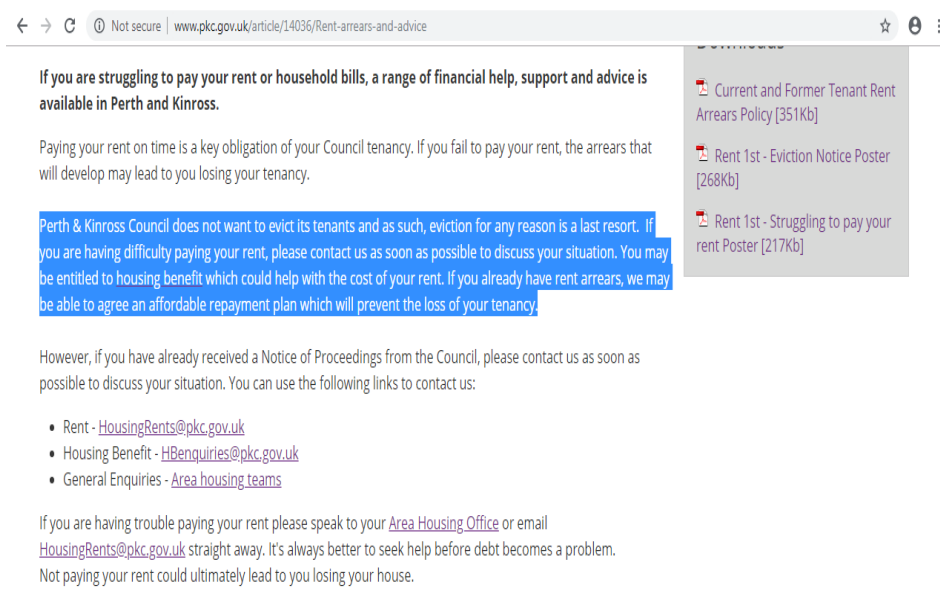




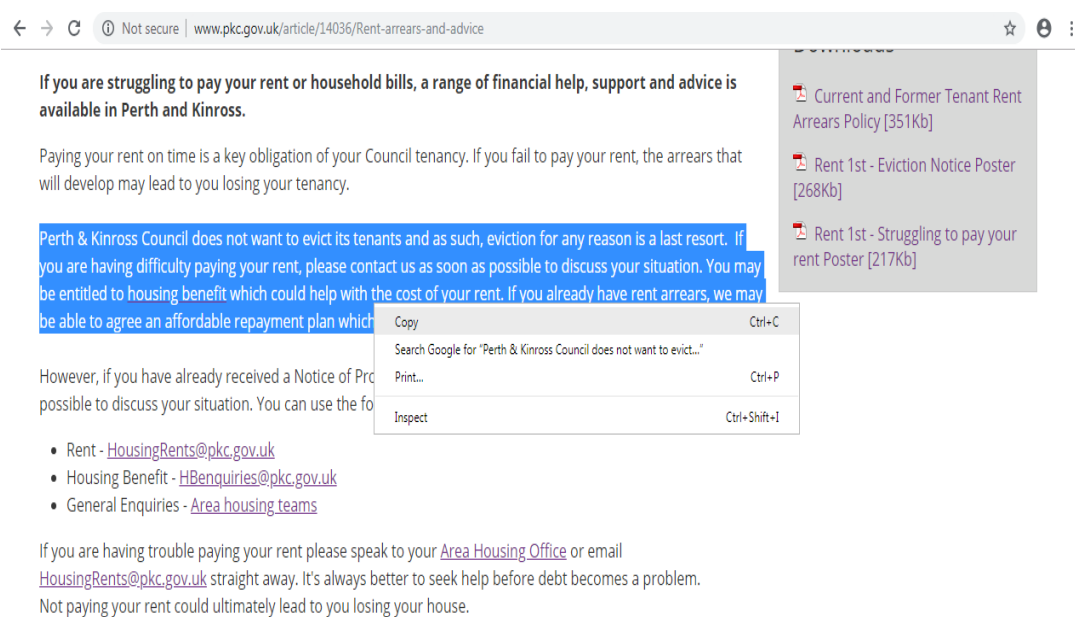
## Digital Inclusion Project Guide to:

