


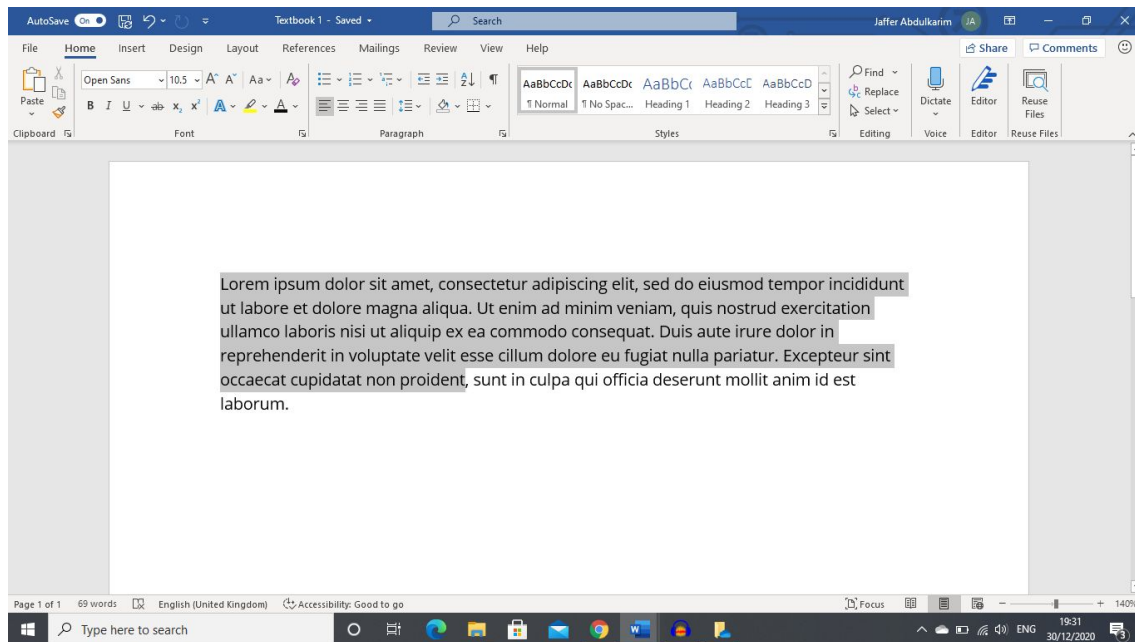
# *Digital Ambassador*

*How to copy and  
paste* 



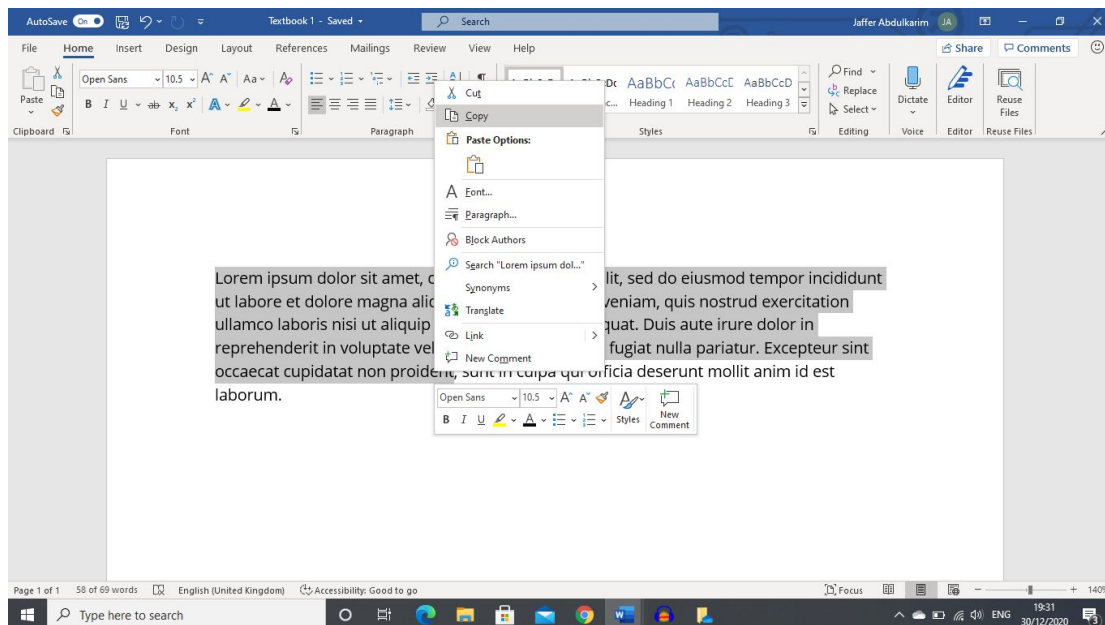
## Step 1:

Select the text you wish to copy. You can do this by clicking and dragging over the text.



