


Copy and Paste

Keyboard commands for copying and pasting

Ctrl+ c will copy text (use copy symbol found in toolbar - )

Ctrl+ v will paste text (use paste symbol found in toolbar - )

If you have problems with foreign characters appearing in the text (common problem with Word documents), LiveText recommends that you first copy into Notepad (Start>Programs>Accessories>Notepad) to remove unnecessary coding, then into LiveText

Always use **2 steps to save** your work "Save Section" and "Finish" at the bottom or top.