### Paste and Cut

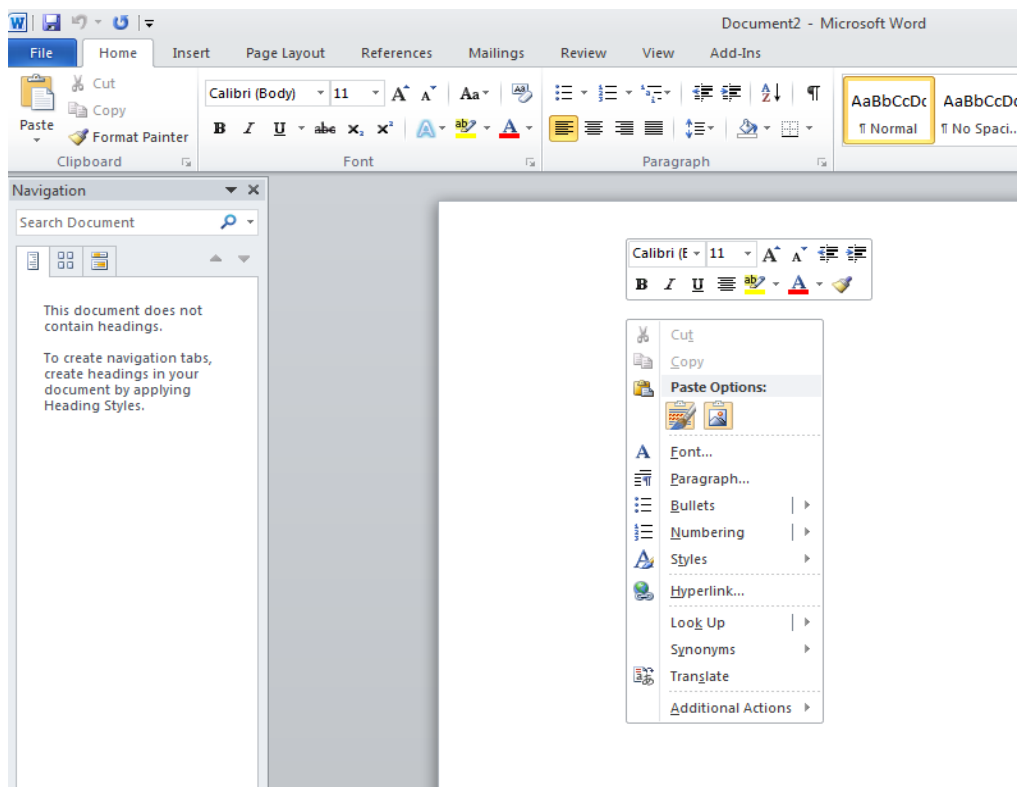
1. To paste selected information, you firstly need to copy the information you would like to paste. You do this by highlighting the selected amount of information you'd like, like so;



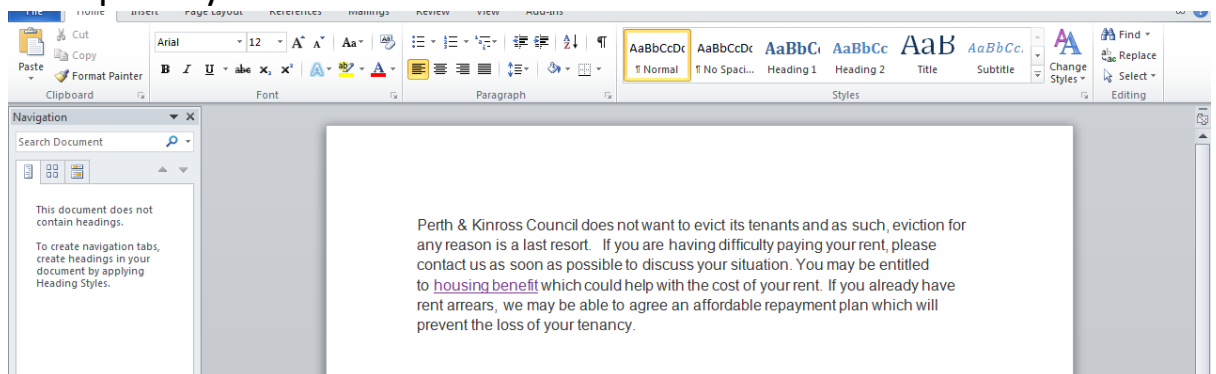
2. Once you have highlighted the selected amount of information, right-click on the highlighted information, then a menu of options should appear. Click on 'copy'.



