

Copy & Paste Text

One way students can complete printable activities is by copying the activity into a word processing application and typing their answers.

Students should check with their teachers to see which information must be copied. Some teachers require the entire activity and others require only question numbers and answers.

Begin by opening both the activity and your word processing application. Common word processing applications include Word, Open Office, and Pages.

How to Select and Copy Work

1. Open the activity.
2. Highlight the text.
 - a. Point at the space just before the first word to be copied.
 - b. Click and hold the left mouse button.
 - c. Drag the cursor over the text. Selected text will be highlighted.
 - d. Release the left mouse button.
3. Copy the text.
 - a. Point at the highlighted text.
 - b. For Windows, click the right mouse button.
 - c. For Mac, press and hold the Control key and click.
 - d. A menu opens. Click Copy.

After selecting and copying your work, go to your word processing application to insert the text you have copied.

How to Copy from a PDF

Some activities are presented as PDFs. Apex Learning recommends the free Adobe Reader for working with PDF files.

Adobe Reader has two types of cursors — a hand for scrolling through pages and a pointer for selecting and copying text.

To select either pointer, click its icon in the toolbar at the top of the window.

How to Paste into a Word Processing Application

1. In your word processing application, select where to paste by pointing to where the text should begin and clicking the left mouse button.
2. For Windows, click the right mouse button.
3. For Mac, press and hold the Control key and click.
4. A menu opens. Click Paste.

You may now save the document to your desktop and begin working within the saved document.