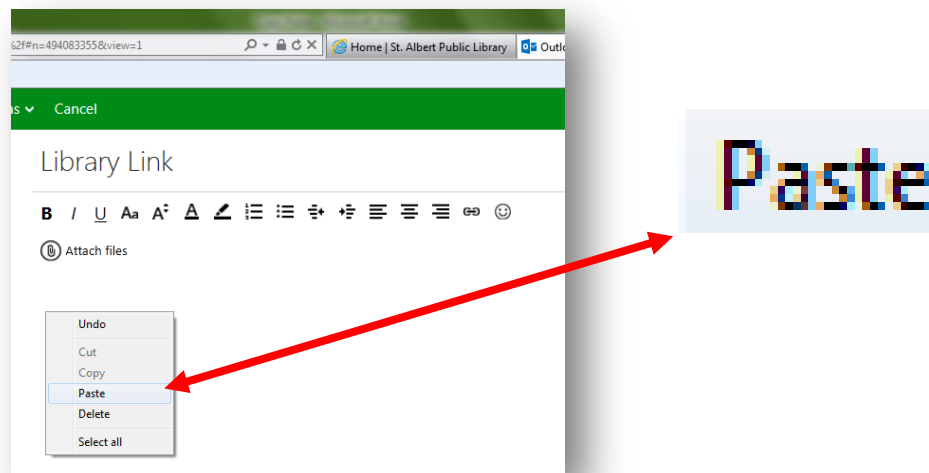


12. Switch back to the tab that is running your email account.

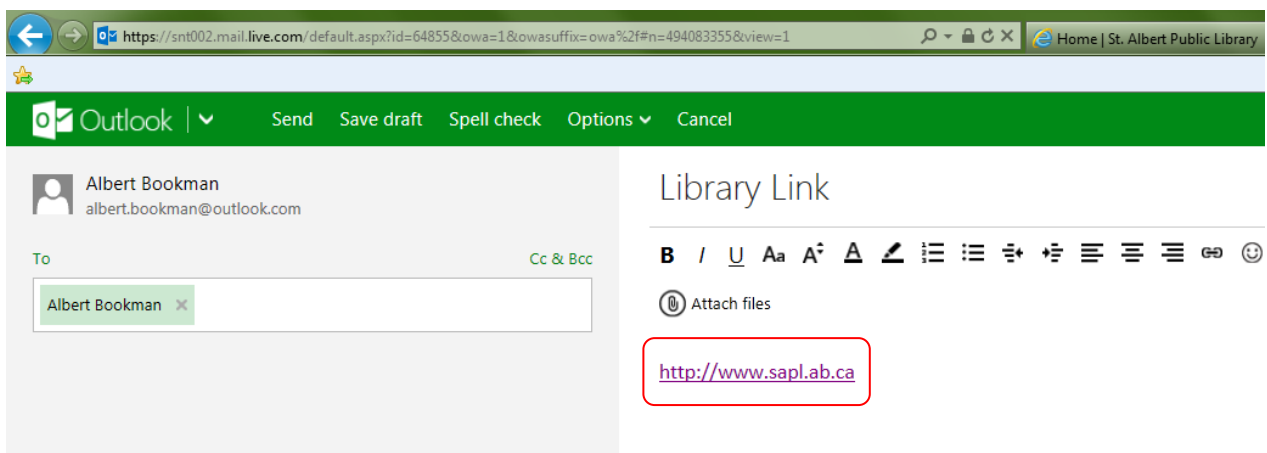
13. Left click anywhere within the white space where you type.

14. Right click to open a menu.

15. Left click on the “**Paste**” option. *See image on next page.*



16. The link will be imbedded in the email.



17. Send this email to yourself. Open it and test out the link by clicking on it. If you have copy and pasted the link correctly, you will be taken the homepage for the St. Albert Public Library.