3. After the information has been copied, you can then paste this information by going on a blank document and right-click on the blank document, like shown;



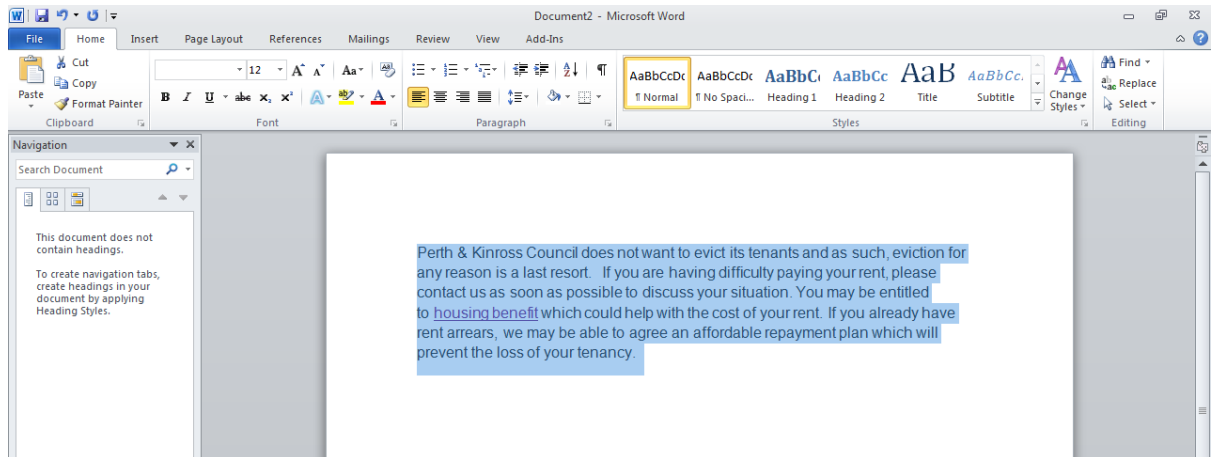
4. Then click on the left picture under 'Paste Options' which will then paste you're selected information.



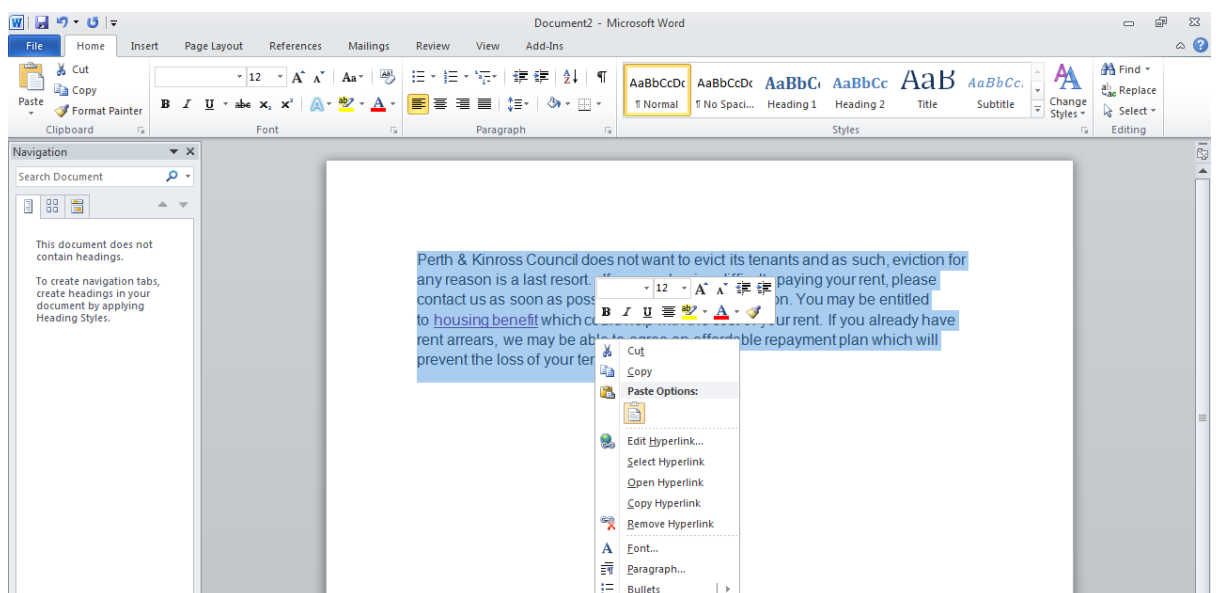
And that's the selected information officially been pasted.

## Cut Guide:

1. To get rid of information that you no longer want or need, you will need to 'cut' the information. First step is to highlight the information you would like to get rid of.



2. Once you have highlighted the information right-click on the highlighted area, which will make a menu of options appear. Click on option 'cut'.



3. The highlighted area will then automatically be cut from your document.

