![West Fargo Public Schools — Educating today's learners for tomorrow's world.]
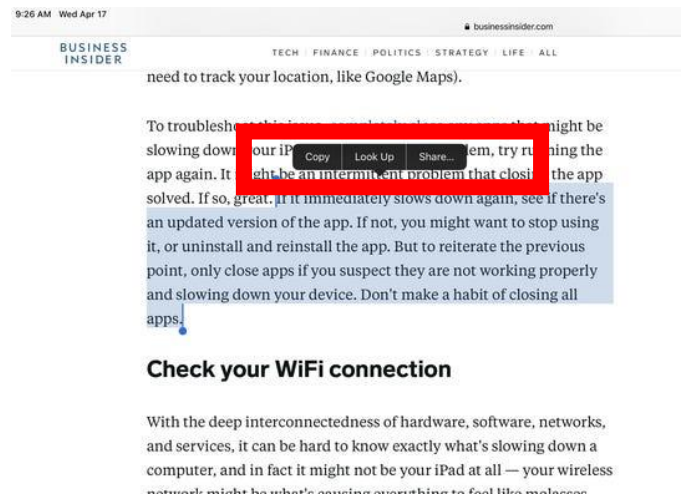
How to Copy and Paste on your iPad

Copying and pasting is the fastest way to bring efficiency to your workflow.

How to Copy and Paste Text and/or Images

1. Find the content that you want to copy.

2. Tap and hold on the first word for about two seconds. When you lift your finger, you should see the word is highlighted, with "drag bars" – two blue dots – on either side.

3. Tap and drag the drag bars until you've selected the text you want to copy. You can include only text, or text and images in your selection.

4. In the black pop-up menu, tap "Copy."

5. Go to the app where you want to paste the text.

6. Tap and hold for about two seconds, and then tap "Paste" in the pop-up menu.

How to copy and paste an image by itself

1. Tap and hold the image for about two seconds, and then tap "Copy" in the pop-up menu.

2. Go to your destination, tap, and tap "Paste."

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