

Copying from a **PDF** to a **word document**...

1. Log into your computer and find the PDF document that you are trying to copy information from.
2. From here, to copy the information you will hold down the mouse and highlight the section of content you want, you should see a color change in the text as it should either be blue or grey
3. From here you can let go of the mousepad and the text should still be highlighted.
4. Press the “command” key which is right next to the long space bar and then press “c” at the same time, this is what copies the information
5. Once you have done this, go to your word document and click on the page so it is ready to type.
6. Now click the “command” key again and the “V” key simultaneously and what you copied should appear on the screen.

Copying from a **word document** to a **word document**...

1. This process is identical to copying from a PDF, the only difference is from where you're getting the copied text from.
2. Log into your computer and find the word document that you are trying to copy text from
3. From here, to copy the information you will hold down the mouse and highlight the section of content you want, you should see a color change in the text as it should either be blue or grey
4. From here you can let go of the mousepad and the text should still be highlighted.
5. Press the “command” key which is right next to the long space bar and then press “c” at the same time, this is what copies the information
6. Once you have done this, go to your word document and click on the page so it is ready to type.
7. Now click the “command” key again and the “V” key simultaneously and what you copied should appear on the screen.

Copying a **link** to a **word document**

1. To begin log onto your computer and click on either Google or Google Chrome, whichever you prefer
2. To copy a link, you need to be on the website that you want to copy, whichever page you're on will be the page that is brought up when you click the finished link.
3. When on the website, go to the bar at the top of the page in which the URL is located and when you click on it once, the entire link should be highlighted in blue. *Make sure the entire URL is highlighted.*
4. Once highlighted in blue, press “ctrl” in the bottom left corner and press “c” simultaneously to copy.
5. Go to the Word document in which you want to paste the link and click on the document where you want it pasted.
6. To paste, press “ctrl” and “v” at the same time and your link will appear in blue and underlined.
7. If you wish to click on the link to go to the website, right click on the link and select “open link” and it will take you to the website.