Digital
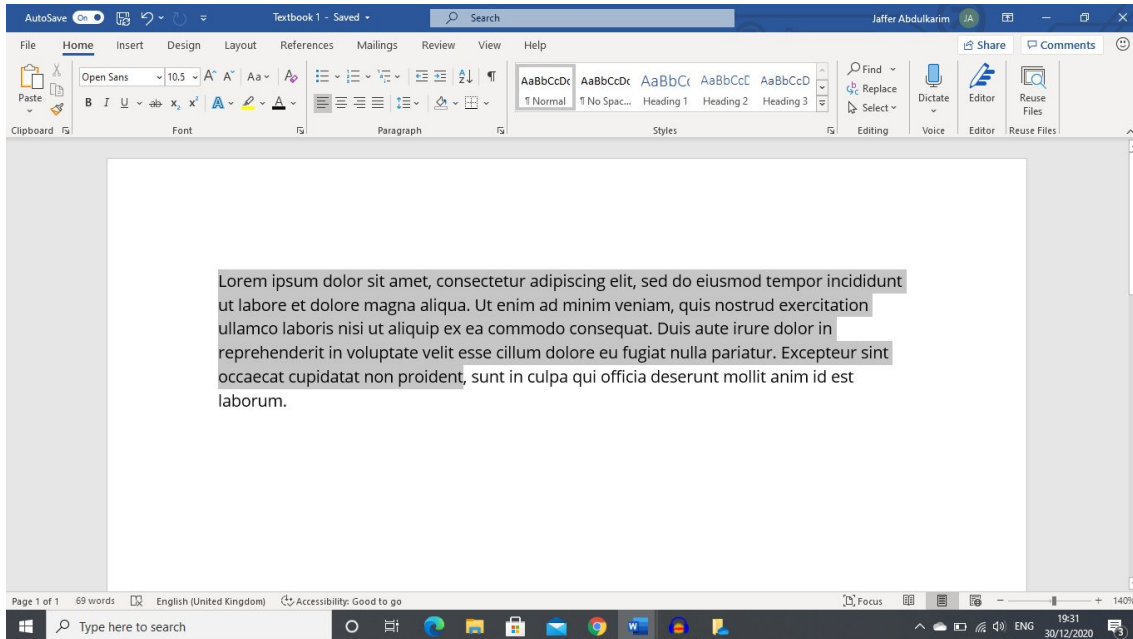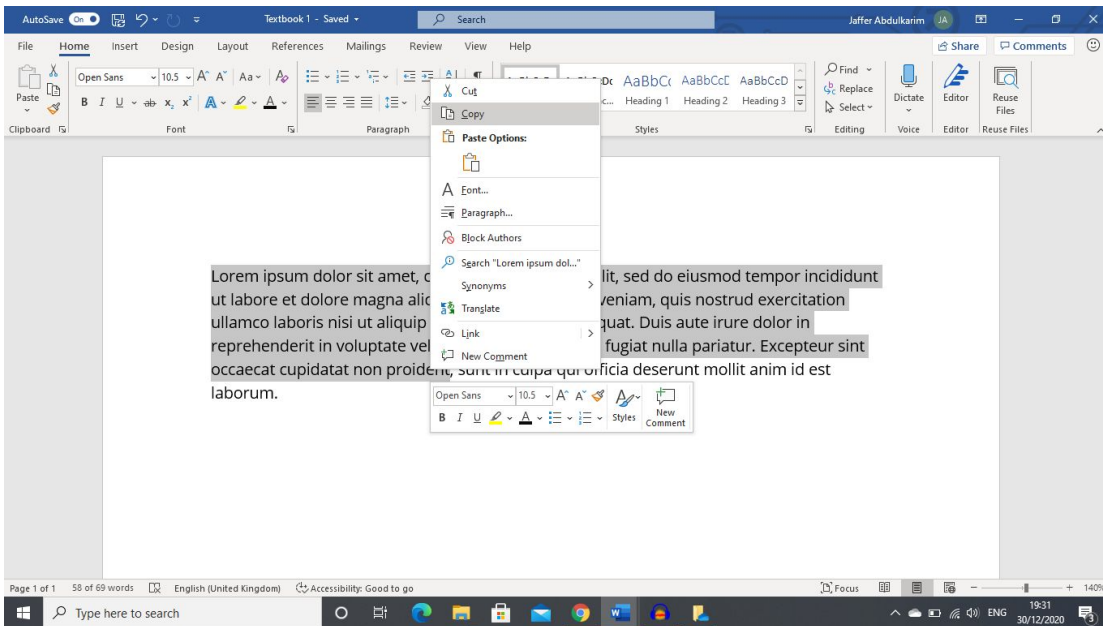## Ambassador

