How to copy-paste

Knowing how to copy/paste text on your computer, is one of the most basic skills you should have as an online marketer.

While it is an easy thing to do, there seem to be a lot of beginning marketers that don't know how to do it. And it can be a real pain for website owners to explain it to their members over email. So I wrote it down in this report.

How to copy a link from a webpage

Sometimes you want to grab a link from a web page, to paste it in your ads.

For example, TrackerBoard shows all your links on a webpage, so that you have all your links at hand. Whenever I want to use one of my links in an ad, I look it up on my TrackerBoard page.

Let's use my first opportunity for this example. It reads "Herculist – very responsive safelist". (see picture)
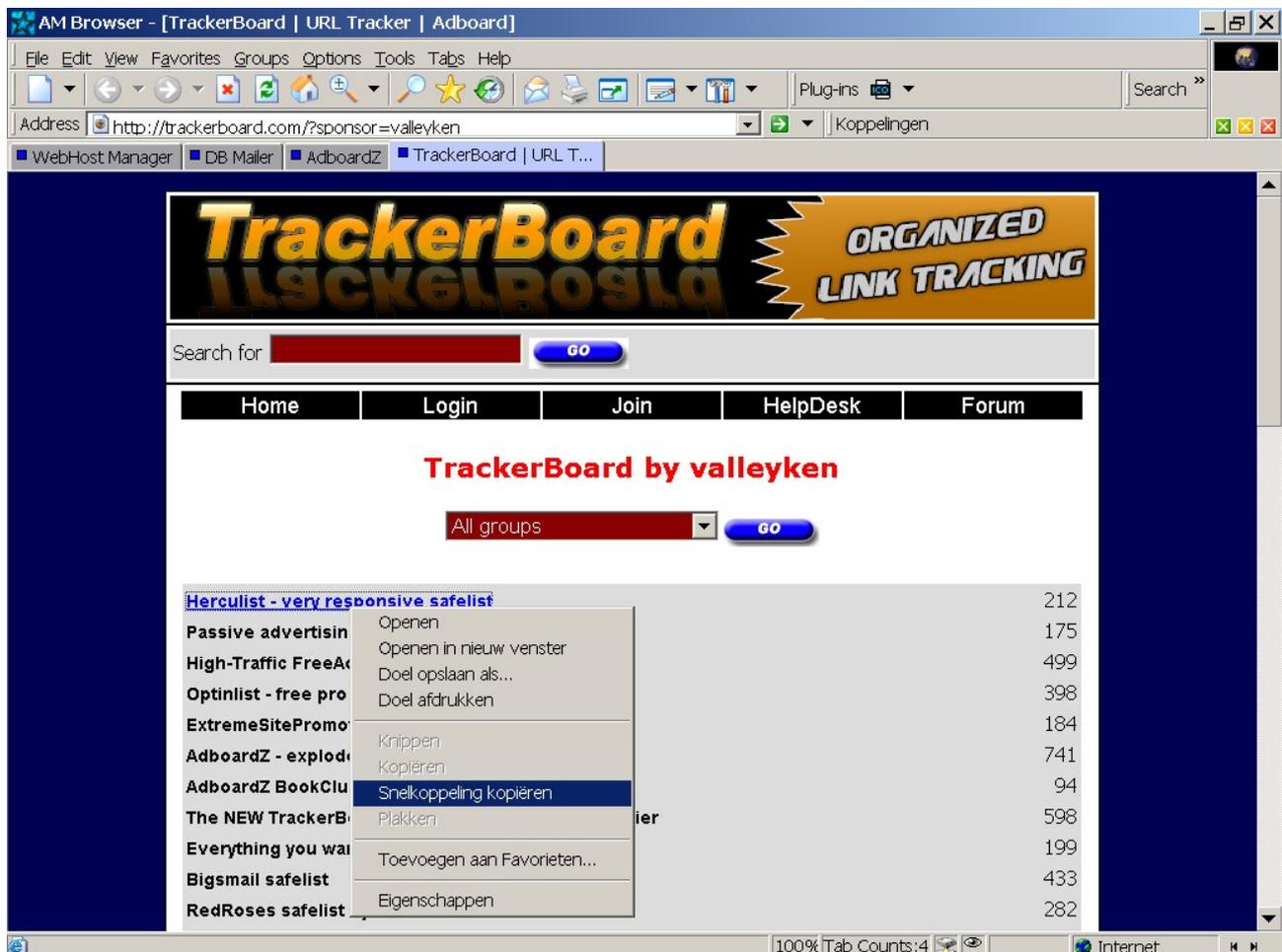
Here is how to copy the link:

– Hold your mouse pointer over the link

– Click the right-mouse-button. A menu pops up.

– Choose "Copy link"

The link should now be in the memory of your computer. Now you want to paste it somewhere.

