



Writing

Selecting, Copying, and Pasting Text

Knowing how to select, copy, and paste text on your Apple device is a very useful skill. A great place to practice these skills is in the **Notes** app. **Check them out.**

Selecting

1. Open the **Notes** app.
2. Touch the **New Note** button in the bottom right corner of the screen.
3. Double tap to begin a new note. Type:

We will check out just how easy it is to select, copy, and paste text.

This is your practice text.

4. Use the rotor to select the text. Move through the rotor to find the **text selection** action.

Tip: If you're not familiar with the rotor, check out the Hadley workshop on the rotor.

VoiceOver says: “Text selection, swipe right to expand selection, swipe left to shrink selection.”

5. To decide how you want to select the text, swipe up or down to get the option to select by:

- character
- word
- line
- page
- all

For this activity, choose **word selection**.

6. Swipe right to select the first five words, one word at a time. VoiceOver announces each word and “selected”: **We selected, will selected, check selected, out selected, just selected.**
7. Say you went too far and didn’t want to select the last word “just”. Left swipe to unselect by word. VoiceOver says: **just unselected.**
8. To check the text you selected, use the **Speak Selection** gesture: the three-finger single tap.

VoiceOver announces: **Selected text, we will check out.**

Copying

Next you can copy the text you just selected.

9. Go back to the rotor to find the **Edit** element.
10. Swipe down to find the **Copy** option.
11. Single-finger double-tap to copy your selected text. VoiceOver says: **We will check out copied** and you hear a click telling you the text is copied.

Pasting

You can paste the copied text into anything with an edit field: for example, email, text message, or chat. For now, you can paste the selection into a new note.

12. Stop editing your current note by touching the **Done** button in the top right-hand corner of the screen. Then double tap.
13. Touch the **New Note** button in the bottom right corner of the screen. Then double tap.

14. Move through the rotor to find the **Edit** element.
15. Swipe down to find the **Paste** option.
16. Double tap to paste your copied text in the new note. VoiceOver announces the copied text to confirm you pasted it.

Now you've tried out selecting, copying, and pasting text on your Apple device. If you practice each step one at a time, they'll become second nature quickly. Check out the other workshops in this series to learn more about using your Apple device to write.

© 2022 Hadley 112922