

WordPerfect
COPY TEXT



© Darry D Eggleston, 813.677.2871, DarryD@darryd.com
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. ¶

¹ Permission for reproduction in whole or in part is granted to groups and organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2010 Darry D Eggleston, <http://DarryD.com>. Editors: PegEgg Eggleston & Parker Monroe.

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.

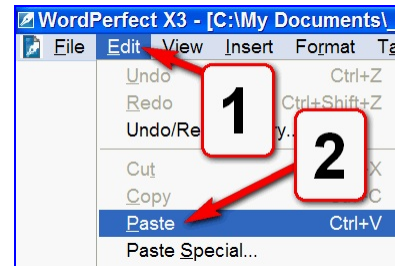


Figure 2

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