You can paste it anywhere that you can type text:

– in the address bar of your browser, if you want to surf to that link

– in a text file, if you want to copy the link in a text that you are writing

– in an ad, for example if you are sending out a mailing in a safelist

So ...

– You place your cursor at the place where you want to insert the link.

– You click the right-mouse-button again. The menu pops up.

– You choose "Paste". And the link will be inserted at the place where your text cursor is.
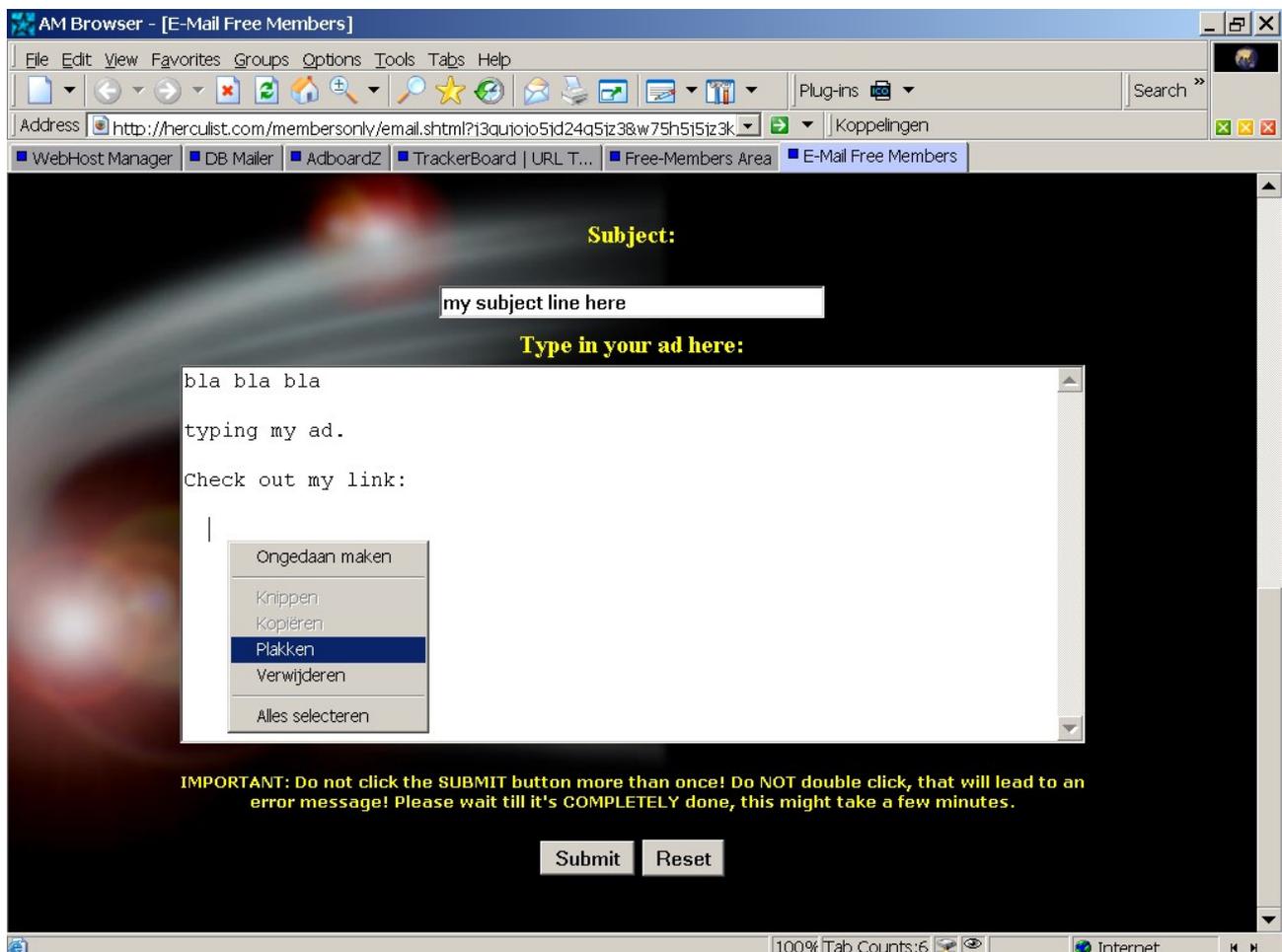
Note: Instead of clicking the right-mouse-button, you could also type ctrl-V to paste the link.

<mark>How do you type ctrl-V ?</mark>

– Press the ctrl key on your keyboard, and hold it pressed down

– While still pressing the ctrl key, press the letter v on your keyboard. Keep pressing the ctrl key, while you release the v key.

– Now you can release the ctrl key too

In this example, the link that is inserted in my ad, is my affiliate link for the Herculist safelist.

http://www.trackerboard.com/go.php?id=9

Selecting and copying text

Notice that this copied the <u>link</u> , not the text that said "Herculist – very responsive safelist".

If I wanted to copy the text, instead of the link, it would have worked slightly different.

