



How To Copy and Paste on a Tablet

There are four basic steps to copy and paste whether it is on a computer, a tablet, or a smartphone.


The 4 Basic Steps to Copy and Paste

- Highlight
- Copy
- Activate
- Paste

In Chapter 17 “*Advanced Email*” I show how to copy and paste using an iPad tablet. You’ll see those steps at the end of this document. Below are the steps for how to copy and paste with an Android tablet.

To Copy and Paste with an Android:

Highlight -

1. Hold your finger down on the text you would like to copy.
2. Two arrows will  appear. h gadgets. This tion helps you clicking tablet
3. Tap and drag the top arrow to the **beginning** of the desired text.
4. Tap and drag the bottom arrow to the **end** of the desired text.
- 5.



Copy –

Tap Copy .

Activate –

Go to where you want to paste the text and click to activate that area. That may mean opening a new email or opening a document.

Paste –

Tap Paste  .

1.

“IS THIS THING ON?”




AskAbbyStokes.com

(Excerpted from Chapter 17, page 280)

To Copy and Paste with an iPad:

TAP AND GO

1. Activate text.
2. Highlight text.
3. Tap Copy.
4. Tap  or .
5. Press and hold in text message area, then release.
6. Tap Paste.

