





# Copy and Paste Instructions (Mac/Windows)

Open a web browser (Netscape or Internet Explorer, also called "IE") and your Word Processor.

To show the desktop, go to the upper right corner:

-  : hide a program by clicking on the corner icon (APPLICATION ICON) and choosing "hide application"
-  : minimize a program by clicking the FLAT LINE button in the corner.

To switch to another application already running/launched:

-  : click on the corner icon and select the application you want to make "active"
-  : click on the minimized icon at the bottom of the screen to make a different application "active"



Note: Macs running OS 8.5 thru 9.1 have a feature called the application switcher, which you can "tear off" by clicking on the application icon, holding down the mouse button, and dragging the mouse down. This application switcher can be moved to 'float' anywhere on the screen. OS X includes a "dock" similar (but MUCH fancier) than the Windows taskbar





## TO COPY AND PASTE TEXT FROM A WEBPAGE:

1. Go to the webpage in Netscape/IE which contains the info you want.
2. Highlight the text you want to copy by clicking and dragging.
3. From the EDIT menu, choose COPY. (or right click and choose copy)
4. Switch into ClarisWorks (make ClarisWorks "active")
5. Click where you want to put the text
6. From the EDIT menu, choose PASTE.

**TO COPY AND PASTE PICTURES/GRAPHICS FROM A WEBPAGE:** (On a Windows computer, this **copy** technique only works with IE. Netscape users must save internet graphics as a file, usually either GIF or JPG format, then insert the saved file into the document.)

1. Go to the webpage in Netscape/IE which contains the picture/graphic you want.
2. Move your mouse over the graphic you want to copy
3. Copy the picture by:

1.  : click the mouse button and hold it down till you see a popup menu, then choose to "copy the image"
2.  : click with the **RIGHT MOUSE BUTTON** on the picture, and from the popup menu choose to "copy the image"

4. Switch into ClarisWorks (make ClarisWorks "active")
5. Click where you want to put the text
6. From the EDIT menu, choose PASTE.