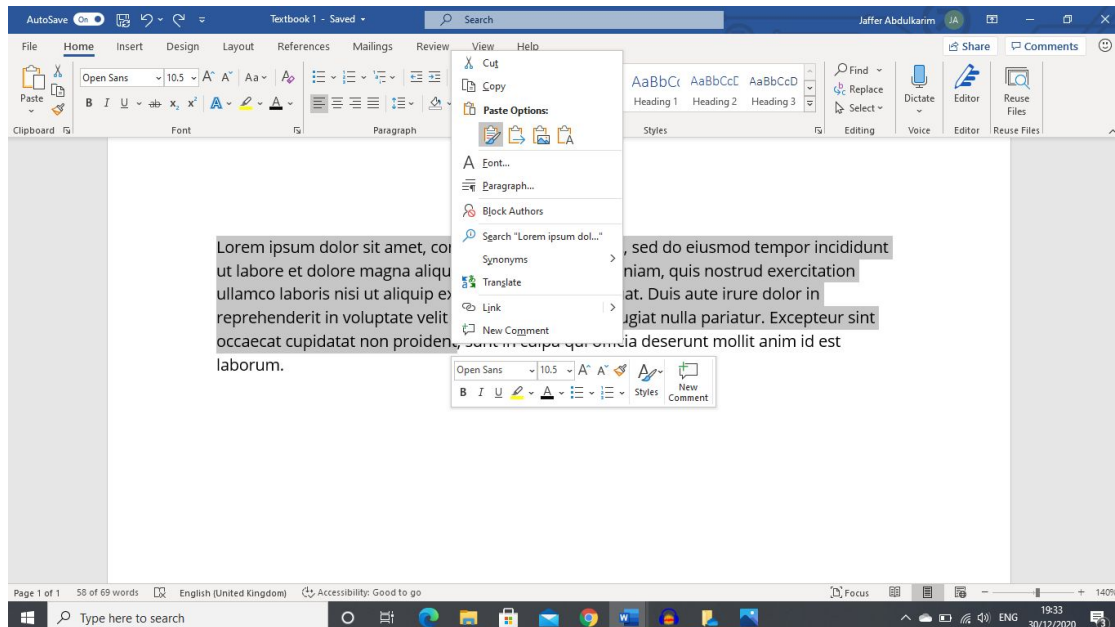
## Step 2:

Right click and select the copy option (or Ctrl + C)  
Or the cut option (Ctrl + X)



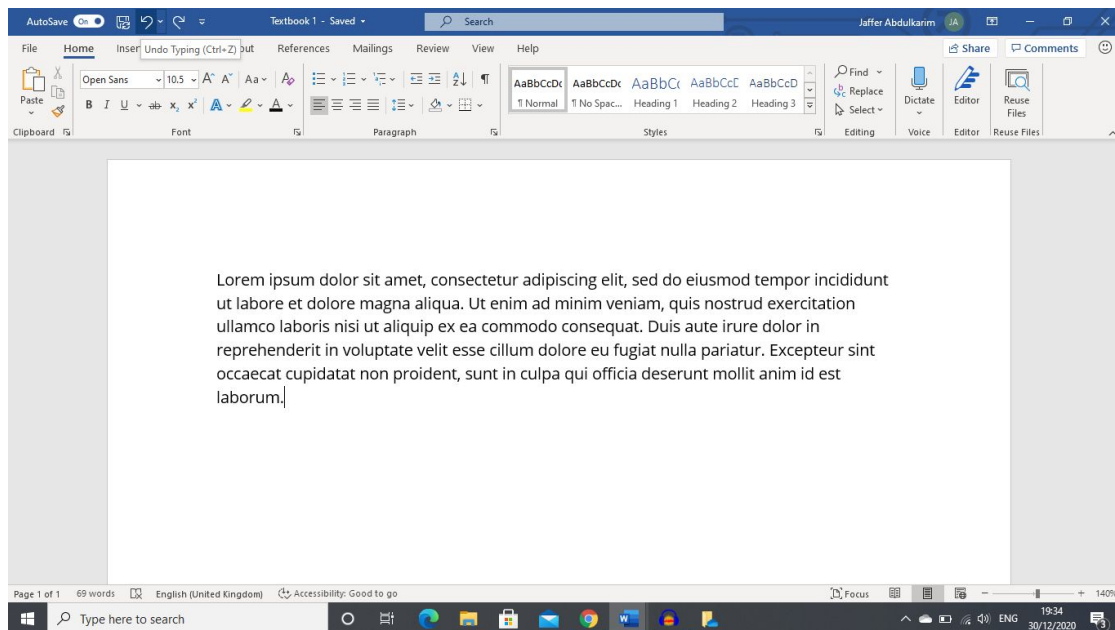
## Step 3:

Go to where you wish to paste the copied text and right click again. Select the paste option. (or Ctrl + V)



## Step 4:

If you wish to undo an action you can click undo in the top left of the screen (or Ctrl + Z)



## Step 5:

If you wish to redo an action (where you accidentally clicked undo) you can click redo (or Ctrl + Y)

