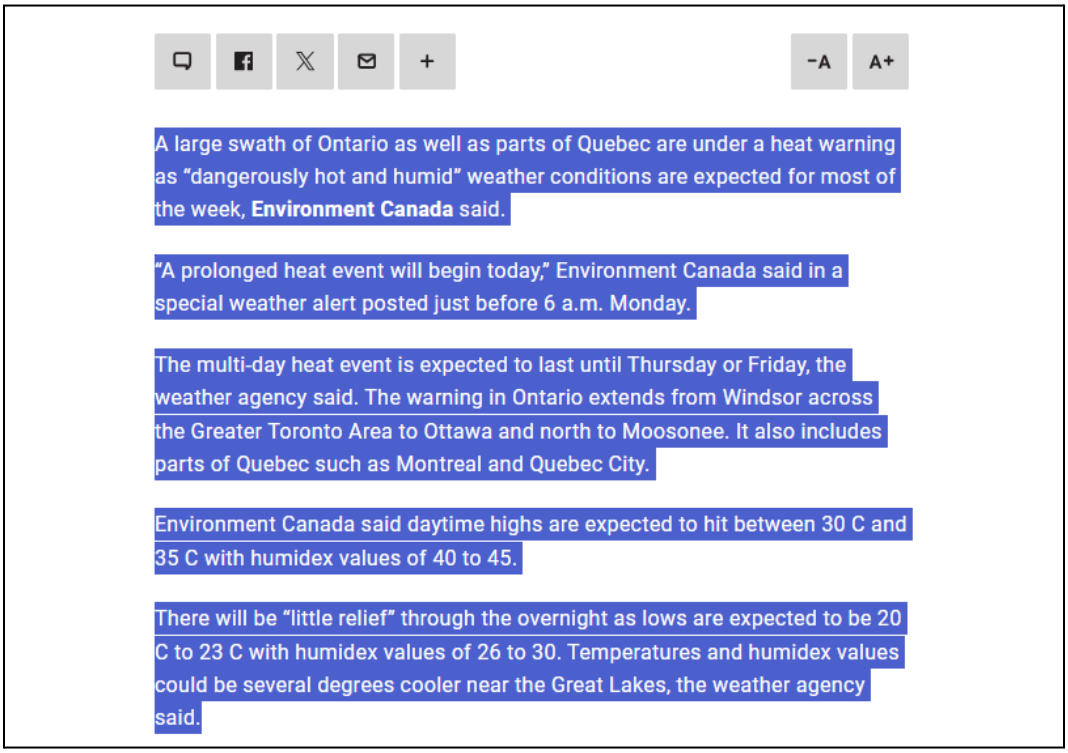
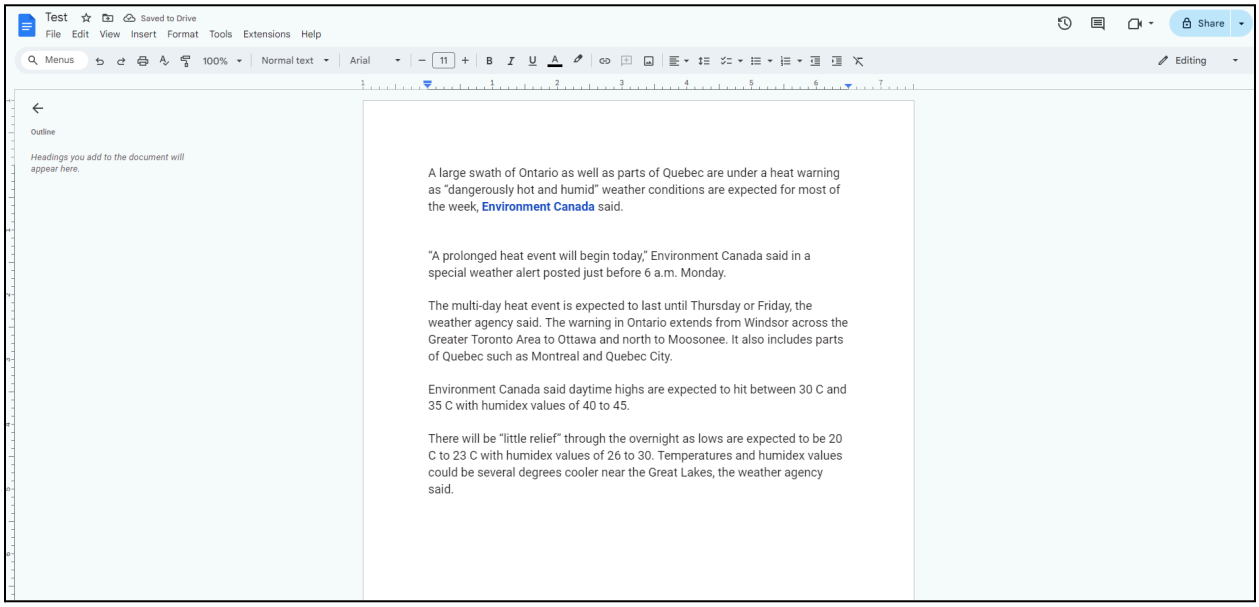
Shortcut : Copy & Paste

Step 1 : Hold and drag left-click to select the content you want to highlight



Step 2 : Once content is highlighted, press Ctrl and C to copy content

Step 3 : Press Ctrl and V to paste content into desired location