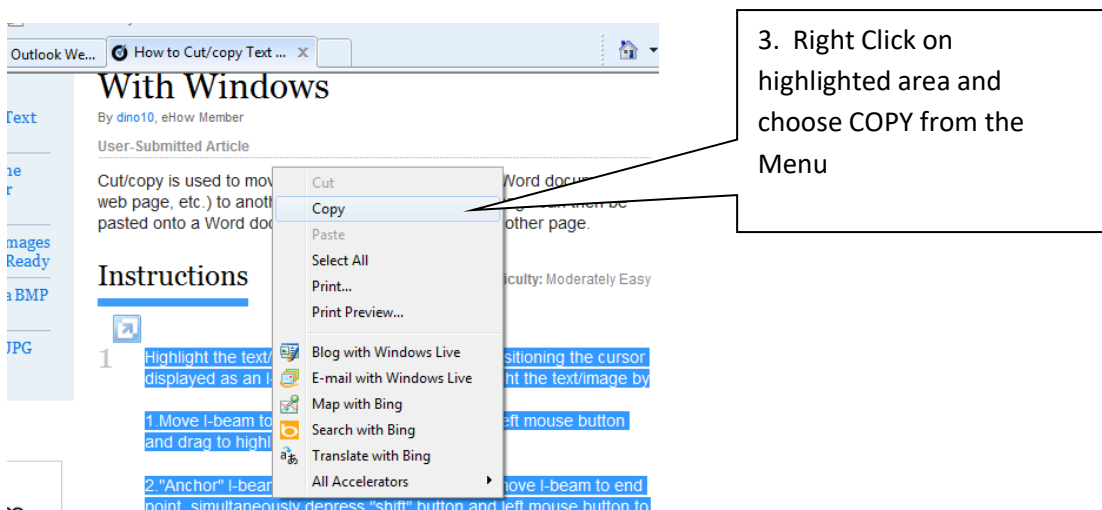


# How to Copy Text from an Internet Page to a word document

1. Open a Word Document and minimise.
2. Highlight the text/image to be moved. Start by positioning the cursor displayed as an I-beam on the document. Highlight the text/image by
  - a. Move I-beam to selection start point, depress left mouse button and drag to highlight desired text or
  - b. ."Anchor" I-beam at start point of desired text, move I-beam to end point, simultaneously depress "shift" button and left mouse button to select entire string of text.



4. Open the blank word document.

