

WordPerfect  
**COPY TEXT**



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Click on the blue, underlined text to go to its linked reference.

In WordPerfect, you can copy varied types of text.  
Here's how to do that.

1. Select the text.

1-1. To select a word, double-click.

In WordPerfect, you can copy **multiple** selections of text. This feature lets you copy several sections of text at the same time so you don't have to copy and paste them individually. ¶

1-2. To select a sentence, triple, left-click.

**In WordPerfect, you can copy multiple selections of text.** This feature lets you copy several sections of text at the same time so you don't have to copy and paste them individually. ¶

1-3. To select a paragraph, quadruple, left-click.

**In WordPerfect, you can copy multiple selections of text.** This feature lets you copy several sections of text at the same time so you don't have to copy and paste them individually. ¶

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2. From the MenuBar, Left-click on Edit > Copy (**Figure 1**) or you can use the *Ctrl*+C keys — hold the “*Ctrl*” key and touch the “C” key, releasing both quickly to copy selected data. (Nothing appears to happen but all the selected data is now on your “Clipboard” which is a part of your virtual RAM.)



Figure 1

3. Click where you want the text to appear.

4. From the MenuBar, select Edit > Paste (**Figure 2**) or use the *Ctrl*+V keys — hold the “*Ctrl*” key and touch the “V” key, releasing both quickly.

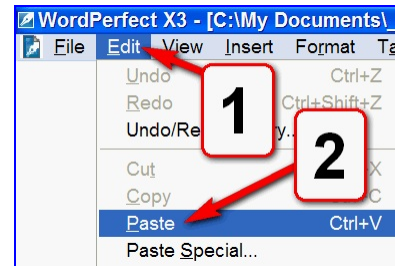


Figure 2

5. The text appears where you clicked in Step 3.