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.
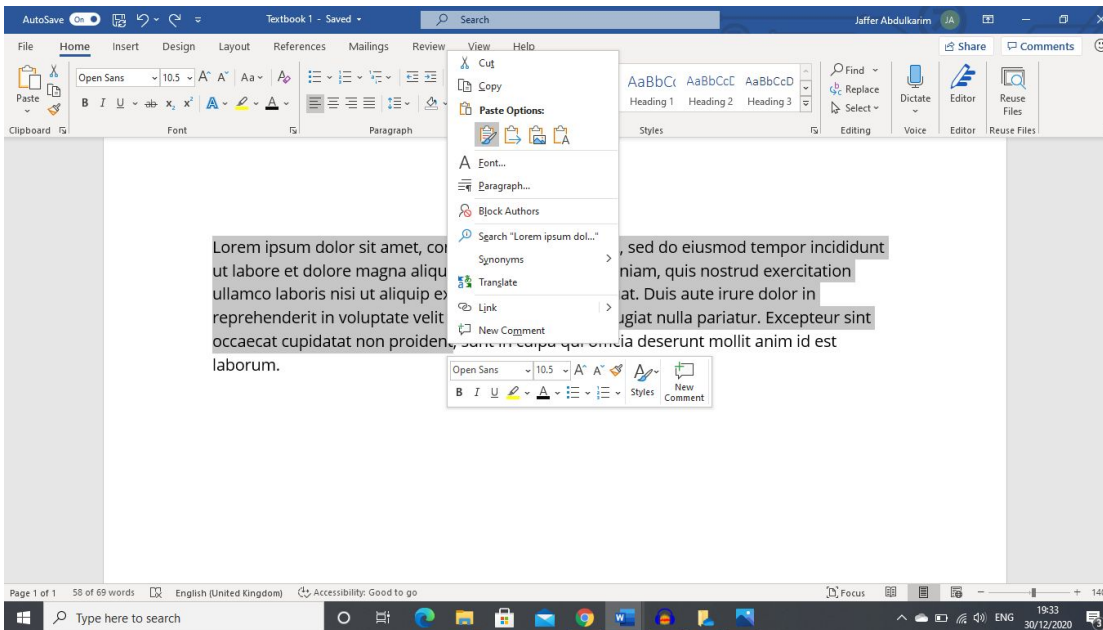

Step 2:

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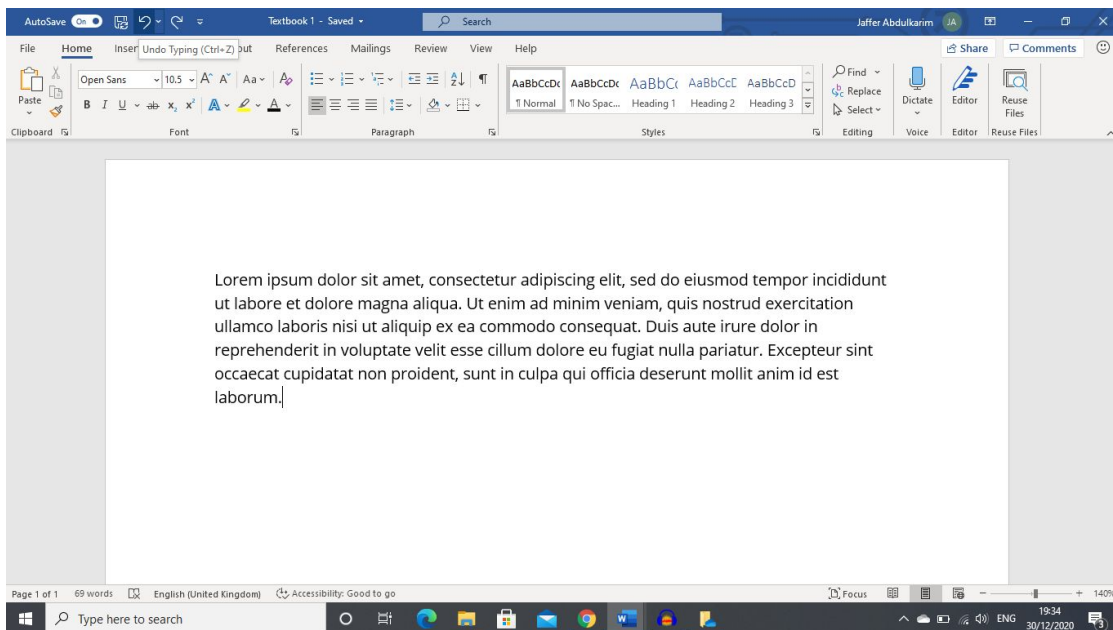
Or the cut option (Ctrl + X)

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)