

PRINTABLE GUIDE

Copy and paste text on your phone

Copy duplicates selected text temporarily; Paste inserts it into an editable field. The original stays unless you cut or delete it. Practise without private details.

iPhone or Android | 2 min read | 5 steps

Before you start

- ☐ An unlocked phone
- ☐ A notes app with editable text
- ☐ A short practice sentence

1. Choose a practice sentence

Open a note and type a few ordinary words. Some webpages, images and app screens do not allow text selection. Starting in editable text makes it easier to recognise the selection handles and avoid an accidental message.

- ☐ Done this step

2. Select the text

iPhone editable text: double-tap a word. Android: touch and hold a word in a supported text field. Drag the selection handles to include the words you want. Make sure only your intended text is highlighted.

- ☐ Done this step

3. Choose Copy

Tap Copy in the selection menu. If it is hidden, look for the menu's arrow or more-options control. Avoid Cut unless you want to remove the selected words. Copying does not visibly move the original text.

☐ Done this step

4. Choose the destination

Tap a blank part of the note or another editable field where you want the copy. Move the cursor if necessary. Make sure you are not placing it in a message that could be sent to someone by mistake.

☐ Done this step

5. Paste and check

Touch and hold at the insertion point and choose Paste when offered. Read the result before saving or sending. A later copy may replace the temporary clipboard contents, and some apps or sensitive fields limit copying.

☐ Done this step

Try it for yourself

Copy three words from a practice note and paste them on a new line.

☐ I tried the task.

My notes

Why do I not see Paste?

The field may not be editable or the clipboard may be empty. Try copying ordinary text again and pasting into a blank note.

Official help and the online guide

Apple: select and edit text -

<https://support.apple.com/guide/iphone/select-edit-and-move-text-iph1a9cae52c/ios>

Read online: <https://plaintechguides.com/guides/copy-paste-phone-text/>