- first <u>select</u> the text on the webpage. To select the text, press the left-mouse-button and while you keep it pressed, move your mouse over the text of the link.

- You will see that the text is selected because the text becomes highlighted, as if it was marked with a blue marker stift.
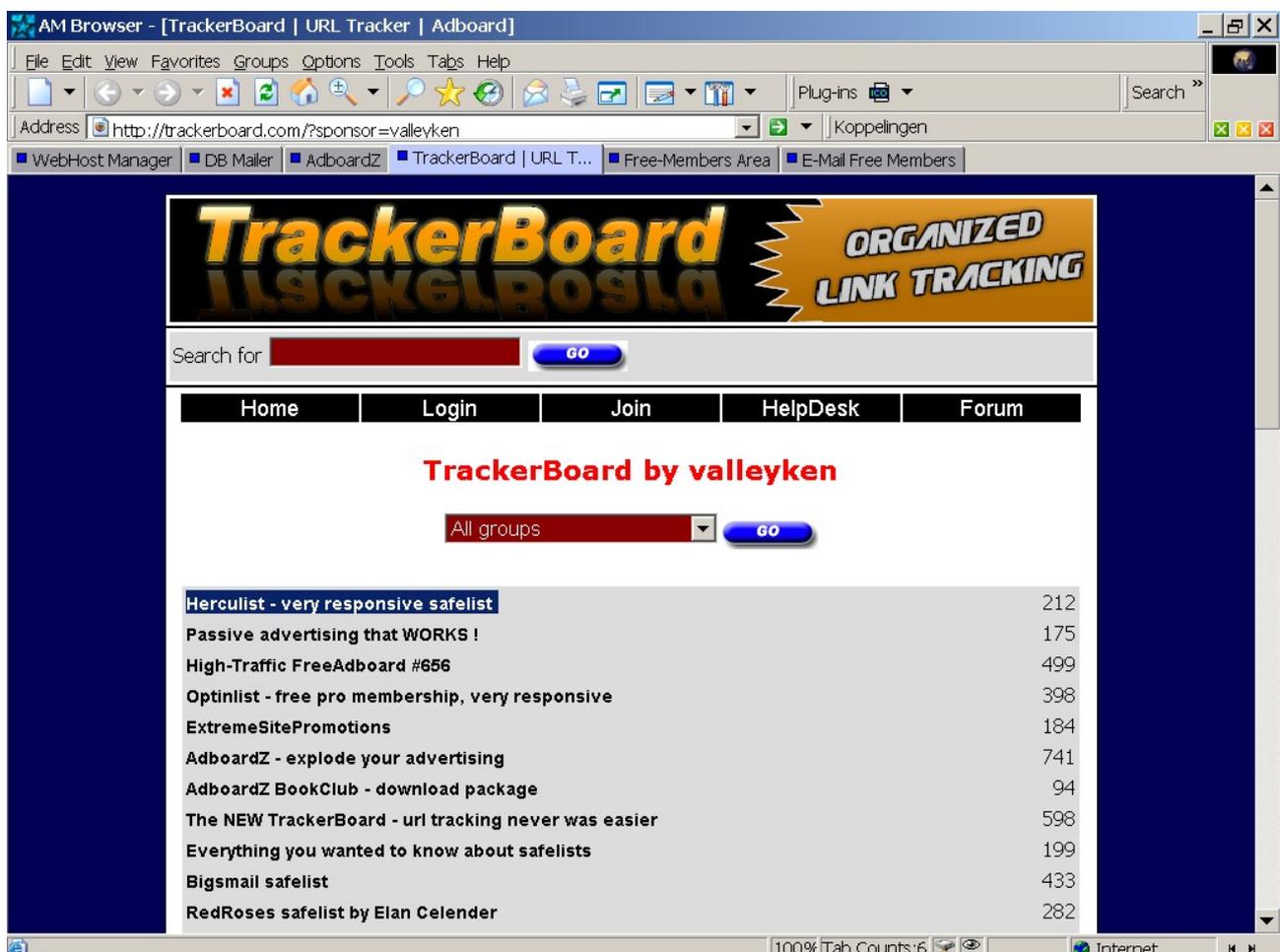
- Click the right-mouse-button.
- Choose "Copy"
- Place your cursor somewhere in a text
- Right-mouse-button again, and paste. (or use the ctrl-V shortcut to paste it)

The text "Herculist – very responsive safelist" should be now be inserted at the place of your cursor.

Selecting (or highlighting) a text to copy it, is frequently used. For example, when an online opportunity gives you a sample ad to use in your advertising. You can select the whole text, and copy it in your ad.

That's all there is to it. This text explained how to copy-paste in MS Windows. It might work slightly different in Linux, or on a Mac computer. In any case, you should know how to perform this basic operation on your computer, if you want to make it in online marketing.

Sincerely, Valleyken
http://helpdesk.adboardz.com